

**COTTENHAM PARISH COUNCIL**

**AGENDA REPORTS PACK**

**FULL COUNCIL**

**OCTOBER 2014**

## Item 14/274

### COTTENHAM PARISH COUNCIL

#### Minutes of Extraordinary Council Meeting

Held in the Village Hall, Lambs Lane, Cottenham on Tuesday 30<sup>th</sup> September 2014 at 7.30pm

**Present:** Cllrs Leeks (Chair), Berenger, Collier, Collinson, Heydon, McCarthy, Morris, Mudd, Nicholas, Richards, Ward, Young, Clerk Jo Brook and RFO Debbie Seabright

**In attendance:** 7 members of the public

- 14/271. Chairman's Introduction and Apologies** – Apologies accepted from Cllrs Beckford (work), Bolitho (work) and Wotherspoon (work).
- 14/272. Public participation – Standing Orders to be suspended** - Representatives from the cricket and CUFC spoke to give their support to the project.
- 14/273. To accept Declarations of Interest** - To receive disclosures of pecuniary and non-pecuniary interests from Councillors on matters to be considered at the meeting – None.
- 14/274. Minutes** - To resolve that the minutes (circulated to members) of the meeting of the Full Council meeting held on the 2<sup>nd</sup> September be signed as a correct record
- 14/275. Changing rooms** – Cllr Mudd outlined the background to the item, as contained in the reports pack circulated prior to the meeting. The specification has been simplified and the budget re-examined. An online procurement system, recommended by SCDC, has been used which has brought in 5-8 new interested parties. Cllr Richards arrived at 7.40pm.
- To confirm: lot 1 (foundations) will be done by Durman Stearn at cost. The price has been checked against previous quotes by way of comparison. Lot 2 is for the structure (unchanged) and lot 3 is for the internals (spec simplified). Lot 4 has changed from piped gas to LPG tanks which are cheaper to install initially. These could be replaced at a later date for renewables. Cllr Morris has spent a considerable amount of time looking at our accounts. Potentially we can use reserves rather than take out a loan. A budget model was presented which took into account both the changing rooms and skatepark projects. The maximum (worst case scenario) cost would be £650k + VAT with £440k of obtained from grants. VAT to be reclaimed following formal registration (to be discussed at the full council meeting in November). Questions were raised about the amends to the internal spec and essentially it is the 'trimmings' that have gone whilst maintaining the quality. Cllr Young questioned the building maintenance. The building itself should be maintenance free for approx. 15 years however there may be the need to maintain fixtures and fittings which will take the brunt of any wear and tear. Confirmed that the build time was 6 months, so if we start in November as anticipated the building would be completed in May. NB: the running costs still need to be looked at.
- Standing Orders suspended at 8.15pm. Alan Raven (cricket club) mentioned an interest free loan of up to £50k which may be available from the ECB. This would have to be paid back over 5 years. A question was raised regarding how the tenders companies will be picked. As well as price it was considered advantageous to look at previous work if possible. It was mentioned that some users may be able to assist with building maintenance. Standing Orders reinstated at 8.20pm.
- Cllr Morris mentioned that Durman Stearn will also provide the access road to the building (previously in Lot 4). There are no conditions with their offer and it was agreed that their offer was generous and most welcome.
- Resolution to approve the Changing Rooms Procurement Strategy and authorise Cllrs Morris & Mudd to continue working with Wilby & Burnett (architects) and funders to complete all necessary tendering activities under Standing Order 30 up to delivering a tender report to Council in early November, noting that the project has been advertised on a recommended local procurement website rather than in a newspaper.

- Approve the procurement strategy/budgeting envelope/financing plan
- Approve the ITTs to 6 bidders
- Advise funders of tender opening dates
- Approve Cllrs Morris & Mudd to open tenders with W&B on behalf of CPC

**RESOLVED.**

**14/276. Matters for consideration at the next meeting – none.**

**14/277. Close of Meeting – 8.25pm.**

Signed \_\_\_\_\_ (Chair) Date \_\_\_\_\_

**Cottenham Parish Council**  
**Finance, Legal and Administration Committee Minutes**

Held in the Parish Office, Community Centre, 250a High Street, Cottenham  
On Tuesday 29<sup>th</sup> July at 7.15

**Present: Cllrs Young (Chair), Bolitho, Heydon, Morris, Mudd and Debbie Seabright (RFO)**

**14F/001. Chairman's introductions and Apologies** - Cllr Leeks and Jo Brook (Clerk)

**14F/002. Standing orders to be suspended- Any Questions from the Public or Press** – Discussion regarding changing rooms and the role of the Finance, Legal and Administration Committee and the Communities and Leisure facilities committee role with regards to this. Member of the public interested to hear the outcome regarding the Primary School Grant application.

**14F/003. Standing Orders re-instated- Declarations of interest** – To receive disclosures of pecuniary and non-pecuniary interests from Councillors on matters to be considered at the meeting – None

**14F/004. Update on the review of banking arrangements** – Agreement to apply for the following savings accounts in addition to the one that we already have with the Cambridge Building society:

- Cambridge County Bank 95 day notice account- investing approx. 80K
- Barclays Base rate reward account (instant access)- investing approx. 100k
- Nationwide Building society 95 day notice account.- investing approx. 80K

Following this, there was agreement for the Parish Council to apply for a current account with Unity Trust. These decisions will be presented for information purposes to the full council meeting on the 5<sup>th</sup> August. It was noted that any substantial future expenses need to be flagged up in advance so that notice can be given on savings accounts and monies transferred as required.

**14F/005. To consider the Auditors report** – The committee went through the 2013/14 internal audit report and the following actions are to be taken:

- To review Parish Council risk assessment documents. Current document to be circulated to committee members for comment and review at next committee meeting.
- Financial Regulations document to be reviewed by next committee meeting by Cllr: Heydon and Cllr: Morris for adoption at the next committee meeting.
- To hold hard copies of insurance documents, contracts and quarterly budget reports in the Parish Council office.

**14F/006. Review of changing rooms project** – Draft report, written by Cllr: Young regarding the review of the changing rooms project, presented to Finance, Legal and Admin committee (as requested by Cottenham Parish Council); to then be taken to the full council meeting on 5<sup>th</sup> August 2014.

Action: To establish the substance of the contract with Wilby and Burnett (Cllr Mudd and Cllr Morris), then to report to full council with a view to having an early meeting with Wilby and Burnett regarding high costs and amendments that can be made as a possible route forward through open discussion. Cllr: Young to make amendments to his report suggested by the committee and present to full council next week

**14F/007. Skate park project** – Cllr: Morris presented his findings with regard to the Skate Park. Committee agreement to spend 80K plus VAT (reclaimable) with possible additional costs of professional services (CDM) and Contract administrator (approx. 10K). To be presented to the full council at the next meeting.

If agreed grants to be applied for:

- Amy Cespa
- Big Lottery fund
- Wren. (Cllr: Morris) deadline 20<sup>th</sup> August.

**14F/008. Grant application from Primary School** – Application from the primary school seeking funding towards the costs involved with the Tour de Cottenham event. The contribution asked for is regarding road closure costs (signage etc). Cllr: Morris abstained from the discussion. Four councillors in favour of issuing grant. The committee approved a grant of £500. A note for the future is that grant applications should be made in advance rather than after the event.

**14F/009. Exclusion of public** – To exclude the public from the meeting because of the confidential nature of the business to be discussed.

**14F/010. Contract for grounds maintenance (closed item)** – A contract has been drawn up for Andrew Kings (Groundsman) transfer from employed status to self-employed status. Advice has been taken from an employment solicitor. Subject to points raised by Cllr: Bolitho and Cllr: Morris, committee are in agreement. Monitoring of his work through Jo Brook (Clerk) and Invoices and timesheet (RFO). Action: for Jo Brook (Clerk) to speak to Clerk in Rampton about their grass cutting contract and how this works.

**14F/011. Matters for consideration at the next meeting –**

- Risk Assessment review,
- Financial Regulations review
- Grant/S137 applications
- Review of Nick West contract
- Update on Skate Park
- Update on changing rooms
- Update on banking arrangements
- Calendar of events for the year

**14F/012. Date of next meeting – 24<sup>th</sup> September 2014**

**14F/013. Close of meeting – 9.50pm**

Signed \_\_\_\_\_ (Chair) Date \_\_\_\_\_

**Item 14/275**

**South Cambridgeshire District Councillors' Report to Parish Councils  
September 2014  
To follow**

# Monthly report for parish and community council September 2014

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

David Jenkins [www.chilibdems.co.uk](http://www.chilibdems.co.uk) 07739 748859

[ccc@davidjenkins.org.uk](mailto:ccc@davidjenkins.org.uk) 01223 236232

## Full Council meeting

There was no council meeting in September.

## General Purposes

The committee met in September but the agenda was largely administrative/financial. The October agenda however will be much more interesting with a Guided Bus item. I shall be attending .

I met officers to follow up the issue of incomplete reporting of payments. It was agreed that mistakes were made but not deliberately. It was a productive meeting. I had a subsequent meeting relating to a tender with Audit Partnerships Limited for overpayment recovery which has been less positive. For internal reasons this contract has only now been activated, 18 months late.

There was an issue on [www.shapeyourplace.org](http://www.shapeyourplace.org) during the month! It related to the need to sweep the Cottenham Histon cycle path after the recent surface dressing exercise. As far as I know it would have been done anyway. There were no other issues raised for all of South Cambs during the month. And exceptionally: there are no open consultations!

## Adults & Wellbeing

This committee met in September. It agreed the process whereby services currently provided by Cambridgeshire Community Services will be managed with new suppliers and it decided to reduce grants payable under the Cambridgeshire Local Assistance Scheme following a reduction in Government funding.

Cambridgeshire and Peterborough Clinical Commissioning Group has just announced the award of a mega-contract to UnitingCare Partnership, a consortium of Cambridgeshire and Peterborough NHS Foundation Trust with Cambridge University Hospitals NHS Foundation Trust. This will cover a range of older people's and other health (including mental health) and social services.

## Children & Young People

This committee met in September. There was nothing on the agenda of immediate interest to CH&I. There was an item about school capital funding and although there is some idea that IVC might get some extra 6<sup>th</sup> form funding this is still just speculative.

## Economy & Environment

This committee met in September. I attended. Go to <http://bit.ly/1uBoEbl> for my report. The one key decision on the agenda was withdrawn. The committee did however get a first look at the Guided Busway lessons learned review.

I thought it was a bit of a damp squib. Only one officer was interviewed and there was no exploration of the relationship between BAMNuttall and CCC which seriously deteriorated during the building of the busway. Although it made recommendations (surely we won't build another busway!) it did not answer the question: what went wrong?

I attended two meetings of the Planning Committee. The first was of note because an application relating to the Milton landfill site was expressly subject to conditions because of the input of the local parish council.

The second determined the Ely by-pass application. I also went on a site visit. Go to <http://bit.ly/1CG97lo> for my report of the meeting.

I attended a meeting of the Northstowe Joint Development Control Committee when it had to OK plans for primary/secondary road junctions in phase 1. I was very disappointed by the quality of the case made by officers. Go to <http://bit.ly/1nL8zOk> for my report.

I spent some time digging into the puzzle of simultaneous increases in parking charges (to discourage use of cars in Cambridge) and the imposition of parking charges at the P&R sites (to apparently disincentivise motorists from using them). Go to <http://bit.ly/1pqjiEL> for more thoughts. I attended a meeting of the Joint Strategic Transport and Spatial Planning Group. The only item on the agenda related to South Cambs' local plan difficulties.

## Health

This committee met in September. I attended. There were no key decisions.

I attended a briefing by Cambridgeshire and Peterborough Foundation Trust (formerly the Mental Health Trust).

I went to the AGM of the Cambridgeshire and Peterborough Clinical Commissioning Group.

## Highways & Community Infrastructure

This committee met in September. It approved the application of the Chequers, Cottenham for a pavement licence which I supported.

Note that the Minor Highways Projects Panel will be meeting 29/30 Oct 14. I am on the panel.

## More local matters

I met Press and PR at CCC to review its handling of communications during the August flooding. I met Guided Bus officers and the police to review security and crime matters.

Histon & Impington parish councillors, CCC officers and Balfour Beatty and I met again to review options for new Balfour Beatty lights around Histon Green.

Work on the scheme to improve the High Street/Station Road junction in Cambridge is largely complete and the situation is much improved.

I met officers to review recent flood experience and the current gully clearing program and its quality control. A joint SCDC, CCC, H&IPC meeting has been agreed.

I met Oakington parish councillors and CCC officers regarding the Oakington IVC bus. An analysis of several options has been promised.

I have had two meetings with stakeholders regarding Histon infants school places. Current forecasts are for significant over demand and I am working to ensure that we can cater for this and do not end up sending 5 year old children to schools in other villages or communities.



## Diary (public meetings)

7 Oct 1000	General Purposes Committee	Shire Hall, Cambridge
7 Oct 1400	Adults and Wellbeing Committee	Shire Hall, Cambridge
9 Oct 1000	*Planning Committee	Shire Hall, Cambridge
14 Oct 1030	*County Council	Shire Hall, Cambridge
16 Oct 1400	*Health Committee	Shire Hall, Cambridge
21 Oct 1400	Children and Young People Committee	Shire Hall, Cambridge
21 Oct 1000	*Economy and Environment Committee	Shire Hall, Cambridge
28 Oct 1000	Highways & Community Infrastructure Committee	Shire Hall, Cambridge
29 Oct 1400	*Northstowe Joint Development Control Committee	SCDC, Cambourne

\*committees of which I am a member

And finally ... it seems that emotional months are the rule for me this year and levels were ratcheted up again towards the end of the month when I put number 1 son on a plane for Perth, Australia where he's taking a position with the police. Mid-month I took a couple of days out and we went to Oxford together. I have to admit that I've always gone along with dismissing it as 'the other place' and because it's a bigger city with more industry it is in some way less charming. Fact it it's not better or worse it's just different with lots of qualities. And if you want an equal attraction to Ely just outside the city Blenheim is truly magnificent as well. Go to <http://bit.ly/1udyNtw> for a narrative.

## **CLERKS REPORT – October 2014**

### **Highways**

- Telegraph Street - unsuitable for HCV's sign has been installed but at the High St rather than Denmark Road end. Highways have been asked to either move or provide additional signage. Waiting further follow up from Emma Munden (Highways). NB: I have met with resident 5 times this month about this matter (see issues log).
- Harlestones Road – have been informed that the road hasn't received a capital bid and it is unsuitable for standard resurfacing. Jon Clarke is liaising with Martin Gowler to see what else can be done. Have pressed for action due to the very poor state of the Lambs Lane end.
- Denmark Road – the blockage to the pipe running from Denmark Road to BGW was scheduled for clearance w/c 28<sup>th</sup> July. Still waiting an update from Emma Munden (Highways).
- Histon Road – Markings have now been reinstated. CCC Cllr Mason is following up maintenance required re. cyclepath lights.
- 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.
- Footpath 8 (public footpath from the Cut bridge to Smithy Fen) has now been cut and added to the CCC list for future maintenance.
- White line reinstatement has been requested for Oakington Road and the missing Rampton Road/Lambs Lane junction white/yellow lines have been chased again.
- Have followed up with County re. additional work needed for the Knotweed issue on Wilkin Walk. This still hasn't been actioned since initial contact back in late April.
- Tenison Manor adoption – have been liaising with Sue Reynolds, Highway Development Manager, at County. She is now chasing Persimmon to follow up ownership of the Little Cut.
- BGW streetlight issues – following discussions with Sue Reynolds (County) the lights on both Leopold Walk and Sovereign Way have been adopted and that information passed onto Balfour Beatty. Numbers will be added to the lights.
- Overgrown tree and weeds on Footpath 7 (between High St and Telegraph St) has been reported. Officer due to inspect w/c 22<sup>nd</sup> September.
- All of the gullies have been cleaned w/c 15<sup>th</sup> September. I have obtained a list of streets to double check that all areas are covered. Despite the work done there is still an issue with a gully on Lambs Lane which was previously reported several months ago and I had been assured had already been cleared. I have contacted Pauline Peach about this.
- Have contacted 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.

### **Village Hall**

- Ladybirds are holding their Breakfast with Santa event on Saturday x Dec. Ladybirds Christmas production on Wednesday 17<sup>th</sup> December 9-12. Kids Only are aware.
- Energy survey carried out on 24<sup>th</sup> Sept.

### **Recreation ground**

- There is still a delay on the supply of the inclusive boat seat.
- More of the retaining woodwork around the aerial pit has fallen off and urgent action is required.

- Tractor diesel leak and oil have been fixed.
- Have contacted bowls club with reminder not to park on the hashed yellow lines (impeding emergency access). Glen Clarke will contact members to remind them.
- Have contacted CUFC and Colts re. metal stakes which are being left in the ground, which cause damage to the blades of the mower.

### Misc admin

- September Issues log distributed separately.
- Rubbish bins have been cleaned and the one opposite the Mace has been moved to the other side of the bus stop so that it is no longer under the tree. Groundsman has a spare bin which he will place on Tenison Manor.
- BC Trust have queried the ditch cutting around the Moat. They have suggested that our groundsman is responsible for 2 of them but that the work isn't being done. Have spoken to Andrew and he has confirmed that he is doing the work he has been instructed to do. I have checked the paperwork and it confirms that Andrew is only to cut 2 of the ditches. Site visit also carried out with Cllr Mudd and some areas requiring attention have been noted. I have contacted Geoffrey at BC Trust to inform him. No response received as yet.
- Keeley Wyatt has been chased regarding the remaining streetlights works. There are still some areas that have yet to be done (Histon Road) and in several places the old heritage lights are still next to the replacement ones. The outstanding issues will all be put forward for further funding at a later date.
- Bus shelter – There is a delivery delay from Shelter Store and I am waiting confirmation of a date from them. In the meantime Abco would be able to remove the existing shelter next week; may need to consider delaying demolition to minimise disruption for users.
- County Farms have been contacted re. maintenance needed at Les King Wood. Site visit carried out with Sarah Shepherd. She agreed that the pathways are in need of cutting and that some work is needed to the shrubs along the edges to tidy them up. Too early for coppicing yet but she will put forward for scheduling in the next couple of years. Noted that there are a lot of tree guards that need removing to tidy the site. Will also look into the siting of a dog bin. She is also keen to see if there is a way to link the walk with the Cut with the installation of a bridge and would actively encourage the PC to link the rec with the wood if possible.
- Further updates done to the website including: audit reports, annual returns and a new page re. the changing rooms with links to the planning app; photos added of CPC land/property. I'm struggling to find a map of the village that doesn't cut off the extremities of Histon Rd/Rampton Rd/Twenty pence Rd. Graphic designer has offered to draw a map for us which can also be illustrated to show CPC land. This is being done for free so may take a little while to complete. Additionally info has been added in relation to the new Data Transparency Code of Practice guidelines: grants paid, land/building assets and organisation chart. Further information may be required but we're ahead of a game in terms of what many other PC's publish. <https://www.gov.uk/government/publications/local-government-transparency-code-2014>
- Cottenham Feast is on 12<sup>th</sup> October; formal letter requesting permission has now been received – see agenda item for ratification.
- Meeting with rep from WREN held onsite on 16<sup>th</sup> September. They also asked for some additional information which was forwarded. They will be in touch again at the end of November when we will find out if we have been successful.

- Waiting to see whether height issues with dog bins will be rectified as part of the SCDC programme being rolled out in September. Cllr Harford following up moving of Rampton Road bin away from the entrance to the allotments.
- Have been in touch with Barker Storey Matthews re. getting the hedges around the Brookfields Business Park trimmed following complaint that visibility joining the Twentypence Road was impeded. They have instructed their contractor to do the necessary maintenance but as yet the work hasn't been done. Have chased.
- Details of CAPALC Chairmanship training courses has been received and circulated.
- Tree surgery needed on several trees on BGW (identified during meeting with Cllr Nicholas). Surgeons being contacted for quotes.
- Ladybirds have reported 2 separate leaks to the roof. Waiting response from ABCO.
- Tree surgeons are being contacted to discuss work on Kingfisher Way. NB: this is a vast project and also affects Woodlark.
- SCDC Democratic Services have been notified of amends to our Cllr info on their website.
- CPC noticeboards have been repaired/refurbished. Benches on Broad Lane and High St will be done later this month. NB: they will have to be removed whilst work is undertaken.

### **Facebook**

303 likes.

September has been a big month with over 1600 people seeing our post about the Post Office consultation. This is our largest ever reach. We also had over 300 hits of our website on the same day.

## **Item 14/277 – Post Office – proposed move to new premises consultation**

*Letter received which proposes a move of the current branch to Shauns News, 145 High Street.*

“This change is part of a major programme of modernisation and investment taking place across the Post Office network, the largest in the history of Post Office Ltd, which will see up to 8,000 branches modernised and additional investment in over 3,000 community and outreach branches. The programme is underpinned by Government investment, with the Government committing £1.34bn in 2010 to maintain and modernise the Post Office network and in November 2013 announcing a further £640m investment in the Post Office network until 2018.

### **What will this mean for customers?**

- Post Office services will be offered from two tills on the retail counter in a modern branch
- Longer opening hours
- The majority of Post Office products and services will still be available

### **Consulting on the proposed new location**

We’re now starting a 6 week local public consultation and would like you to tell us what you think about the suitability of the proposed new location. Before we finalise our plans, we would really like to hear your views on the proposed location, particularly on the following areas:

- How suitable you think the new location and premises are and how easy it is to get there?
- Are the new premises easy for you to get into and is the inside easily accessible?
- Do you have any concerns about the new location?
- If so, do you have any suggestions that could help us make it better for you?
- Any local community issues which you think could be affected by the proposed move
- Anything you particularly like about the proposed change

The closing date for the consultation is 31st October with a proposed month of change of Jan/Feb 2015. The online version can be accessed via [www.postofficeviews.co.uk](http://www.postofficeviews.co.uk). When entering the site you will be asked to enter the code for this branch: 07711399.”

## **Item 14/278 – Cottenham Vision Plan Survey – Summer 2014**

### **Summary report - September**

The survey was completed at the Vision Plan Festival and included in the July/August issue of the Cottenham Newsletter. We have now received 217 replies (almost 100 of which completed online) – there are likely to be a handful more\*.

- The response (at approx. 8% of Cottenham Newsletter circulation) is disappointing but still gives some useful guidance about which facilities would be most popular with residents
- Compared with the census profile for Cottenham Ward (which includes Oakington, Westwick and Rampton), the sample is currently biased in favour of the 40-64 age band and females (this can be reweighted if deemed necessary)
- The intention is to write an article for the Oct/Nov newsletter (deadline imminent) – which might stimulate more discussion and hopefully completion of more online replies\*.

The summary table overleaf indicates which facilities have attracted most support amongst residents. Remember, this is a wish-list – many are not within CPC's remit, but this knowledge will help inform and direct our efforts in refining the Vision Plan and our lobbying of district and county councils.

It is useful/interesting to see how preferences differ between demographic groups – I have attempted to highlight this in the following table. NB Several of the suggestions were particularly popular with the <20 year olds but there were only 16 of this age group in the sample so if we were to act on these suggestions with the intention of providing something that 'teenagers' would use we should probably survey a larger sub-sample before investing large amounts of money and effort.

There was also a great deal of information collected from people's additional comments e.g. suggestions for groups who could help with the Vision Plan; additional ideas or improvements/ advice. These answers are listed, verbatim, in a separate Appendix and should be very useful for the Community and Leisure Facilities Committee.

#### *Main results*

- There are 4 facilities desired by over half of those sampled:
  - Swimming pool (70%)
  - Links to other villages via cycle paths and footpaths (69%)
  - Circular walk/nature trail in wood/countryside (2 miles) (59%)
  - Marked out walking routes of 1 mile / 3 mile / 5miles (57%)
- Another three were chosen by just under half:
  - Trail for bike learners/Cycling proficiency circuit (48%)
  - Pond and wildlife area (48%)
  - New/refurbished village hall (46%)
- Following that a tail of other facilities, some with relatively niche appeal:
  - Health/medical centre (42%)
  - Dog-walking circular path (42%)
  - Hard Courts for Tennis / Basketball / Netball (41%)
  - Trim trail/jogging track (1 – 2 miles) (40%)
  - Wet play area for children (38%)
  - Climbing wall (outdoor) (38%)
  - Wider range of shops/retail outlets (37%)
  - Disabled path through woodland (37%)
  - Community orchard (35%)
  - Community garden (33%)
  - Rugby pitches (33%)
  - Sensory garden for those with limited sight/hearing (33%)
  - Grass running track (29%)
  - Games 'club' (chess/dominoes/ whist/bridge etc) (26%)
  - Bird-watching facilities (hide etc) (24%)
  - Additional accommodation for businesses and start-ups (23%)
  - Outdoor space for kite-flying, model aircraft etc (20%)
  - Mini/soft tennis(18%)
- Only 2% felt that Cottenham had enough facilities. By its nature this survey is likely to under-represent this group, despite our best efforts to get people to complete it, regardless of whether they wanted more facilities.

Total sample:	Which facilities would Cottenham benefit from?	Which facilities would you/ your family use?	Which would be useful for fitness/ well-being?	Groups (whose families) more likely to use the facility
	(217)	(217)	(217)	
	%	%	%	
Swimming pool	70	60	48	<20* and females
Links to other villages via cycle paths and footpaths	69	59	48	40-64 and females
Circular walk/nature trail in wood/countryside (2 miles)	59	51	36	females
Marked out walking routes of 1 mile / 3 mile / 5miles	57	48	38	females
Trail for bike learners/Cycling proficiency circuit	48	26	14	<65
Pond and wildlife area	48	32	11	<20*
New/refurbished village hall	46	32	n.a.	Across the board
Health/medical centre	42	35	24	65+
Dog-walking circular path	42	22	16	<20*
Hard Courts for Tennis / Basketball / Netball	41	28	18	<20*
Trim trail/jogging track (1 – 2 miles)	40	29	19	<20*
Wet play area for children	38	24	12	<20* and 20-39
Climbing wall (outdoor)	38	25	11	<20*
Wider range of shops/retail outlets	37	29	n.a.	<20*, (65+)
Disabled path through woodland	37	11	6	65+ and females
Community orchard	35	25	8	Across the board
Community garden	33	21	6	Interest increased with age
Rugby pitches	33	22	16	<20*, 20-39 and males
Sensory garden for those with limited sight/hearing	33	12	3	
Grass running track	29	17	10	Interest decreased with age
Games 'club' (chess/dominoes/ whist/bridge etc)	26	10	1	<20*
Bird-watching facilities (hide etc)	24	16	3	<20*
Additional accommodation for businesses and start-ups	23	5	n.a.	
Outdoor space for kite-flying, model aircraft etc	20	11	5	Interest decreased with age
Mini/soft tennis	18	10	7	<20*
Other comments/suggestions	33	5	n.a.	
<b>No additional facilities required/ Cottenham has enough</b>	<b>2</b>	<b>n.a.</b>	<b>n.a.</b>	

\*NB v. small sub-sample (16)

Christine Ward  
30 September 2014

## Item 14/279 – Northstowe Phase 2 consultation

### Consideration of potential factors which may affect Cottenham Residents.

The diagrammatic maps provided in both the Design and Access Statement, and the Flood Risk Assessment and Drainage Strategy by HCA as part of the Phase 2 Planning Application documents for Northstowe August 2014 are of high quality, and very useful. I have added Cottenham-relevant annotations additionally, on the utilised diagrams included in this report. I trust it is acceptable for me to reutilise in this way, quoting the source, and clearly identifying my additions.

### QUESTIONS ARISING FOR COTTENHAM PARISH COUNCILLORS:

1/ Provision of recreation services supplementary to local services, could Cottenham benefit from..?:

- Additional sports facilities not provided locally.
- The CGB cycle route, waterparks.
- The potential for a mainstream sixth form college supplementing local specialist sixth form provision in Cottenham, phasing-in of secondary school delivery is indicated for 2018 (page 84 of the Design and Access Statement, August 2014).
- Leisure and shopping services supplementing our own local services.
- The potential opportunity for Medical facilities, such as out of hours walk-in clinics ('health and community delivery', ref: page 84 of the Design and Access Statement, August 2014)

2/ Provision of transport, commuter, and leisure routes for non-motorised users, could Cottenham benefit from..?: (A NMU routes map with a key is included in the Design and Access Statement, August 2014).

- Footpaths – foot path associations.
- Bridleways – local horse riders.
- Cycling routes – commuter and leisure routes, local children. Northstowe is shown as being under 3km away (direct route) and is not directly accessible for employment opportunities via vehicular routes.
- Bus services – there is already a good service to Addenbrokes & Cambridge Centre.

3/ Transport routes for motorised users... considerations?

- Road access – no direct access from Oakington, or Longstanton, to Northstowe in Phase 2 re: the development framework document (see page 47 of the Design and Access Document supporting the Phase 2 Planning Application).
- Mitigation of traffic impacts – Section 106 traffic monitoring.

4/ Haulage routes... potential concerns?

- Reiterate the need for adherence to agreed preferred haulage routes guidance.

5/ Drainage... potential concerns?

- Flood mitigation – Cottenham Lode is in Flood Zone 3.
- Potential concerns – delivery of the attenuation pond timing, sufficient water holding capacity, telemetry failure events.
- Current flooding locations according to the Flooding Memories study...
- Leisure and wildlife amenity of lakes and swales – a positive opportunity.

6/ A14 considerations and impacts potentially, alongside the Northstowe Phase 2 development – haulage routes, and traffic capacity on local roads. Concerns..?



## RECOMMENDATIONS:

### **Transport:**

Stress the importance of construction traffic keeping to route agreements during the extended construction phase, indicated to 2030+, alongside A14 improvements.

Stress the importance to local communities on a firm decision being made regarding the closure and maintenance status of Longstanton Road, the old airfield road currently legally used as a bridleway, cycleway, for pedestrians, and access only:

- Suggestion has been made that a raising bollard might be an option to restrict the road to taxis and bus service traffic.
- If the road is to be used, it may impact on traffic volumes through Oakington, and potentially through Cottenham.
- And the current road surface has been deemed unsuitable for that level of traffic; and has deteriorated and is not routinely maintained, which impacts on cyclists, pedestrians and horse riders.
- Plus at certain times, fairly heavy interaction with fast-moving traffic which can intimidate more vulnerable road users, particularly horse riders.

Stress the importance of the Northstowe permanent and temporary monitoring traffic data recording sites, in particular to evaluate impacts on local traffic:

- The impacts of the A14 works and improvements – in particular approaching the B1049/A14 junction.
- The impacts of phase 1 and then phase 2, ongoing.
- The impacts of any unexpected traffic movements, such as continued use of Longstanton Road (the Old Airfield Road) if the route remains open without restriction.

Stress the health and economic benefits of cycle access to Northstowe by a safe route, to encourage commuters, youth, horse riders, and local walking groups:

- Through the Northstowe Parish Forum, the member for Rampton Parish Council has informally asked for support for an interest in cycle infrastructure improvements from King Street to the guided busway, and then beyond and across the CGB 'raised' horse crossing to Rampton Drift. Cottenham Parish Council would agree that this may be a desirable improvement, particularly if in time a traditional sixth form college could be provided at Northstowe (Cottenham has excellent sixth form facilities, and provides a specialised college).

### **Drainage:**

Stress the importance of early delivery of the attenuation ponds, and flood mitigation measures:

- Cottenham Lode is included within Flood Zone 3 on the Flood Risk Assessment maps provided in the Phase 2 Planning Application August 2014 documents.
- Water drainage is indicated predominantly to the north and east, in the flood risk assessment. Cottenham Lode is located to the north and east of Northstowe, and is directly drained, albeit with an outflow flap.
- The importance of the 200 years plus allowance for predicted climate change on the attenuation pond.
- The importance that the maintenance and condition of the raised banks of the Cottenham Lode are inspected regularly during the construction phase for Northstowe, and any unexpected flood events resolved and mitigated.

The attenuation ponds, water parks, and incorporated SUDS features are seen as positive flood mitigation measures, and the earliest feasible delivery is supported.

**GEOGRAPHICAL CONTEXT: ROAD ACCESS**

B1050

Longstanton

Proposed access road onto B1050 from Northstowe Phase 2

Slip road onto A14 proposed for removal at Dry Drayton as part of the A14 improvements

A14/B1050 Bar Hill slip road (proposed retention)

Bar Hill



Guided Busway between Oakington and Longstanton

Rampton Drift existing settlement

Believed to be the temporary haulage route spur (unclear from diagrams) to later be in-part/incorporated into the Phase 3 planning application.

Oakington

Dry Drayton Road

Local road with shared cyclepath/pedestrian footway, towards Girton

**CONTEXT:**

Image taken from the Phase 2 Northstowe Planning Application published document by HCA Design and Access Statement, September 2014. Annotations added by Kate Heydon, and believed to be accurate annotations at time of writing.

**GEOGRAPHICAL MASTERPLAN**



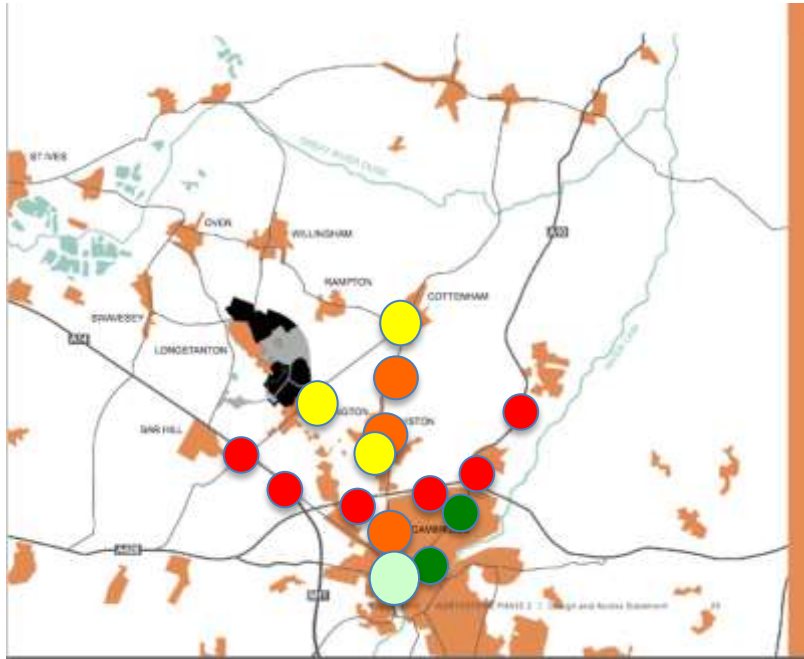
Access Road from Phase 2 to the B1050, linking to the A14 at Bar Hill.

The Southern access road not included in the phase 2 planning application.

Longstanton Road (or the Old Airfield Road Bridleway ) currently for legal use as access only between Oakington and Longstanton.

Image taken from the Phase 2 Northstowe Planning Application published document by HCA Design and Access Statement, September 2014. Annotations added by Kate Heydon, and believed to be accurate annotations at time of writing.

## GEOGRAPHICAL CONTEXT: WIDER SCALE TRAFFIC LINKS & CONGESTION








- Traffic congestion related to road capacity, trunk roads. 
- Traffic congestion on local/ non-trunk roads at peak commuter times. 
- Traffic congestion, brief effect, due to peak time parking (i.e. at local schools, and school buses). 
- Major employment locations locally. 
- Traditional sixth form college locations. 

Image taken from the Phase 2 Northstowe Planning Application published document by HCA Design and Access Statement, September 2014. Annotations added by Kate Heydon, and believed to be accurate annotations at time of writing.

Continued...

## GEOGRAPHICAL CONTEXT – DRAINAGE

The following are excerpts from the Phase 2 Planning Application Flood Risk Assessment and Drainage Strategy August 2014, specific to Cottenham flood risk and Cottenham Lode.

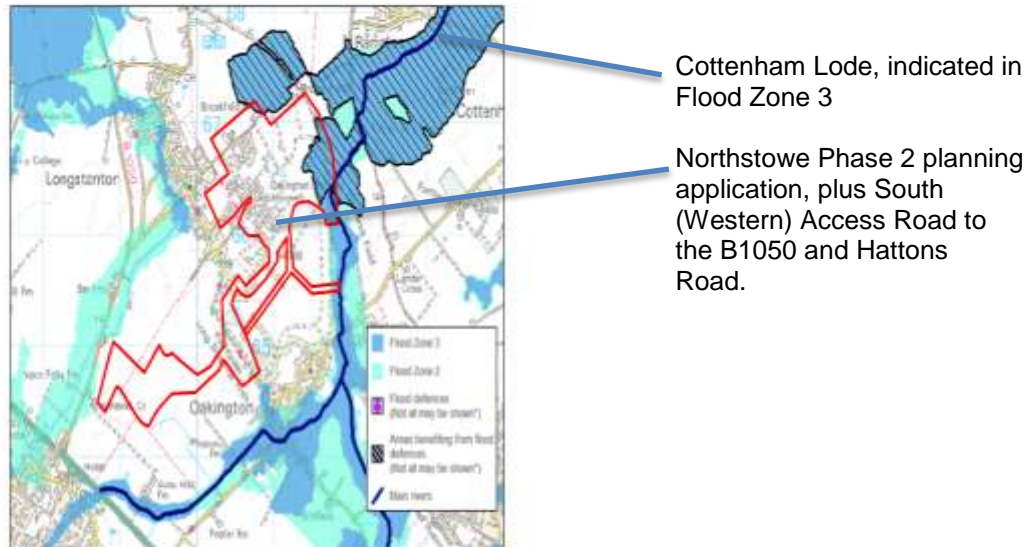


Figure 4.2. The Environment Agency's Flood Map for Planning (the site is outlined in red)  
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Modelling undertaken as part of the Cottenham Lode Pre-Feasibility study (2003) indicates that the crest level of the CGB route embankment is above the predicted flood levels and the principal flood route from the Beck Brook into the site is likely to be as a result of flood waters backing up and entering the Phase 2 area via the existing culverts located along the eastern boundary, under the CGB route embankment. Anecdotal evidence gathered during previous studies from the October 2001 flood event (estimated to be 1 in 200 year return period) indicates that the predicted 1 in 100 year Flood Zone 3 is conservative and could over predict the flood extents.

The mapped levels and the locations of the nodes from the Cottenham Lode Pre-Feasibility study (2003) are detailed in Table 3.3 and Figure 3.3 below.

### 3.3 Local watercourse network

The area surrounding the Phase 2 Site, is drained by two main catchments: Swavesey Drain/Longstanton Brook and the Beck Brook/Cottenham Lode (Figure 3.2). The Longstanton Brook drains directly to the Swavesey Drain and drains south to north to the west of the Phase 2 Site. The Beck Brook drains directly to the Cottenham Lode and drains south to north to the east of the Phase 2 site.

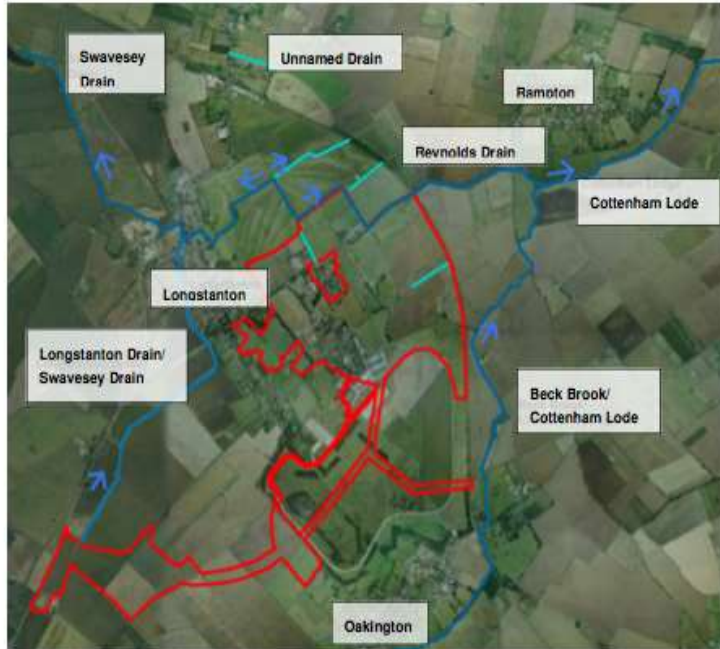


Figure 3.2 Watercourse Network (the Phase 2 site is outlined in red) Aerial photograph © Google (2014); Image © Infoterra Ltd. & Bluesky

The Reynolds Drain is connected to the Cottenham Lode via a 1050mm diameter culvert. The culvert is fitted with a flapped outfall which only opens during low flow conditions in the Cottenham Lode and flow is prevented from outfalling into the Cottenham Lode from the Reynolds drain when the water level is higher in the Cottenham Lode. When this occurs excess flows in the Reynolds Drain overflows into the Burgess Drain, which flows northwards past Rampton.

#### 3.3.1 Main Phase 2 Development Area

##### References:

- Northstowe Phase 2 Planning Application Design and Access Statement, August 2014
- Northstowe Phase 2 Planning Application Flood Risk Assessment and Drainage Strategy August 2014

## **Item 14/282 – Health & Safety Policy**

### **Health & Safety Policy Statement**

Cottenham Parish Council recognises and will meet its common law and statutory health and safety responsibilities.

The Council recognises that good health and safety management supports the delivery of our services for the people of Cottenham. As part of the overall Risk Management process and culture, good health and safety management will help reduce injury and loss, help promote a healthy workforce and help protect all who are affected by the Council's services.

Managers will ensure health and safety matters are an integral part of all activities and health and safety is given due consideration with other service commitments.

The Council will endeavour to consult on significant health and safety issues with the workforce in good time to enable staff to express their views on health and safety issues. All staff must actively support the Council's efforts by working with due regard to the safety of themselves and others. The Council expects and encourages similar support from contractors, partners and volunteers and co-operation from clients and other visitors who use its facilities or visit premises.

## Item 14/283 – Wiser Recycling

### Email from Paul Duggan, Customer Services Manager at Wiser

As discussed, we can plan an event for January/Feb, or if you think you can spread the word, as early as December – I await your Councillors decision on this.

- We are now working with over 30 (local) Parish Councils – have collected over 125 tonnes of WEEE Waste from the local area. (*Willingham are 'top of the Leader Board' with 9138KG's on the first collection, and just under 6 tonnes last month*).
- Currently our average weight is 3730kg's on the 1<sup>st</sup> collection, rising to 4244kg's on the 2<sup>nd</sup>. We are planning Collections twice a year, and it is working very well. All Parishes that have had one collection, have booked a 2<sup>nd</sup> – *Holywell cum Needingworth have run this event three times now*.
- Please see the attached poster we use for these events – we will place these posters at strategic points (telegraph poles/lamp-posts) approx. 3 weeks prior to collection – the driver records exactly where they go, and the same driver is responsible for their removal on the day.
- We pay you £40 per tonne rebate for materials collected (*excluding Fridges and Batteries – although they will still be collected*).
- We will collect any Household Appliance – working or not; “Anything with a plug on it, that comes from a householder” – (also including Battery Operated Appliances).
- Fact - 60% of Small Appliances still go to 'Landfill' - our work not only educates the public – we always collect a large portion of Small Appliances, indicating our success in diversion from Landfill.
- The event is open to everyone – Anyone who cannot move their item outside, need only to call us, and we'll attend their property (*once the drivers have satisfied themselves the kerbsides are clear*).
- We ask that Villagers place the material out 'on the day' by 10:00. Our vehicles sweep through the village from 08:00, logging and loading all WEEE Waste, and bring back to our (AATF) Facility (in St Ives Cambs).
- WISER Recycling pre-sorts all WEEE items and commences its processing with manual dismantling rather than the much more energy intensive method of immediate shredding of all materials. This also enables compliance with the requirements to remove all batteries for recycling before processing. This method enables the major material groups – different types and colours of plastics and metals – to be retained in a cleaner state and requires less separation equipment further down the processing line. The method also provides greater employment opportunities. Shredding and separation equipment are then used to complete segregation. Any of your Councillors are welcome to visit our Treatment Facility to witness our processes first hand.
- We are certified to ISO 9001, 14001 and OHSAS 18001 Standards, ensuring works are carried out to exacting standards.
- Any items that are re-useable, are tested, certified, and re-sold to low income families – *a good quantity of our re-use (fridges) go to Emmaus (in Cambridge), which in turn, further supports local charities*.
- *We also work with Charities up and down the country, providing Containers, Collection & Recycling Services, and we pay them for the WEEE Waste collected (by them)*.
- We generally plan a collection on a Thursday – as this gives us time to attend any property in the (unlikely) event that their equipment was missed. (Each driver is responsible for their own area, which helps us to ensure all material is collected in the allotted time).