

AGENDA REPORTS PACK

FULL COUNCIL

JUNE 2015

Item 15/135

Minutes of the Annual Meeting of the Parish Council

Held in the Village Hall, Lambs Lane, Cottenham on Tuesday 5th May 2015 at 7.15pm

Present: Cllrs Berenger, Bolitho, Collier, Collinson, Heydon, Leeks, McCarthy, Morris, Mudd, Nicholas, Richards, Ward, Wotherspoon, Young, SCDC Cllrs Edwards and Harford, Clerk Jo Brook and RFO Debbie Seabright

- 15/101. To elect the Chairman of the Council and to receive their Declaration of Acceptance of Office –** Cllrs Leeks and Morris both stood. Cllr Richards arrived at 7.20pm. Following a ballot Cllr Morris was appointed as Chair. He thanked those who voted and Cllr Leeks as outgoing Chair.
- 15/102. To elect the Vice Chairman of the Council and to receive their Declaration of Acceptance of Office –** Cllrs McCarthy and Young both stood. Following a ballot Cllr Young was appointed as Vice Chair.
- 15/103. Chairman’s Introduction and Apologies for absence –** apologies accepted from CCC Cllr Jenkins (work). SCDC Cllr Harford arrived at 7.30pm.
- 15/104. 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. No declarations received.
- 15/105. Minutes –** Resolution that the minutes of the meeting of the Full Council meeting held on the 7th April be signed as a correct record. **RESOLVED.**
- 15/106. Review Membership and Terms of Reference of Committees**
- Community & Leisure Facilities Committee (ToR Feb 2015; 9 members, quorum 3; 5 ad-hoc co-opts) Cllr Heydon stood down. Cllr Nicholas joined.
 - Finance Committee (ToR Mar 2015; 7 members, quorum 3)
 - Highways Committee (ToR Feb 2015; 9 members, quorum 3; 3 ad-hoc co-opts) Cllr Heydon stood down and was thanked for her strong contribution.
 - Planning Committee (ToR Feb 2015; 12 members, quorum 4)
 - Standards Committee (ToR Feb 2015; 6 members, quorum 3; panel of ad-hoc non-Councillor residents for complaints handling)
- NB: Chairs to be appointed at the first meeting. Committees to report back on any vacancies.
- 15/107. Review Membership and Status of “Standing” Working Parties**
- Burial Grounds (Cllrs Berenger, Bolitho, Collier, Collinson, Morris)
 - HR (Cllrs Ward, Morris, Nicholas)
 - Sustainable Cottenham (Cllrs Ward & Berenger)
- 15/108. Endorse status “Task & Finish” Working Parties**
- Child-designed street signs (Highways – Cllrs Collier & Ward)
 - Neighbourhood Plan (Planning - Cllrs Morris, Nicholas, DC Harford. New additions Cllrs Collinson & Young)
 - New Changing Rooms (CALF/FLAC - Cllrs Morris, Mudd)
 - Pedestrian Safety (Highways - Cllrs Collier, Morris, Ward. New additions Cllrs McCarthy & Nicholas)
 - Skate Park (CALF/FLAC - Cllrs Berenger, Collier, Morris)
 - Village Hall Upgrade (CALF/FLAC - Cllrs Berenger, Collier, Richards, Morris)

15/109. Review representation as Trustees etc. (current representatives named for possible continuity)

- Cottenham Charities (Trustees, currently Cllr Mudd and DC Harford)
- Church and Causeway Charity (Trustee - Cllr Berenger. New addition Cllr Collier)
- Cottenham Community Centre (Trustee - Cllr Collier)
- Cottenham Village College (Governor - Cllr Collier)
- Mobile Warden Scheme (Trustee - Cllr Collinson)
- Ladybird Pre-School (Trustee, currently vacant. Cllr Collier to take on from September)

15/110. Review Parish Council Officers:

- Trees Warden (Cllr Bolitho. New addition Cllr McCarthy).
- Playground Inspectors (Cllrs Mudd and Nicholas)

15/111. To review policy recommendations by Committees

- Code of Conduct (adopted July 2012); consider recommendations by Standards April 2015. Cllr Morris explained that there were no changes recommended by Standards. However there are some interpretations needed and therefore some training is necessary. Amends required to 4.1 and 4.2.4. Cllr Bolitho queried the role of the Monitoring Officer and Cllr Morris confirmed that they have no authority over us. Document referred back to Standards.
- Complaints procedure (adopted August 2012); consider recommendations by Standards April 2015. Cllr Morris explained the changes suggested. Defer to next meeting.
- Procedure for handling FOI requests (adopted March 2013). Cllr Bolitho queried costs. Clerk confirmed that these are in the model publication form. Acceptance confirmed of existing procedure.
- Standing Orders July 2012 – Resolution to accept recommendations by FLAC March 2015. **RESOLVED.**
- Risk Assessment – Resolution to accept recommendations by FLAC February 2015. **RESOLVED.**

15/112. Public participation – Standing Orders to be suspended – no public present.

15/113. Reports

- **SCDC** – report circulated prior to the meeting. Cllr Bolitho asked about the planning ‘trend’ for submitting an application which then leads to something else i.e. remove a tree then wanting to build an extension or vice versa. Cllr Harford stated that normally any tree that needed removing would form part of the original planning application and not a separate application. She will look at issues off-line with Cllrs Bolitho and McCarthy. She will also look at a revamp of the TPO form with Ian Lorman.
- **CCC** – report circulated prior to the meeting. No comments.
- **Clerk** – report circulated prior to the meeting to highlight matters on agenda & update on matters arising since last meeting. Aquarius have changed the date of their inspection.
- **CALF** – report circulated prior to the meeting. Cllr Nicholas asked when the circular walk would be ready. Gate being installed shortly.
- **FLAC** – report circulated prior to the meeting. No comments.
- **Highways Committee** – report circulated prior to the meeting. No comments.
- **Planning Committee** – report circulated prior to the meeting. Cllr Nicholas questioned how many decisions SCDC concurred with CPC. When there is a difference of opinions we should review the decision noticed to see why. Cllr Harford suggested checking the delegation reports. If they aren’t online she will be able to get hold of them for us.
- **Standards** – report circulated prior to the meeting. No comments.

15/114. Finance

Income	Description	Net	Gross
Precept	First half of the Precept	£ 102,049.00	£ 102,049.00
Michelle Plowman	Rent for Feb 15	£ 830.02	£ 830.02
Debbie Prince	Rent for March 15	£ 13.33	£ 16.00
Jane Williams	Rent for Feb and March 15	£ 283.35	£ 340.00
Cottenham Day Centre	Rent for March 15	£ 200.00	£ 240.00
HMRC	VAT repayment Feb	£ 3,927.27	£ 3,927.27
HMRC	VAT repayment March	£ 13,685.44	£ 13,685.44
Green Party	Rent for the village hall	£ 25.00	£ 30.00
Football Foundation (Facilities)	Grant for the New changing rooms	£ 30,000.00	£ 30,000.00
Football Foundation (FSIF)	Grant for the New changing rooms	£ 6,000.00	£ 6,000.00
WREN	Grant for the Skate park	£ 22,500.00	£ 22,500.00
Ladybirds	Quarterly payment	£ 1,554.19	£ 1,554.19
Cottenham United FC	Yearly rent	£ 1,041.67	£ 1,250.00
Bowls club	Yearly rent (£20) and water (£80)	£ 83.34	£ 100.00
Andrew King	Sale of equipment	£ 5,000.00	£ 6,000.00
Ladybirds	Portion of the building insurance premium	£ 804.77	£ 804.77
Came and Company	Insurance adjustments after sale of equipment - rebate	£ 37.60	£ 37.60
		£ 188,034.98	£ 189,364.29
Expenses	Description	Net	Gross
Salaries	Salaries	£ 2,377.00	£ 2,377.00
HMRC	PAYE and NI	£ 566.96	£ 566.96
AJ King	Monthly contract cost	£ 2,536.24	£ 3,043.48
AJ King	Work on the Skate Board Area - additional work	£ 50.00	£ 60.00
Nick West	Labour costs for cleaning of village hall Jan & Mar	£ 1,164.38	£ 1,164.38
Nick West (CCL Supplies)	Floor polish remover & Kentucky mop head (exps)	£ 18.10	£ 18.10
Nick West (Mark Weatherhead)	Gate Eye for repair of gate (exps)	£ 8.81	£ 8.81
Nick West (Cambs Master Locksmiths)	4 Chubb keys (exps)	£ 24.00	£ 24.00
Green and Purple Ltd	Accounting support for Feb 2015 and April 2015	£ 500.00	£ 600.00
Southern Electric	Electric bill for recreation ground (Quarterly) DD	£ 1,470.60	£ 1,764.72
UK Power Networks	Costs for connection to the New Changing rooms	£ 4,185.18	£ 5,022.22
Staples	Stationery: Laminating Pouches/A4 paper/toner	£ 130.56	£ 156.67
Durman Stearn Ltd	Works carried out on New Pavilion (Invoice 2)	£ 42,216.45	£ 50,659.74
Durman Stearn Ltd	Works carried out on New Pavilion (Invoice 3)	£ 15,540.59	£ 18,648.71
CGM Landscapes	Verti-Draining to two football pitches	£ 440.00	£ 528.00
SCDC	Trade collection at the recreation ground	£821.50	£821.50
Southern Electric	Electric bill for the Green (DD)	£ 53.59	£ 56.26
Connections Bus Project	Connections bus from Jan 15-Mar 15	£ 2,370.00	£ 2,370.00
Barton Oil Burner services	Ladybirds boiler service	£ 240.63	£ 288.76
Northmore Associates Ltd	Building consultancy services	£ 995.00	£ 1,194.00
The BC Group Trust	Crowlands manor upkeep	£ 350.00	£ 350.00

Debbie Seabright	Expenses re Stamps	£ 12.96	£ 12.96
Jo Brook	HP Ink	£ 16.00	£ 16.00
Jo Brook	Refreshments for APM and HP Ink	£ 32.74	£ 32.74
CSA	Hire of Floor buffer & stripper for use in VH	£ 59.95	£ 71.94
CSA	Loo paper/Bleach/Toilet cleaner/Cleanser/Floor cleaner	£ 109.58	£ 131.50
		£ 76,290.82	£ 89,988.45

Cllr Ward queried the VAT for Kids Only. RFO confirmed that the gross was correct but net was wrong. Cllr Mudd queried the Ladybirds boiler service figure. Need to check contract. Resolution to pay these invoices. **RESOLVED.**

- 15/115. Management accounts** – to review the monthly management accounts – The report hadn't been circulated before the meeting. Cllr Young stated that there was nothing significantly different to last month. The expected surplus holds true and changing rooms expenditure is broadly in line with what was expected. Cllr Collinson queried the £40k Highways underspend; may be a case for the Highways Committee to review their expenditure going forward.
- 15/116. Bank reconciliation** – to review monthly bank reconciliation – Cllr Morris outlined. Dates on cheques now align with meeting dates rather than when they are prepared.
- 15/117. Co-option** – to consider applications for co-option to the Council – Need to re-advertise.
- 15/118. Changing Rooms** – To receive an update on the project - Cllrs Mudd outlined. There is a meeting tomorrow to iron out some minor issues. Cllr Richards mentioned that he may be able to get an ex-pro footballer for the opening event – item to go on next agenda. He will also be working on some fundraising ideas with the cricket club over the summer.
- 15/119. Skatepark** – To receive an update on the project including an opening event - Cllrs Morris stated that work had stopped partly for Wheelscape to complete another project and partly because we were waiting for the power cable issues to be resolved. Cllr Nicholas queried whether the fencing would be required but we will have to wait to hear from Rospa what is needed at the end of the installation. Cllr Collier said that Saturday July 11th was being suggested for an opening event. This was revised to Sunday 12th July to avoid clashing with cricket match. The disclaimer signage will also need reviewing. Cllr Richards left the room at 8.51pm and returned at 8.52pm.
- 15/120. Cottenham Foodbank** – To receive an update on the project - Cllrs Collinson outlined. No requirement for any financial support from CPC at the moment. They are looking for volunteers and Cllr Collinson has forms for anyone interested.
- 15/121. Post Office** – Consider setting up a small working group to work with the Post Office and other parties to secure the long-term retention of as wide as possible a range of Post Office Counter services in Cottenham- Cllr Morris outlined the need for a working party. Standing Orders suspended at 8.56pm. SCDC Cllr Harford has been contacted by the Post Office. Rather than a report for the next village newsletter, they have written an advert asking for an entrepreneur to take on the role of post master. Cllr Harford has already submitted a report for the newsletter. She has a contact who would like to meet with the PC to discuss and suggested meeting with the Post Office and Kim Holland at the same time. Standing Orders reinstated at 9.05pm. Resolution to set up a small working party (consisting Cllrs Morris, Nicholas & Wotherspoon) to work with the Post Office and other parties to secure the long-term retention of as wide as possible a range of Post Office Counter services in Cottenham. **RESOLVED.**
- 15/122. WISER** – To consider holding a village-wide electrical waste recycling event on 16th July – Clerk outlined. We haven't received cheque from first event yet so need to chase. Need to advertise the fact that money comes back to the village for the amount collected. Cllr Young queried whether it was possible to get a bigger kickback; Clerk to check. Question of whether we should think of wider recycling and this was passed to Sustainable Cottenham team to look into. Resolution to hold a village-wide electrical waste recycling event on 16th July. **RESOLVED.**
- 15/123. FEFF parking** – To consider request to allow parking on the Rec Ground during the FEFF – Clerk outlined. Issue raised re possible clash with cricket matches. Suggestion that the costs for vertidrainage are split between FEFF and Colts (£150 each). Resolution to allow parking on the

Recreation Ground during the FEFF weekend subject to the right to refusal due to adverse weather conditions. **RESOLVED.**

- 15/124. Connections Bus** – To consider holding up to 6 sessions over the school summer holidays (Wednesday evenings) – Cllr Collier outlined. It is beneficial for the year 6 children going up to CVC. Ran through some of the topics that the bus had covered with the users during the last term. The bus will be visiting the Primary School the week before the summer holidays and it was agreed that it would also be beneficial to advertise in the school magazines (CPS approx. £30-50 for ¼ or ½ page). Resolution to hold up to 6 Connections Bus sessions over the school summer holidays (Wednesday evenings 7-9pm). **RESOLVED.**
- 15/125. WARG Field** – To confirm acceptance of restrictive covenants in title transfer and formally thank donors of the land – Cllr Morris outlined. The former owners are concerned that it isn't clear that CPC have accepted the covenants. Resolution that CPC formally accept the covenants on WARG Field. **RESOLVED.** Clerk to write to Tony Fry (on behalf of the syndicate) to express our thanks for the gift.
- 15/126. Replacement laptops** – Resolution to purchase of 2 laptops for the Clerk and RFO at a total cost of no more than £1200 + VAT including software as recommended by FLAC. **RESOLVED.**
- 15/127. Replacement printer** – Resolution to purchase a black and white laser printer for the PC office at a cost of no more that £500 as recommended by FLAC. **RESOLVED.** NB: Cllr Ward warned of the cost of the consumables – need to look at our annual usage.
- 15/128. S106 contribution** – Resolution to sign indemnity for development of land r/o 90 Rook Street. Total contribution £3617.42. **RESOLVED.**
- 15/129. Matters for consideration at the next meeting** – Northstowe report, Speedwatch update, King George Vth field, year end document/Annual Return.
- 15/130. Dates of next meetings** – Planning 7th May, CALF 19th May, Planning 21st May, Full 2nd June
- 15/131. Close of Meeting** – 9.39pm

Signed _____ (Chair) Date _____

Item 15/136 - Reports

South Cambridgeshire District Councillors' Report to Parish Councils May 2015

First of all my apologies for a very late report this month due to a week's holiday in Dubai. I got back this morning!

May sees the start of the new municipal year. Your District Councillor team remains the same; Tim having been re-elected for another 4 year term. All 3 members of the team retain the same responsibilities: Simon: Finance & Staffing Portfolio Holder and Deputy Leader of the Council, Tim: Strategic Planning & Transportation Portfolio Holder and Lynda: Chairman of Planning Committee. There is one change to Cabinet: Peter Topping takes over the Corporate & Customer Services Portfolio.

Planning

The item of local interest deferred from April's committee meeting will now be considered at the meeting of 03 June. There are two other items of local interest coming to June committee: [1] the extension of the District Council's depot at Waterbeach to accommodate the City Council's refuse vehicles as the two council's move further towards a shared waste service. [2] A new application for Hacker's Fruit Farm, Dry Drayton. The World War I Museum element has now been accommodated at a separate location so the current outline application is solely for redevelopment of the existing garden centre. The item of most interest with regard to planning is the letter received by South Cambs and Cambridge City from the Inspectors carrying out the examination of the draft submission **Local Plan**. The Inspectors have questioned whether the way the councils have assessed the number of new homes needed has taken account of market signals such as house prices and affordability. This is a requirement of new national planning guidance that was published after both councils had already worked with communities for over 2 years to prepare plans and were ready to submit them to government. The Inspectors have also asked the councils to identify any other changes that need to be made as a result of new planning guidance, of which you are already aware, relating to affordable housing provision, housing standards and car parking.

The councils will now need to carry out work on the testing of alternatives to the development strategy. This will include ensuring that alternative options of building extra homes on the edge of Cambridge have been considered in the same way as the proposed allocations for additional homes at new towns and villages. This latter was the strategy preferred during early public consultation. In the letter addressed to both councils the Inspectors have made it clear that this does not mean that more green belt on the edge of Cambridge would need to be built on for the plans to be considered sound. They are simply asking for clearer evidence to enable them to make an independent judgement. The implications will be considered over the coming weeks to establish the specific work that needs to be undertaken and, if further consultation needs to be carried out, it will be. There are huge challenges to preparing local plans for growth in such a dynamic area as Cambridge and South Cambridgeshire and the two councils are not the only planning authorities who have been given opportunities during the examination of their draft plans to re-visit certain aspects. You can read the letter at: <http://bit.ly/1BCZKYp>
There will be an extraordinary meeting of Council on Thursday 04 June at 18.00 to allow members the opportunity to debate the issue.

Northstowe

The date for determining the Phase 2 application has been brought forward to Wednesday 24 June.

S106 Contributions

With the council yet to introduce its Community Infrastructure Levy policy there has been some confusion about what developer contributions can be requested in the meanwhile. The attached is a briefing note prepared by the council's S106 Officer: <http://bit.ly/1Fmf2kX> with a flow chart for the process: <http://bit.ly/1ctShEe> which you may find helpful.

Community Chest applications continue to come in thick and fast. The Leader considered a further 18 applications at his meeting in May. 15 were awarded grants, 2 were deferred for further information or to allow proper consultation and one was refused as it did not meet the scheme's criteria. To apply: <https://www.scams.gov.uk/content/communitychest-application-form>

To further demonstrate its support for local pubs the council is holding a special event on 10 June at The Plough, Shepreth. This free event will cover the help that the council can give through reductions in business rates, news about free broadband connection vouchers and a master class on marketing. Guest speakers will also talk about changes in legislation affecting pubs listed at Assets of Community Value. To book a place contact Clare Gibbons at South Cambridgeshire District Council by Thursday 04 June, clare.gibbons@scams.gov.uk or 01954 713290

We look forward to seeing you all at your meetings and welcome any questions you have about the foregoing or any other local or strategic matter.

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Monthly Report for Parish and Community Councils May 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

It's back to normal, inasmuch as being a local politician can ever be regarded as normal, the month with lots of activity and some change in my personal circumstance. As a result of Kilian Bourke resigning his county council seat just after the General Election the post of Chair of the Health Committee became vacant. At The May full council meeting (see below) I was elected to take on this role which also qualifies me to be on the General Purposes Committee. I have stood down from the Planning Committee but remain on the Environment & Economy Committee.

Full Council meeting

Council met in May for its annual meeting. Go to <http://bit.ly/1FKj7mj> for a verbatim report.

Committee meetings

The General Purposes Committee met. There were several key decisions:

- A bad debt of over £25k was written off;
- A 'windfall' of just over £260K Education Support Grant was moved to the General Reserve;
- Investment of a little over £1million in a new enterprise resource planning system was approved;
- An increase of the Cambridgeshire Local Assistance Scheme to £513K following the release of central government funding was approved;
- The limit for loan funding of energy projects at schools was increased to £10 million; and
- Investment in a solar energy park at Triangle Farm, Soham was conditionally approved.

The Adults & Wellbeing Committee met. There were no key decisions.

The Children & Young People Committee met. There were no key decisions.

The Health Committee met. There was one key decision: it approved the County's Public Mental Health Strategy 2015-2018. It also scrutinised (it is the only committee with scrutiny powers) Addenbrookes' management of issues related to the introduction of its new computer system, the county wide program to address the poor 'delayed transfers of care' performance, the Hinchingbrooke Hospital financial mess of the end of 2014 and the end of consultation report on the future of the NHS 111 and GP out of hours services.

The Economy & Environment Committee met. There were no key decisions. However it did consider the Council's written response the A14 Improvement Scheme Development Consent Order. I took the opportunity to emphasise the need to keep promises regarding noise barriers, to not disregard increases in pollution around the north of Cambridge and to use the opportunity to address flooding and drainage issues in Impington. I also asked for sight of the data relating to traffic flows on Bridge Road, Impington and Histon Road Cambridge and their impact on the capacity of the B1049/A14 roundabout, and for support in opening the NIAB bridge to pedestrian/cycle traffic.

There was no formal Northstowe Joint Development Control Committee meeting but we did meet for an update. Outline planning permission is now set for the meeting of 24 Jun 15. I asked about resources because a number of officers have left the scene and I am concerned that there is insufficient capacity to do the work necessary. Assurances were given but I remain concerned.

The Planning Committee did not meet.

I attended an affordable housing workshop arranged by the chair of the NJDCC. Nothing new emerged but it was good to see that it was attended by the newly elected MP, Heidi Allen. When hearing that the Homes and

Communities Agency was not being very supportive she immediately said that she would address this matter with them!

The recent announcement by the Inspectors that the Local Plans of South Cambs and the City need more work done on them will cause some delay, 12-24 months I quoted. Given that the Inspectors have challenged the idea of new settlements this rather suggests that planning to spend City Deal money will become rather difficult if there's little certainty about where housing development is likely to take place.

The Highways & Community Infrastructure Committee did not meet. However there is a meeting 2 Jun 15 when the Central Library/Enterprise Centre will be addressed again following the recent consultation. It will be a stormy meeting because there is much opposition. I have concerns about the viability of the proposal and have requested that the decision be deferred to allow full scrutiny of it. I have asked to speak at the meeting.

Consultations relevant to this division

There are no ongoing or proposed consultations relevant to Cottenham, Histon & Impington.

More local matters

There are two big local issues viz Histon & Impington primary school capacity and the Milton IVC school bus. There will be a public information meeting regarding the former Tue, 2 Jun 15. The appeal against the withdrawal of funding for the Milton IVC school bus has been set for 30 Jun 15.

The Council has announced its intention to withdraw funding for the free bus service from Milton to IVC. It has made it clear that it wishes to continue to run a bus but believes that, because there is now a 'safe' walking route, students must now pay to use the service. There is much opposition and there is certain to be a tough fight at the Transport Appeals Committee.

I have met with officers and agreed to set up a meeting to look at ways in which the newly 'ecure' Histon library can be used more widely to support the evolving CCC library strategy and more fully support the community.

Diary (next public meetings)

2 Jun	0930	Highways & Community Infrastructure Committee	Shire Hall, Cambridge
16 Jun	1400	Adults and Wellbeing Committee	Shire Hall, Cambridge
16 Jun	1000	Highways & Community Infrastructure Committee	Shire Hall, Cambridge
17 Jun	1030	Cambridge Fringes Development Control Committee	City Hall, Cambridge
18 Jun	1000	Planning Committee	Shire Hall, Cambridge
24 Jun	1000	*Northstowe Joint Development Control Committee	SCDC, Cambourne
14 Jul	1000	*Economy and Environment Committee	Shire Hall, Cambridge
16 Jul	1400	*Health Committee	Shire Hall, Cambridge
21 Jul	1030	Full Council	Shire Hall, Cambridge
28 Jul	1000	*General Purposes Committee	Shire Hall, Cambridge

*committees of which I am a member; note these may change

And finally I was fortunate to attend a seminar on the 24th floor at Guy's Hospital during the month. Actually that day had started at 0330 UK time inland from Barcelona as I started my journey to the seminar. All of the transport links worked perfectly, including now being able to use my debit card as an alternative to an Oyster Card on the London Underground, and I walked into the seminar room at 0955 for a 1000 start. I had a window seat on the plane and first of all got a great view, on a bright sunny early morning, of the south of England as we crossed the coast at Portsmouth and flew inland across a typical English patchwork of greenery, and then a view of London along the Thames as we approached Heathrow from the east. Add to this the incredible views from the 24th floor and you realise why our country and its capital city are so popular with visitors. Absolutely stunning on the day!

CLERKS REPORT – June 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 will forward a location plan before work is carried out. Waiting update.
- **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 May/early June and will confirm. If acceptable the works will be programmed for 2016.
- **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.**
- Spoke to CCC Cllrs Jenkins & Mason re. taking over land at the back of the Dissenters Cemetary and near Pelham Close/Wilkin Walk to use for additional parking. Suggestion is that it is done via the LHI bid. That way we won't be liable for ongoing maintenance. Gavin is checking ownership of the land.
- Line reinstatement requested at junction of Broad Lane/Tenison Manor, Twentypence Rd/Smithy Fen and Rampton Rd/Lambs Lane. Works have now been completed 😊.
- 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.
- Streetlights – Balfour have responded to apologise for the delays and suggesting that we wait until after the FEF for them to complete all outstanding works. Joshua Cooke is now following up since Keeley's departure. We have also been informed that lighting work will commence on Histon Road from 22nd June.
- 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.
- Histon Road – Enforcement has been out to inspect Cottenham Skips and is continuing to monitor the situation. I have written to Brian Heffernan to request a timetable as to when action will be taken.

- I have met with David Lines re. double yellows on Lambs Lane and waiting restrictions in laybys. Unfortunately the need to advertise TRO's hasn't been removed yet due to parliament closing before the new legislation was looked at and it may well be the autumn before it is looked at again. We can however raise several TRO's together but just have the one press notice. Once we've decided what we want we need to consult with residents in the direct areas – a letter drop is fine and we don't need to give more than 2-3 weeks to respond. We also need to run the plans past Derek Crosby (police) to get his permission. If all is well we can pass to David who will start the statutory process. This could take between 3-9 months depending on the level of complexity and whether there are any committee hearings (for more controversial schemes).
- Beach Road: Highways Committee have agreed the revised plans with the suggestion of adding roundels. Karen Lunn has confirmed that this is possible however not the proposed police speed check signs. Item to go on next Highways agenda.
- 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.
- Broken street sign (Goode Close) has been reported to SCDC.
- 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.

Village Hall

Recreation ground

- Cllr Richards has been assisting electrician re. repairing floodlights. Cherry picker hired to investigate.
- Flying of model aircraft to be permitted on the 3rd field following agreement at the full Council meeting on 6th April. Agreement/regulations to be drawn up. Need to amend signage.
- First trial of selling refreshments at the rec has been undertaken by Clerk & Cllr Collier. Event went well and good feedback received from residents.
- Groundsman has reported a problem with foxes going through the rubbish bins.
- Aquarious have now had 3 aborted attempts to servicing the pump/drain. We have a general issue with cars parking overnight or for the whole day when not using the rec or being part of the building sites.

Misc admin

- May Issues log distributed separately.
- Sue Reynolds is contacting parties involved with Tenison Manor adoption to organise meeting.
- 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.
- Jo Mills has been contacted regarding questions raised following the recent Tommy Walls planning appeal. Awaiting response.
- Rob Mungovan has responded re. planting of WARG Field. He has suggested sending some photos of the site currently so he can identify any plants to keep. Ground will need careful preparation to level and spray for weeds. Suggested planting a small pear tree orchard since the trees are tolerant of a high water table. With regard to hedging species, he suggested looking around the site to see what's growing and select those species. Most hedging plants (except elder) will tolerate a high water table. The Woodland Trust can provide free tree planting packs and they may have something to meet our needs. Need to apply by 3rd Sept.
- The village sign has been completed and reinstated. CALF have suggested that the original sign may go to CVC as a suitable refurbishment project for their art students. Cllr Collier is making contact with them.
- Posts around the Moat have now been removed.
- Picnic benches have now been installed at the Moat.
- Planning permission not required for installation of outdoor gym equipment on Tenison Manor.
- Internal audit happening on 4th June.
- 6m stall booked for the FEFF. We will be located by the pond near the College. Need to complete risk assessment forms and gather display materials together. Need to arrange delivery of tables/boards to the location.
- Broken map on the Village Green which belongs to the Footpath Group has been repaired.
- 2 new laptops and 2 printers (b&w laser and colour inkjet) have been purchased.
- Clerk mobile phone contract upgraded to a cheaper tariff (£7.50 pm)
- CALF have agreed gates on Moat to be treated with preservative. Work has already been carried out.

Correspondance

Resident has queried whether it is possible to put a memorial plaque on one of the benches on the village green or even a bench with a plaque. Item to go on the next CALF agenda.

Facebook

426 likes.

Cottenham Speedwatch Update

Two events were held by volunteers in May 2015, both on Rampton Road.

One by the allotments, on a Friday evening after rush hour. 140 vehicles were counted in an hour, with 8 vehicles at 36mph and above. And a total of 20 vehicles speeding at 33mph and above. Two vehicles were recorded at 43 mph.

The second event was the same evening, by the Almshouses. One vehicle was speeding at 33mph, and 40 vehicles were counted in half an hour.

Northstowe Update

An open community meeting was held on 22nd April 2015 in Longstanton. The event was attended by Cllr Heydon. A summary of the meeting, key questions is included on the Northstowe Community Facebook page. The Phase 2 application will go to the 29th July 2015 10am meeting at SCDC Northstowe Jont Development Control Committee.

The next Northstowe Parish Forum meeting is on the 3rd June 2015, this is a closed, rather than an open community meeting. The next open community meeting is on 15th July 2015.

Other: the Rampton Drift cycle path may have temporary closures during Northstowe construction.

Key contacts: www.northstowe.com, Longstanton Village Noticeboard, and, for local residents, Hillary Cox's contact details are published as a liaison.

There have been no Northstowe Traffic Working Group meetings since the last shared update.

15/118. – Changing Rooms update

- C J Murfitt took over the site post-Easter as Phase 2 began
- Third monthly cycle of grant claims cycle in hand
- Reconciliation of on-site water-metering in hand (4 out of 5 identified so far)
- Options to finish off access road (turning circle, width/finish) being evaluated
- Significant progress with roof trusses due on-site this week
- Shopping list of “19 room final fit” items / budget being prepared
- On track for completion towards end of August
- Signage (grant recognition) to be arranged prior to opening
- Invitation lists, Press coverage etc need special consideration

15/119. – Skatepark update

- Wheelscape began work on 9th April
- Existing kit scrapped
- Power cable diverted successfully
- 90% of SCDC grant will be claimed after first Wheelscape invoice; rest on completion
- Activity on site now increasing
- Signage (disclaimers and grant acknowledgements to be arranged)
- Completion expected around 12th June
- RoSPA inspection and access pathway completion anticipated shortly after that
- Opening Event scheduled for 12th July; invitations, press coverage etc ...

15/139. Bank Reconciliation

The Council’s Bank Statements were reconciled with the Sage Accounts against an effective date of 30th April 2015, on 8th May 2015 and all appears in order.

Cash in the Bank totalled £656,229.47 with some £82,568.25 of un-presented cheques leading to a net cash sum at Bank and in hand of £573,661.22

Note this sum is at a peak as it includes a half-year precept payment and we are entering a period of increased cash consumption as our two capital projects are now in their peak cost phases.

Bank Reconciliations should ideally be carried out by a Councillor who is neither a signatory (most important or independence) or the Chair (less critical) so FLAC should consider whether Cllr Morris should continue performing the reconciliation, subject to another FLAC member taking on the role. One option would be for Cllr Morris to continue until we have rationalised our Bank Accounts later in the year.

15F/145. Neighbourhood Plan

A key stage of developing a Neighbourhood Plan is to recruit a representative group of businesses and community groups for SCDC to consult initially on whether or not a Neighbourhood Plan for Cottenham is a good idea AND whether the chosen boundary for the plan is the right one.

A much more extensive phase of (anecdotal) qualitative and (statistical) quantitative evidence gathering follows as the plan itself is fleshed out and reduced to a small number of development policies which are then, in a year or so from now, subjected to a referendum. If the NP is accepted by the referendum, the policies have the same legal weight as the SCDC Local Plan.

In order to recruit 40 or so consultees for our next phase, beginning at the Fen Edge Family Festival, we need a provisional, relatively abstract “vision”, free of any controversial metrics or land choices. Currently, the NP Working Party has developed this text:

...

An emerging 7-point “vision” for a Neighbourhood Plan (for Cottenham or Cottenham plus another village):

We think Cottenham residents need:

- 1 More affordable homes so our youth can, if they wish, raise their families here**
- 2 More pre-school places for our children, mostly to help working Mums**
- 3 Better medical and day care facilities, especially for our aged residents**
- 4 More local employment, especially for our young people**

We also understand that Cottenham residents do not want to:

- 5 Compromise our conservation area and the character of our village core**
- 6 Increase noise and pollution from our busiest roads**
- 7 Overload our Primary School**

A **Neighbourhood Plan** has statutory significance and will help protect Cottenham from speculative developments that may deliver houses but do not contribute to the social fabric of the community.

....

It would be very useful if we can get some preliminary feedback, even on a limited scale, on the degree to which residents agree or disagree with the above seven principles. We can then refine the wording and order of the principles before we submit the initial proposition to SCDC, along with our consultees, as part of the process to get our “area” approved. Some further ideas will be offered at the meeting on how this will be done.

15F/147. Smartwater signs

Message from Rachel Carr, Crime Reduction Officer (South Cambs)

Since December last year, officers from Cambridgeshire (South Cambs. area) have been conducting security patrols across various South Cambridgeshire villages, checking for insecurities at homes and outbuildings. They have also been offering security advice and devices such as shed alarms and SmartWater domestic property marking kits to residents at cost or reduced price. SmartWater crime reduction initiatives have been used by police forces for some time to combat burglary and theft and the product has a strong track record in reducing crime, see www.smartwater.com

For further details regarding the South Cambs. police operation see Op Oaklands www.southcambscops.org

To re-enforce the message to potential criminals the force has purchased a number of street signs bearing the SmartWater logo (plus Police Crest and South Cambs. District Council logo) to be displayed in a high footfall area within each village included in the Operation, such as on a main village green or main road route used to enter/ drive through the village. Ideally the sign should be placed on lamp post that has few or no signs on it (no more than 3m square in total for each lamp post, including existing signs) and it should be placed above shoulder height to reduce vandalism and tampering (approx. 8ft). The signs are a similar size to Neighbourhood Watch signs.

I would appreciate your assistance with putting the sign up for your village. The signs are quite simple to put up and come with bands and fixings.

Item: 15/150 – Consumables Reimbursement: Proposal re rebating some expenses incurred by Cottenham Parish Councillors

Intro

The move to a committee format at CPC has increased the amount of paper that most councillors have to print off at their cost. This additional burden may also put off some villagers from wanting to become councillors. To defray that cost I propose that as a:-

First stage

Councillors be given 2 reams of paper in a 12 months period; (approx. cost £112 + VAT based on 80gsm paper).

And

Councillors can claim one set of black and colour ink cartridges in the same period;

Up to a maximum cost of £100. CPC purchases the items so that it may be able to reclaim 20% VAT subject to advice from accountants.

Second stage

Councillors purchase Ipads or similar devices so that CPC can increasingly go paperless. CPC would purchase such items to benefit from bulk buying and, again, may be able to reclaim 20% VAT. Certain older councillors will then need training on how to use them! (approx. cost for 15 machines: £4,785 for 16GB iPad Air or £5,385 for 32GB).

NB