

AGENDA REPORTS PACK

ORDINARY MEETING

JULY 2016

Item 16/153.

Full Parish Council Meeting - Minutes

Held in the Village Hall, Lambs Lane, Cottenham on Tuesday 7th June 2016 at 7.15pm

Present: Cllrs Morris (chair), Berenger, Collier, Collinson, Graves, Hodson, McCarthy, Nicholas, Ward, Young, CC Cllr Jenkins, Assistant Clerk, RFO

In attendance: 1 member of public

- 16/122. Chairman's Introduction and Apologies for absence** – apologies accepted from Cllrs Bolitho (work), Mudd (ill) Wotherspoon (hol) SCDC Cllrs Harford (work), Edwards (work) CC Cllr Mason (ill) and the Clerk (personal). Cllr Heydon was absent.
- 16/123. To accept Declarations of Interest and Dispensations** – Cllr Berenger declared non-pecuniary interest in item 16/128 (Dissenter's trustee), Cllr Hodson declared non-pecuniary interest in item 16/126 (Gun Club owner).
- 16/124. Minutes** - To resolve that the minutes of the meeting of the Full Council meeting held on the 3rd May 2016 be signed as a correct record. **RESOLVED.**
- 16/125. Public participation – Standing Orders to be suspended** – no comments.
- 16/126. Reports**
- **SCDC** – report circulated prior to the meeting – no SCDC Cllrs present. Cllr Richards arrived at 7.21pm
 - **CCC** – report circulated prior to the meeting – Cllr Jenkins had nothing to add. No comments.
 - **Clerk** – report circulated prior to the meeting. Cllr Young asked when next sweep was due on Rampton Road, AC to check. Cllr Collinson thanked clerks & RFO for all their hard work. Cllr Berenger queried traveller issues at Rec. Cllr Morris confirmed that Police are aware and more prevention patrols will take place; open spaces are a priority during the summer. Cllr Richards has spoken to parent of one of the horse-riders and received an apology.
 - **Update on Neighbourhood Plan** – Cllr Morris outlined report circulated prior to meeting, nothing extra to add. The next step is to translate survey findings into planning policies for pre-submission consultation prior to submission to SCDC. Advice from SCDC to push through asap as it's the best defence we have available against speculative developments.
 - **Update on Tenison Manor adoption** – Cllrs Morris/Mudd/Clerk met with Persimmon on site – Cllr Morris outlined report circulated prior to meeting. Once ownership is established, and various multi-party agreements in place, CCC should adopt. Cllr Richards mentioned that some of the speed humps were missing cobblestones – AC to report to Persimmon.
 - **Update on transition to electronic payments and Unity Trust Bank** – RFO – now have 2 accounts with Unity Trust Bank: deposit (£50k) and current account from which we are now able to do online payments. Test run tonight. Occasional cheques will still be written. Formal adoption to be on next Council agenda.
 - **Update on Harradine lorries** – Cllr Hodson left the room at 7.39pm and took no part in discussions. Cllr Morris outlined report circulated prior to meeting. Cllrs Mudd and Morris have met with the 2 main parties – Harradine are looking at reducing the share of HCV traffic through Cottenham to 50% from 60% and adopting Mick Georges code of practice to keep mainly to A roads. Cllr Morris pointed out that Harradine trucks are only a part of the heavy traffic that includes other truck operators and buses. The project is expected to take approx. 2 yrs to complete. Follow up meeting to be arranged. Cllr Hodson returned at 7.42pm.
- 16/128. Land off Harlestones Road** – Brought Forward - consider obtaining legal advice up to £500 re ownership of land behind Dissenters Cemetery – Cllr Berenger left room 7.43pm and took no part in discussions. Land in question is residue from building development from 1960/70s. Approval of the Dissenters cemetery grant brought it back to the fore – if Dissenters put in gate, they need

permission to go over this land. Cllr Richards queried ownership of another piece of land by garages. Cllr Collinson outlined history of development; developers are bankrupt. In 1980s we were advised that no one owned the land. Cllr Morris reiterated that we should focus on land needed for Dissenters and the need to go through legal processes to establish ownership not to get side-tracked by other pieces of land. Resolution to obtain legal advice of up to £500 to establish ownership of the parcel(s) of land immediately behind the Dissenters Cemetery.

RESOLVED. Cllr Berenger returned at 7.54pm.

- 16/127. Post box** – Cllr Collinson outlined needs for an additional post box following relocation of the box outside the former Post Office. The absence of a box near the centre of the village is inconvenient for some residents, particularly the elderly, and there are many small businesses near to the previous post office. Other post boxes around the village are neither obvious, nor near the centre of village. Cllr Nicholas said the previous post box was in the epicentre of village, all other post boxes are small – A4 has to go to main post box. Cllr Richards asked whether we should we request a particular position? E.g. next to passageway to Franklin Gardens. Cllr Young suggested that if we specified a location, Royal Mail would give reasons as to why not. If we propose a zone then they have more choices. Resolution to write to Royal Mail requesting additional post box to be installed on the High Street between the Co-op and Lambs Lane, giving reasons. **RESOLVED.** Cllr Morris to write. Resident left at 8.02pm
- 16/129. Summer Reading Challenge** – RFO outlined; we have supported for 7 years, benefits approx. 100 children. Resolution to approve grant application to Cottenham Library for the summer reading challenge for £150 as recommended by FLAC — **RESOLVED** (section 137)
- 16/130. Traffic Regulation Orders** – to receive update on TRO applications – Cllr Morris outlined report circulated prior to meeting; three of the outstanding TROs appear to be progressing now with the Remembrance Sunday one also in the pipeline. Cllr Jenkins was thanked for his input.
- 16/131. Village Hall redevelopment** – to consider next steps on the new Village Hall, including outline Business Plan, Design and Planning Permission – Cllr Morris outlined report circulated prior to meeting. Meetings have been held with current partners, potential partners, including for early years provision – all positive conversations. Cllr Young queried the basis of the financial estimates. Cllr Morris explained that the provisional income estimate is extrapolated from services we currently provide and added potential income e.g. for upstairs lets, parties. Income level is planned to exceed operating costs which include staff, operating and finance costs. Cllr Nicholas asked if SCDC appear favourable? Cllr Morris confirmed. Cllr Hodson asked about views of rest of village regarding costs. Cllr Morris remarked that the new VH would be an investment for the village. Cllr Collier suggested using an online survey. Cllr Morris suggested gauging reactions at Festival. Cllr Young suggested combination of both. Cllr Richards pointed out that the NP results showed that new VH was well requested. Next steps include a review by CALF of the offered facilities and services while FLAC should review costs and likely income. The ongoing communication and decision process will continue until planning permission is sought later in the year and subsequent procurement decisions are made. Item to go on next CALF & FLAC agendas, decision on design and type of planning permission to be chosen at next full Council meeting.
- 16/132. Public Art competition** – to receive update on Public Art competition and convene judges panel. Cllr Collier left room at 8.19pm and returned at 8.21pm. Resolution that judge's choice, in accordance with the competition rules, will be final. **RESOLVED.** Judging panel to arrange meeting.
- 16/133. Shared working practices** – to consider possible 'shared cost' co-operation with H&I Parish Council (and/or others?) - exploratory meeting with H&I to be arranged, Cllrs Collier/Morris to represent CPC. CC Cllr Jenkins left the meeting at 8.23pm
- 16/134. Connections Bus advertising** – to consider advertising summer Connections Bus sessions in the CPS magazine – Clerk has authority to spend; no resolution required - **APPROVED**
- 16/135. Boundary Review Consultation** – to consider response to consultation from Boundary Commission draft recommendations on Cambridgeshire County Council electoral arrangements – Cllr Collinson outlined, there are now divisions not wards and the main proposal is to have individual members for Cottenham/Rampton/Willingham and Histon/Impington. Cllrs McCarthy and Collinson to respond on CPC's behalf by 20th June.

- 16/136. Speed reduction wheelie bin stickers** – to consider buying 100/250 “30mph wheelie bin stickers” as Festival give-away items at a cost of £90/£250 off the Highways budget – Cllr Nicholas said that speed issues are major problem, CPC should do something. Cllr Young suggested targeting through roads instead of randomly – perhaps by letterbox drop. Resolution to purchase 250 “30 mph wheelie bin stickers”; 100 to be given out at Festival, 150 available by request from affected households after the event. **RESOLVED.**
- 16/137. Weed & Fertiliser** – Resolution to proceed with quote for spraying of third field at the Rec Ground at a cost of £186 + VAT. **RESOLVED.**
- 16/138. Cllr Training** – Resolution for Cllrs Hodson/McCarthy/ Morris to attend Highways training course on 13th June 2016 at H&I PC, CPC to fund. **RESOLVED.**
- 16/139. WISER Recycling debt** - consider what action should be taken with regard to Wiser recycling unpaid invoices for £452.11 – RFO – outlined debt is well over a year old – no explanations offered. Resolution to write letter to WISER Recycling including threat of action in small claims court if no response within a month. **RESOLVED.** RFO to write. Review at next meeting.
- 16/140. CAPALC** – Resolution to renew membership to CAPALC at a cost of £679.45. **RESOLVED.**
- 16/141. Financial Regulations** – Cllr Morris outlined changes related to procurement (Public Contracts Directive) and charity administration (CPC is sole trustee of the King Georges Field charity) brought to our attention following the Internal Audit and rule changes last year; approval process remains unchanged. Resolution to adopt changes as recommended by internal auditor. **RESOLVED.**
- 16/142. Standing Orders** – Resolution to adopt changes recommended by internal auditor relating to procurement (Public Contracts Directive), removal of references to the now obsolete Power of Well-being, and introduction of a £250 materiality level for stock checks. **RESOLVED.**
- 16/143. Terms of Reference** – Resolution to add the word “normally” before “within” (in relation to production of minutes and distribution). **RESOLVED.**
- 16/144. Salaries** – Resolution to implement new pay scales for 2016-2017 (as recommended by The National Joint Council for Local Government Services) immediately and backdated to 1 April 2016 and New pay scales for 2017-2018 to be implemented from 1 April 2017; the same 1% increase to be extended to staff not employed on the formal scales. **RESOLVED.** Staff were thanked for their positive attitude, efforts and results during the year.
- 16/145. Finance**

| Income | Description | Net | Gross | |
|---------------------------|---|-------------------|--------------------|--|
| Day Centre | Rent for April 16 | £ 100.00 | £ 120.00 | |
| Michelle Plowman | April 16 invoice | £ 862.00 | £ 1,034.40 | |
| CUSSC | Quarterly payment | £ 2,600.00 | £ 3,120.00 | |
| HMRC | VAT payment for November 2015 | - | £ 9,070.40 | |
| HMRC | VAT payment for March 2016 | - | £ 723.37 | |
| SCDC | Rent of Village hall for polling station | £ 91.67 | £ 110.00 | |
| Cottenham Colts | Annual rent for rec ground & changing rooms | £ 1,041.67 | £ 1,250.00 | |
| Keith Carpenter | Village hall hire | £ 150.00 | £ 180.00 | |
| John Land | Village hall hire | £ 170.00 | £ 204.00 | |
| E Davis | Village hall hire | £ 45.00 | £ 54.00 | |
| Cottenham Cares | Village hall hire | £ 50.00 | £ 60.00 | |
| Church & Causeway | Donation to Cottenham Parish Council | £ 3,000.00 | £ 3,000.00 | |
| Whyatts | Rent of Green during the Fair | £ 500.00 | £ 600.00 | |
| Cottenham Festival | | | | |
| Bumblebees stall | For stall at the festival | £ 16.67 | £ 20.00 | |
| Lynx leasing | for stalls at the festival | £ 33.34 | £ 40.00 | |
| | | £ 8,660.35 | £ 19,586.17 | |
| | | | | |
| Expenses over £500 | | | | |

| Beneficiary | Description | Net | Gross | code |
|-----------------------------|---|--------------------|--------------------|---------|
| Salaries | Salary costs for June 16 | £ 3,319.67 | £ 3,319.67 | |
| HMRC | Tax £228 and NI £376.61 (Cheque) | £ 604.61 | £ 604.61 | |
| Legal and General | Pension cost for June 16 DD | £ 48.73 | £ 48.73 | |
| AJ King | Monthly contract cost May 16 | £ 2,536.24 | £ 3,043.48 | 575 |
| AJ King | Fencing at the WARG field Histon road | £ 830.70 | £ 996.84 | 558 |
| Chubb | Work on alarm system | £ 670.50 | £ 804.60 | 564 |
| Cole Easdon Consultants | TRICs exercise re planning applications | £ 600.00 | £ 720.00 | 568 |
| Nick West | Cleaning cost for the Village hall April 16 | £ 540.00 | £ 540.00 | 569 |
| Nick West | Cleaning cost for the Village hall May 16 | £ 577.13 | £ 577.13 | 580 |
| CAPALC | Annual membership fee | £ 679.45 | £ 679.45 | 578 |
| Southern Electric | Quarterly bill for the Village hall | £ 1,045.55 | £ 1,254.66 | 579 |
| | | £ 11,452.58 | £ 12,589.17 | |
| | | | | |
| Expenses under £500 | Description | Net | Gross | code |
| Green & Purple Ltd | RFO support and payroll April/May 16 | £ 130.00 | £ 16.00 | 559-561 |
| Community Centre | Hire of Community centre hall | £ 59.20 | £ 59.20 | 562 |
| SLCC | Books purchased | £ 31.78 | £ 31.78 | 563 |
| Staples | Stationary and toner | £ 110.15 | £ 132.18 | 566 |
| Playsafety Ltd | Annual inspection | £ 231.00 | £ 277.20 | 567 |
| Heelis and Lodge | Internal audit fee (Cheque) | £ 410.00 | £ 410.00 | 570 |
| The BC Group Trust | Crowlands Manor upkeep | £ 360.00 | £ 360.00 | 571 |
| Cambridge Water Co | Water bill for the Bowls club & Allotments DD | £ 146.83 | £ 146.83 | 572 |
| Southern Electric | Electricity bill for the Pavilion DD | £ 231.38 | £ 277.65 | 573 |
| Calor gas | Gas for the Pavilion DD | £ 568.71 | £ 597.15 | 574 |
| Fen Edge Plumbing & Heating | Repair pipe in bar area of Village hall (Cheque) | £ 85.00 | £ 85.00 | 576 |
| Debbie Seabright | O2 Sim for Alarm and postage costs | £ 12.09 | £ 12.09 | 577 |
| Travis Perkins | T Rex cloth tape & 4 double steel washered hinges (Chq) | £ 22.58 | £ 27.10 | 581 |
| | | £ 2,398.72 | £ 2,432.18 | |

Amendment to expenses under £500, Green and Purple gross amount changed to £156.00, total changed to £2,572.18. Cllr Young queried gas bill for Pavilion. RFO confirmed monthly rental for tank, fill ups when required. Resolution to pay these invoices. **RESOLVED.**

16/146. Management accounts – to review the monthly management accounts – FLAC, no comments

16/147. Bank reconciliation – to review monthly bank reconciliation at end of April 2016 – FLAC

cash in bank: £637,733.26

creditors £11,962.35

debtors £10,493.30

Net total: £636,264.21

16/148. Matters for consideration at the next meeting – Village Hall, Church and Causeway allocation, formalise electronic payments, WISER debt situation

16/149. Dates of next meetings – Planning 9th June, Highways 14th June, CALF 21st June, Planning 23rd June (Office), FLAC 28th June, Full 5th July.

16/150. Close of Meeting - 9.00pm

Signed _____ (Chair) Date _____

Item 16/155 - Reports

South Cambridgeshire District Councillors' Report to Parish Councils June 2016

There was an extraordinary meeting of **Council** this month to discuss a devolution deal for Cambridgeshire and Peterborough. The deal will bring £20m a year for 30 years as well as £170m over the next 5 years for affordable housing. Taking this first step also offers devolution of the skills budget, the opportunity to negotiate further devolution of power in the future and enhances the area's eligibility for applications via the LEP to the Growth Fund. Varying levels of concern were voiced about the requirement for an elected mayor who will lead a cabinet made up of members from each of the constituent authorities. All the local authorities who would be party to the deal have now considered the deal and have all resolved to proceed to public consultation which will start on 04 July. Following consultation a further meeting will take place in October to consider whether to give consent for the Secretary of State to bring forward an Order to establish a Mayoral Combined Authority covering the area of Cambridgeshire and Peterborough. Agenda pack:

<http://tinyurl.com/h4yh3re>

The annual report of the Internal Audit Service and the Council's Risk Strategy were the subjects on the agenda for this month's the meeting of the **Audit & Corporate Governance Committee**. Agenda pack: <http://tinyurl.com/h5atrsv>

The **Finance & Staffing** portfolio holder, with his new responsibility for grants, met to consider applications for the Community Chest. Grants totalling approximately £12,500 were approved including one to support the purchase of a new piano for Cottenham Primary School. This application was approved by the Leader of the Council rather than the portfolio holder who is one of the 3 local councillors for Cottenham. Agenda pack: <http://tinyurl.com/httmafj>

There were meetings in June of both the **Greater Cambridge City Deal** [GCCD] Assembly and Board. Both considered plans to improve public transport, cycling and walking in Cambridge by tackling congestion 'swiftly and effectively'. The aim is to leave the busiest roads free for buses, cycles and pedestrians at rush hour and speed up the commute for people who don't travel by car. The proposal recommends: peak time congestion control points, better public transport, a workplace parking levy, on street parking controls such as residents parking zones [to discourage commuter parking], better cycling infrastructure, smart transport technology [such as 'digital way finding' and real-time traffic alerts], travel planning, and improving the look, feel and experience of public space. The Board also considered the preferred options for bus priority measures and cycling improvements on Histon Road and Milton Road, and a package of 5 schemes to improve cross city cycling. The proposals for Histon and Milton Roads have attracted a lot of criticism from local residents; the proposal that 100+ trees will be lost to accommodate the changes on Milton Road being particularly contentious. Assembly agenda pack: <http://tinyurl.com/j5zqqkh> draft minutes: <http://tinyurl.com/j9vo9kj> Board agenda pack and decisions: <http://tinyurl.com/jkynk3d>

Members of the **Joint Development Control Committee - Cambridge Fringes** [JDCC] were given a briefing this month on both the Chisholm Trail [GCCD funded project] and a proposal for residential development on one of the land parcels on the North West Cambridge Development [NWCD]. A meeting that I subsequently attended of one of the resident liaison groups for the NWCD also provided a briefing on a proposal for a further land parcel in the South Cambridgeshire part of the development. JDCC Agenda pack: <http://tinyurl.com/zy3n48g>

Planning Committee considered just one item following the withdrawal of all other items on the agenda. The withdrawn items are now included in a long agenda for July's meeting which also includes an item of local interest to Cottenham. The committee will be asked to consider the current breach of an enforcement notice on a site at Millfield and to authorise "Direct Action" to ensure compliance with the notice. Date of the meeting is Wednesday 06 July.

Among items considered by the **Planning PfH** at his June meeting was a review of the way the district council works with local communities who are engaged in preparing Neighbourhood Plans. There is growing interest amongst our local communities to provide parish level plans to sit alongside the Local Plan and the report made recommendations on how the council should move forward to fulfil its statutory duties to advise and support them. The portfolio holder agreed to set up a Neighbourhood Plan Task and Finish Group to oversee this review. The group will include district and parish councillors who will oversee the development of a number of documents including a revised agreement for use between the council and any parish council preparing a Neighbourhood Plan. Agenda pack: <http://tinyurl.com/j85v8mm>

Housing: as one of just 11 councils who participated in a pilot of the government's Self/ Custom build scheme, SCamb's is holding a workshop on 05 July [6pm at Cambourne] for people interested in building their own home. The latest in a series of events organised by the council, this free workshop will bring together leading industry experts and council officers to help people learn more about new self build legislation and regulations, modular building construction methods and practical building tips. To book a place on the workshop, email: rightto.build@scamb.gov.uk

The countdown to **Parklife** - SCamb's annual free family fun day has begun. Advance booking has now opened. Anyone keen to try out a canoeing, kayaking or paddle boarding taster session at Milton Country Park on Sunday 17 July can now book a slot by emailing: parklife@scamb.gov.uk or calling the Parklife team on: 01954 713362 The wide range of activities offered at the event are free and include climbing and archery in the Extreme Zone, nest box making and den building in the Wild South Cambs Zone as well as mountain biking in the Cycle Zone.

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Monthly report for parish and community councils June 2016

For the Cottenham, Histon and 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 no regular full council meeting but we had an extra-ordinary one to consider the latest iteration of the devolution offer. Go to <http://wp.me/p7tuu7-10> for the report of the meeting and to <http://wp.me/p7tuu7-11c> for my latest take on the offer. I don't like the idea of a mayor and I don't think we've fully spelled out what we're going to get.

Committee meetings and other council matters

Adults, Children & Young People, General Purposes and Health: these committees did not meet.

In my role as chair of the Health Committee: I participated in a telephone meeting with the National Audit Office relating to the Uniting Care Partnership debacle; I attended a Health & Wellbeing Board development meeting; I met the Addenbrooke's CEO as a part of the Health Committee's ongoing liaison with the key players in the local health economy; and I attended the East of England LGA Health lead members meeting.

Assets and Investments: this committee met but made no key decisions. It approved its terms of reference and I ensure that these included an obligation to liaise with parish councils at an early stage when it was bringing developments forward.

Economy & Environment: the committee met. There were two key decisions on the agenda. One related to the use of section 106 funds in St Neots and Ramsey and the other to a Stagecoach proposal regarding funding of the operations of the Guided Bus. The Stagecoach proposal, no parking charge but increased bus fares and no concessionary travel, was rejected but it was decided to investigate other options.

A new Rights of Way Improvement Plan has been adopted. Go to <http://bit.ly/29f2TaO>. There's a useful link to an interactive map: <http://www.cambridgeshire.gov.uk/rightsofway>.

Highways & Community Infrastructure: the committee met and there was one key decision viz a framework agreement for the procurement of Intelligent Transport Systems (that's 'traffic signal control equipment including pedestrian crossings' to you and me).

The Planning Committee met but there were no items on the agenda of direct relevance to CH&I.

The Greater Cambridge City Deal Joint Assembly and the Greater Cambridge City Deal Executive Board met. The former considered and the latter approved the 'do max' option for Histon Road.

The Cambridgeshire & Peterborough Police and Crime Panel both met and confirmed the appointment of the new Commissioner and the arrangements for his deputy.

Consultations relevant to this division

The satisfaction survey relating to Cambridgeshire's children's centres continues and will run until 29 Jul. It aims to find out how satisfied parents, carers, childminders and other service users are with services being provided by them.

There's a new SEND SS 2016 Parent Carer Survey. CCC is consulting a random sample of parents and carers who have used its service in the last 12 months. That runs until 29 Jul 16.

There's also a Parents' Survey about extending the free childcare provision for working parents running until 31 Jul 16.

Finally the audit of governing body effectiveness (<http://bit.ly/1r6eCiV>) continues until 31 Aug. The aim of the audit is to aid governing bodies in evaluating their practice and to provide county wide information on governance. There's a related survey for schools to complete. This runs until 14 Oct.

Apologies but the CCC web-site has been 'improved' and many (all?) of the links related to consultation appear to be broken. I don't have links for the new consultations.

Note that there is going to be a big consultation on the devolution proposal. This will run until mid August. I saw the first draft and it was not good, a view shared by colleagues from other parties. It's intended to get this consultation out in the first week of July.

More local matters

I have picked up news about irrational pot-hole filling policy/behaviour in Oakington. It appears that crews are told to only fill holes that meet certain criteria and to ignore others close by. This despite the Council having twice as much money to spend on pothole filling this year as it had last year.

I attended the first meeting of the Local Liaison Forum for the City Deal developments along Histon Road and lobbied successfully to be allowed to attend as an interested councillor.

I attended the Histon patch police panel. I was impressed to see that it is streamed live to the web.

I met the senior Adult Social Care officer to explore options for Histon & Impington to participate in its Buurstzorg pilot.

Diary (next public meetings)

| | | | |
|--------|------|---|--------------------------|
| 7 Jul | 1000 | Greater Cambridge City Deal Assembly | South Cambs, Cambourne |
| 14 Jul | 1000 | *Economy & Environment Committee | Shire Hall, Cambridge |
| 22 Jul | 1430 | Greater Cambridge City Deal Executive Board | Meadows Community Centre |
| 21 Jul | 1000 | Planning Committee | Shire Hall, Cambridge |
| 7 Sep | 1400 | Cambridgeshire Police & Crime Panel | Peterborough Town Hall |
| 7 Jul | 1400 | Adults and Wellbeing Committee | Shire Hall, Cambridge |
| 12 Jul | 1000 | Highways & Community Infrastructure | Shire Hall, Cambridge |
| 12 Jul | 1400 | Children and Young People Committee | Shire Hall, Cambridge |
| 14 Jul | 1400 | *Health Committee | Shire Hall, Cambridge |
| 22 Jul | 1000 | *Assets & Investments Committee | Shire Hall, Cambridge |
| 19 Jul | 1030 | Full Council | Shire Hall, Cambridge |
| 26 Jul | 1400 | *General Purposes Committee | Shire Hall, Cambridge |
| 7 Jul | 1000 | *Health & Wellbeing Board | Fenland Hall, March |

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

And finally ... I guess the big news items of the month have been the referendum nationally and devolution locally but there have been a couple of good news developments to make everyone smile. The first was the story of Marcus Willis (made even better by hearing that he's turned down £15K from the Sun). The second of course was Wales' victory over Belgium in the European Nations Cup. It was good to see how Gareth Bale doesn't just star. He also lifts the rest of the team.

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CLERKS REPORT – June 2015

Anything in bold is new or an update.

Highways

- Histon Road – Has been inspected during wet weather to ascertain whether anything can be done regarding the puddling and water not draining into gullies. Graham has identified a couple of areas that need further looking at.
- **Harlestones Road, Lyles Road, Franklin Gardens – Have been micro-asphalted. Waiting for lines to be reinstated. At least 3 of the gullies have been blocked which has caused issues during the recent heavy rain.**
- 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. David Lines is looking into this for us. Waiting update.
- Routine jetting has been carried out around the village. Some have been missed (Clerk & Assistant Clerk witnessed works being undertaken and noted several gullies completely blocked on Beach Road which were omitted). AC following up with Highways.
- TROs have been submitted for double yellows on Lambs Lane, no overnight parking in layby on Twentypence Road, waiting restrictions by new PO layby and TTRO for Remembrance parade. **Following intervention from various parties the 3 TRO's are now being progressed with advertising now taking place and works expected around the end of July.**
- Sign for Long Drove has been knocked down and left in the verge; reported. Showing as closed but work not done. Waiting update from Graham.
- **Safety Barrier, Cottenham Lode has been repaired.**
- Dragon Patcher – Noted that some, but not all parts of Broad Lane have been patched. Whilst an improvement there are still several areas that need attention.
- Gullies around the Green – are full again (College side) and overflow during heavy rain, these were jetted in August 2015 and then again when the annual works were done. County to arrange to have cleaned when funds available.
- Leopold Walk – Waiting response from Community Payback team re. dealing with the overgrown shrubs/trees. Graham has been chased CP team. If no action shortly he will arrange for cutting back this financial year.
- Racecourse View - several residents asking if/when there are going to be any white 'give way' lines painted.
- Damaged bollards on High St/Denmark Road junction reported and will be re-set.
- **Liaison on-going with Andi Caddy re. progressing the TRO's for Lambs Lane, outside Shaun's newsagents and near the church. He has come back with costs (£3878) and advertising has started.**
- Groundsman reported issues with growth from County owned tree next to bus shelter on the High Street. AC has contacted Highways accordingly.
- **We have been advised that Lambs Lane will be closed 1st – 5th August. This is for urgent utility works.**

Village Hall

- Cllr Richards arranging replacement door in men's toilets (to replace damaged door).
- Cllr Richards has purchased anti-climb paint (as agreed by CALF)
- Guttering between the high roof and flat roof has been damaged and requires repair.
- **Cromwell have been in touch regarding fire alarm and emergency lighting service. Works under taken on 30th June.**
- **Outside toilet currently out of order. Nick has ordered new part from Travis.**
- **Defibrillator box has been moved into the kitchen. Need to give shutter/door/kitchen keys to Bowls Club.**
- **There has been a leak in the men's toilets which is now fixed however there is still an issue with the ladies toilets which can't cope with large-scale usage, water then backs up and causing flooding. Nick arranging for plumber.**

Recreation ground

- User meetings ongoing to finalise contracts.
- Repair/maintenance work due to be undertaken on picnic benches (**have chased for date**).
- Cars parked at own risk sign has been removed completely by vandals. The FA sign has also been damaged.
- Following the RoSPA report we need to move some soil to build up the area by surfacing abutting the Himalayan climbing frame (may be able to use some of the soil from bund removal).
- Groundsman has requested that all training now takes place on the third field. He has closed the training area to re-seed (by the floodlights).
- **New playhouse was installed on 11th June.**
- **Small amount of graffiti on the skatepark.**
- **Tennis nets have been put up. The grass is in very poor condition. Has been mowed but there are a lot of stones etc. from the building works and the grass is very straw-like at the moment. Can't do anything further until the weather dries up.**

Misc admin

- June Issues log distributed separately.
- Fen Reeves - site looks like the trees need thinning and Cllr McCarthy is inspecting. Several dead trees at bottom near caravan site where it floods. Need to decide whether to remove or cut down and leave for wildlife. Lots of general deadwood which needs tidying.
- Groundsman has reported possible oil spots on Green following Yesteryear event. Will monitor.
- **Litter pickers have arrived.**
- Les King Wood – Anna Hicks has been in touch again and it appears there has been a change of heart. Car park- plainings have arrived and been spread/compated. The kissing gate – she has appointed a contractor to install a new gate, lay stone and add a geotextile layer in the hope that this will ensure the entrance stays a bit drier and cleaner. Would like our opinion on the style/ piece of wood to the left of the kissing gate. Would this be better if a normal post and rail fence was created or would we prefer it left as it is? The dog bin- she is ordering a dog bin for the site, again would like our opinion please on the best location for this bin. Grass rides and maintenance - appointed a contractor who will carry out two seasonal cuts to the site. Tree guards- in the process of organising for these to be removed. Clerk to meet with her onsite in the next few weeks.
- **Cllr Morris has written to Royal Mail regarding the additional letter box.**
- **Groundsman has adjusted gate at WARG Field to make it easier to open/close (bolts on hinges were loose and looked potentially as if they had been interfered with).**
- **Metal detectors have been seen being used on the Moat and there have been some ground disturbance. A scheduled monument is protected against ground disturbance or unlicensed metal detecting. Written consent must always be obtained before any work on a scheduled monument can begin. FB message issued and signs being erected.**
- **Boundary Commission consultation comments submitted.**
- **Cllr Young booked to attend Neighbourhood Planning workshop at SCDC on 20th July.**
- **Cllr Morris booked to attend Parish Council Liaison meeting at SCDC on 13th July.**
- **List of Tenison Manor maintenance issues has been passed to Persimmon.**
- **Demolition of industrial units has commenced on Millfield by HC Moss following losing the planning appeal and subsequent judicial review.**
- **Cllr Mudd to attend Community Liaison Group meeting at Amey Cespa on 14th July.**

Correspondence

- **Waiting further information regarding further changes to the Citi8 service.**
- **It has been confirmed that Rascals rugby is folding. They have thanked the Council for their support.**

Facebook

- **622 likes.**

Update on Neighbourhood Plan

We are under some pressure to submit a preliminary draft plan to SCDC as part of the defence against poorly-scaled or located speculative applications (e.g. Gladman, Persimmon and County Council) but care is needed to address enough of the issues and not to “open too many new doors”.

Survey findings and suggested options have been translated into draft planning policies for discussion and refinement with SCDC before preparing a full draft for local “pre-submission” consultation.

Distinct development policies are being developed for four areas of the village:

- a) The Conservation Area & Lanes
- b) An Extended Residential Framework
- c) An Extended Employment Framework
- d) The Rural Parish

Preliminary “short-form” versions have been sent to the 250 Neighbourhood Plan Ambassadors and were displayed at the Cottenham Festival.

Once we have feedback from SCDC, these will be worked up into a full “pre-submission” draft for a 6-week formal consultation locally and with statutory consultees etc.

Feedback will guide refinement into the “pre-submission” draft on which SCDC arrange formal 6-week consultation and examination. That draft will include supplementary information on policies towards traffic management, local green spaces and trees, heritage features, desirable design aspects etc.

Completion of this consultation allows SCDC Planners to take some account of the proposed policies.

Major developments

1. Endurance Estates application for 50 houses on Oakington Road was, despite our opposition, approved with details to be delegated to Planning Officers.
2. Gladman Developments application for 225 houses plus 70 residential care places on Rampton Road was, in accordance with our recommendation, refused; Gladman have appealed the decision. Appeal hearing unlikely before end of 2016.
3. Gladman Developments revised application for 200 houses plus 70 residential care places on Rampton Road has been considered by our Planning Committee which recommended SCDC should refuse it. Formal CPC response in hand. Likely to be considered by SCDC’s October Planning Committee on 5th October.
4. Persimmon have submitted an application for 126 homes off Oakington Road. CPC Planning Committee to consider the application on 7th July. Likely to be considered by SCDC’s October Planning Committee on 5th October.
5. Cambridgeshire County Council have taken pre-application advice on their likely application for up to 300 homes on Rampton Road.

Public Art competition result

There were two entries received by the deadline.

These were considered by three of the judges on 21st June and a grant has been offered, subject to contract conditions, to one of the entrants.

The entrants have been advised and the result formally announced at the Cottenham Festival.

Update on Tenison Manor adoption

Key stage is ownership transfer to CPC of Broad Lane drainage ditch, Little Cut and the Balancing Pond after appropriate restoration and receipt of commuted sum for maintenance.

Although we now probably understand the site history (going back to the 1960s), some ownership transfers are not yet clear so may further delay progress.

Currently maintenance of roadways, verges etc. on Tenison Manor is Persimmon's responsibility and we have submitted a list of problems and will be offering local quotes for many of them.

16/156. Village Hall redevelopment

Further meetings with the architects have:

- reduced the overall footprint by around 10%,
- eliminated one external design
- re-configured the internal layouts

Informal discussions with some current and potential partners in the project have confirmed broad suitability of the building and indicated interest in increased use of the building allowing development of a draft provisional business plan.

Layouts will be subject to further revision as the planning permission and design process continues. Building footprint is slightly larger (towards the field) than today's Hall.

The internal layout downstairs supports:

- Zone 2 is essentially a direct replacement for today's Main Hall with more integrated user-specific storage, larger kitchen and toilets, including for disabled. This can now be "locked-down" while the rest of the building is used for other purposes.
- Zone 1 is being designed to host a nursery, complementary to Ladybirds and KidsOnly, offering weekday 7.30am to 6pm care. An alternative use could be a small business incubator. Whichever choice is finally selected, this section can also be "locked-down" independently for security.
- Other downstairs facilities include a secure Parish Council / Manager's office, drop-in business area, external public toilet etc.

Upstairs is substantially larger than today's 119m² Main Hall and can be used in two main ways, each with bar and kitchen facilities, independently of each other and of events downstairs:

- A core 48m² "Members' Club" area with optional expansion to 108m², 203m² or 233m² including balcony access
- A core 30m² "Cocktail Bar" area with optional expansion to 125m², 185m² or 233m² including balcony access

Apart from possible weekday day-time use for extensions to child-care, the spaces should meet the needs of local commercial events and parties, including dances, dinners and wedding receptions.

External option A follows the "Parish Council" design style of the Sports Pavilion

OPTION A



External option B follows the "Primary School" design style of the Primary School extension

OPTION B



Key dates include:

- Council on 5th July to select the external design and decide whether to proceed with outline an application for planning permission or move directly to full permission.
- At some stage, there will be Council decisions on whether, when or not to:
 - proceed with detailed design
 - initiate a formal tender process
 - delegate authority to deliver the project
- Nominal demolition date is April 2017 with construction complete by April 2018

Two questions:

“consider authorising the WP to proceed with the architects and consultants to seek full planning permission on one or other of the above designs” (cost approx. £5,000 to architects; £3,000 to SCDC, £5,000 for site investigation, contamination studies, transport statement and legal fees etc)

“consider proceeding on the basis of elevation A or B as shown above”

16/137. Community Right to Challenge

Cambridgeshire County Council has a patchy record on delivering some local maintenance services to a standard we might prefer.

There is an opportunity every 4 years to require CCC to put some of these services out to local competitive tender provide we advise them by some time next July/August 2017 (window to be checked).

Services might include:

- Grass cutting – replacement or additional
- Road verge cleaning / de-weeding / de-strawing – to improve appearance and reduce floods
- Gully-cleaning – to reduce risk of surface water flooding
- Pavement maintenance – to take control of an upgrade programme
- Etc.

Should we consider something and, if so, which services are most valuable for local improvement? Actual delivery would be by local contractors, possibly in co-ordination with other PCs.

For investigation at the moment.

16/158. Crowlands Moat

Crowlands Moat has been maintained by the same contractor, BC Trust, for some years.

Although the contractor needs a special licence because of the presence of Great Crested Newts, there may be other contractors qualified to do the work.

“consider putting the maintenance of Crowlands moat to competitive tender when feasible without contract penalties.”

16/161. Star Council Awards

The National Association of Local Councils (NALC) will again be running its Star Councils award scheme this year.

The Star Councils 2016 awards will celebrate the best of local councils, councillors, clerks and County Associations of Local Councils (CALCs) through six different award categories.

NALC is making a special call for submissions that cover the topical issues of neighbourhood planning, devolution of services, digital communications and partnership working.

This year we would like to see even more nominations submitted so that we can highlight the great work being done across NALC has, this year, improved the nomination process: you can submit your entry via a simple online form. Links to the forms can be found below and at the [Star Councils webpage](#).

The three finalists in each of the six award categories will be invited to attend a special presentation and reception where the winners will be announced in Birmingham on 19 October. As before, the ceremony will be held in conjunction with NALC’s Annual Conference.

Please make sure that the work of your council and its staff is recognised, by sending your nominations to: starcouncils@nalc.gov.uk by **31 July 2016**.

16/162. Colts Football

We have received a request via Simon Rose to hold the annual Colts coaches BBQ on the third field of the Recreation Ground on Saturday 9th July at 5pm. They would be tucked out of the way so there would be no disturbance to the planned cricket match. Will be approx. 50 people including children.

16/166. Bank reconciliation

Council's Bank Accounts at end of May 16 were reconciled to our Sage system and are in order.

In summary:

| | |
|-------------|------------------------------------|
| £656,553.89 | Cash at Bank |
| -£9,426.64 | creditors |
| + 10,132.10 | Debtors |
| £657,259.35 | Net balance on bank reconciliation |

+ Prepayments £1300
+ VAT owed £2084
Minus Accruals £2000
NET ASSETS £658,643.35

Creditors

TOTAL £9426.64

- AJ King
- BC Group Trust
- Calor Gas
- Cambridge Water
- Cole Easdon Consultants
- Debbie Seabright expenses
- Fen Edge Plumbing and Heating
- Cottenham Community Centre
- Green and Purple Ltd
- Heelis and Lodge
- Nick West
- Playsafe Ltd
- SLCC
- Southern Electric
- Staples
- Travis Perkins

Debtors

TOTAL £10,132.10

- Adele Kitching
- Cambridgeshire Football Association
- Cottenham United Football Club
- Cottenham United Sports and Social club
- Cottenham Day centre
- Debbie Prince
- Jane Williams

- John Thurston
- Keith Carpenter
- Ladybird Preschool
- Michelle Plowman
- Sandra Archer
- Susan Smyth
- Tara Penfold
- Whyatts
- Wiser recycling (more than 3 months)