

AGENDA REPORTS PACK

ORDINARY MEETING

OCTOBER 2016

Item 16/217.



Full Parish Council Meeting Minutes

Meeting held in the Village Hall, Lambs Lane, Cottenham on Tuesday 6th September 2016 at 7.15pm

Present: Cllrs Morris (Chair), Berenger, Bolitho, Collinson, Graves, Hodson, Mudd, McCarthy, Ward, Wotherspoon, SCDC Cllrs Edwards and Harford, CCC Cllrs Jenkins and Mason, the Clerk, Assistant Clerk and RFO

In attendance: 2 members of the public

- 16/193. Chairman's Introduction and Apologies for absence** – apologies accepted from Cllrs Nicholas (personal) and Young (personal). Cllrs Collier and Richards will be late.
- 16/194. To accept Declarations of Interest and Dispensations** – *i. To receive disclosures of pecuniary & non-pecuniary interests from Councillors on matters to be considered at the meeting. ii. To receive written requests for dispensation. iii. To grant requests for dispensation as appropriate.* Cllr Berenger declared a pecuniary interest in item 16/197 (developments) and non-pecuniary interest in 16/197 (Dissenters).
- 16/195. Minutes** - Under item 16/174 the word retired was amended to resigned. Resolution that the minutes of the meeting of the Full Council meeting held on the 2nd August 2016 be signed as a correct record. **RESOLVED.**
- 16/196. Public participation – Standing Orders to be suspended at 7.21pm.** Alan Raven spoke on behalf of the Cricket Club reference item 16/198. Have lost use of the junior square so all games are taking place on the main square. Currently only have 5 strips at the moment which are suffering from over use. Standing Orders reinstated 7.23pm.
- 16/197. Reports**
- **SCDC** – report circulated prior to the meeting. Cllr Collinson queried the new Planning Director meetings with local villages; SCDC Cllr Harford has already flagged the need to meet with Cottenham. Cllr Richards arrived at 7.25pm.
 - **CCC** – report circulated prior to the meeting. The Final Boundary Commission report has now been issued; there will be just one County Cllr to cover a new area of Cottenham, Rampton and Willingham. CCC Cllr Jenkins was thanked for setting up meetings with Stagecoach and the CCG. CCC Cllr Mason apologised for not being present at the past few meetings due to ill health. Cllr Collier arrived at 7.28pm. CCC Cllr Mason expressed concern about the pavement closure outside 333 High Street. An Inspector has been out to look at the site today. CCC Cllr Mason believed that the resident should have to make good the pavement however Cllr Bolitho thought that County should be responsible since it was their trees that necessitated the works to the wall. There doesn't appear to have been an order saying that the pavement would be closed and CCC Cllr Mason wanted to clarify the legal situation should a pedestrian fall into the hole. Devolution consultation – believed there would be further changes.
 - **Clerk** – report circulated prior to the meeting. Clerk ran through items of correspondence which had been received. We have also had a lot of Facebook/website traffic over the past week. Cllr Mudd queried the waiting restriction signs; Assistant Clerk confirmed that we would have to pay for them ourselves but we're still waiting for a quote from County.
 - **Update on Neighbourhood Plan** - Cllr Morris stated that the Plan was taking longer than anticipated and was more complex than assumed in terms of level of content required for pre submission. Work was being carried out to clean up and flesh out the document prior to being sent back to SCDC. It still isn't clear how much weight it would carry in light of the 5 year housing supply issue.
 - **Major developments** – Cllr Berenger left the room at 7.45pm and took no part in discussions. We have met with County regarding their plans for Rampton Road (now 154 not 300 houses). They are holding a consultation event on 14th September in the Library; Stephen Conrad was

unsure when the consultation leaflet would go out to residents. NB: our lease of the 3rd field only allows a break clause for educational purposes so the County wish to build first, as indicated in their consultation information, is inappropriate. John Macmillan has agreed to put the 4th field on the Assets & Investment Committee agenda for 16th September.

- **Update on land ownership at rear of Dissenters Cemetery** – Some time ago we commissioned legal advice regarding ownership of the land behind the Cemetery. Some is now owned by Persimmon and we have opened up a discussion with them about this; the remainder is under private ownership. Cllr Berenger returned to the room at 7.50pm.
- **Village Hall** – update on plans – The internal layout is now fixed. Architects have been liaising with Planning and there is a long list of supplementary studies required. They will meet with the Officer in the next few weeks regarding submitted the application in late Sept/early Oct so timescales have slipped slightly. SCDC Cllr Harford confirmed that the validation takes approximately 5 days if all information has been provided.
- **Tenison Manor adoption & maintenance** – We have facilitated maintenance contracts and now need to negotiate for the commuted sum. Maintenance (Broad Lane ditch, balancing pond and Little Cut) should be done in the next 2 months. Cllr Morris is liaising with County officer regarding what else is required to finalise adoption.
- **Update on Remembrance Parade** – Cllr McCarthy is attending a training course on 10th October. We are still waiting for the TTRO.

- 16/198. Cricket strips** – to consider quotes for obtaining 5 additional cricket strips (added to main square as replacement for ones lost on 1st field of Rec Ground) – Cllr Morris summarised the background. Essentially the juniors have now outgrown the size of the existing pitch on the 1st field and the main adult wicket cannot cope with the additional use. Standing Orders suspended at 8.03pm. Question: if we extend to a square rather than strips what would be the implications? Alan Raven responded on behalf of the Cricket Club to state that as well as part of the wicket would need relaying there would be issues with the sun/visibility and the location would be unsuitable for spectators in relation to the new pavilion. Standing Orders reinstated at 8.05pm. Query why the big difference between the 2 quotes. Standing Orders suspended 8.06pm. Bury Turf have got a new machine which wouldn't need to dig down as far. Standing Orders reinstated 8.06pm. Resolution to accept quote from Bury Turf for the provision of 5 additional cricket strips on the 2nd field. **RESOLVED.**
- 16/199. Malary** – to consider implications, if any, of Malary Limited's application for a licence to operate 20 goods vehicles and 8 trailers from Brookfields Business Park per advertisement in Cambridge News on 19th August – Cllr Morris outlined. Further information now provided which shows that the application is a continuation of the existing licence rather than for additional vehicles.
- 16/200. Additional recreational land** – to Consider what additional steps, if any, CPC should take in pursuing our request to buy or lease additional land from CCC – Cllr Morris outlined. We've been after either leasing or purchasing a '4th field' for some time but County have either resisted or ignored our requests. Suggestion is that we make a representation to speak at the Assets & Investment Committee meeting on 16th September. Need to ensure the item is on the agenda and John McMillan has assured us that it would. CCC Cllr Mason raised the issue of protocol. He can make an application to speak as a non-member of the Committee and would like to be in the position to support us. He is unhappy with how the discussion has progressed and didn't feel that it how gone as per the directive given by the General Purposes Committee. Cllr Morris to keep CCC Cllr Mason informed along with CCC Cllr Jenkins and SCDC/CCC Cllr Harford (not CCC member for Cottenham but on the Committee). It appears that not enough attention has been paid to our request for the land on Rampton Road and that Stephen Conrad didn't forward our request to his superiors. CCC Cllr Mason asked if we had copies of our email requests to County; Clerk confirmed that we did and that they had been forwarded to Stephen Conrad and John McMillan last week but not acknowledged. NB: Officer recommendation in the report needs to be checked prior to our response at the meeting. CCC Cllr Jenkins left the meeting at 8.15pm.
- 16/201. External audit** – to review external audit report – Report now received from PFK Littlejohn. The report states that the information in the annual return is in accordance with proper practices and that no matters have come to their attention giving cause for concern. Their report indicates two

points for further consideration under the 'except for matters' section: Firstly, that the assets have been revalued to current market value and that they should be recorded at their original cost and no adjustment is required until disposal. They do however point out that next year the Annual Return includes a change in respect of this and authorities may in future use any reasonable valuation method. Secondly the annual return had not restated the prior year figures in Boxes 2 and 3 as reported in our prior year, these figures should have read £237,641 and £155,295 respectively.

- 16/202. Insurance** – to consider insurance renewal quote – Cllr Mudd stated that the quote had been reviewed by FLAC (a few changes had been made to the current year at no additional cost). Resolution to accept insurance renewal quote for £3255.53. **RESOLVED.**
- 16/203. Village Hall booking** – to consider booking request for event on 1st October – Asst Clerk has received evening booking from the Ploughing Society. Agreed to give permission. Cllr Graves took no part in the discussion.
- 16/204. Equipment** – Resolution to purchase of an extendable ladder to enable minor maintenance activities in the Sports Pavilion at approx. £100 +VAT. **RESOLVED.**
- 16/205. Recreation Ground** – to consider additional drainage improvement by “shockwave/sand-filling” on one pitch on 3rd field as soon as conditions allow – Cllr Morris stated that last year we did a partial treatment to some areas of the Rec as a test; this work seemed to help drainage. The proposed works would cost £1200 and would enable us to use the 3rd field for longer. Resolution to spend up to £1200 + VAT to prepare one 3rd field pitch by using shockwave/sand filling. **RESOLVED.**
- 16/206. Carol Concert** – to consider setting of budget for annual event on 13th December 2016 – Resolution to set budget of £1500 for the annual carol concert. **RESOLVED.** NB: Cllr Berenger is currently preparing letters to send to potential sponsors.
- 16/207. BT phone box consultation** – to consider response to BT consultation on the removal of phone kiosks including one from Cottenham High Street – Letter from SCDC regarding consultation circulated in the reports pack. It was considered that mobile signal currently in the village is inadequate. It's the last box in the village and still required for emergencies. NB: Cllr Ward will add details in the emergency plan. Resolution to respond to state that we wish to keep the phone box. **RESOLVED.**
- 16/208. Tenison Manor treebelt** – to consider obtaining quotes for tree works to the tree belt adjoining Tenison Manor (phase 1: from Tenison Manor gate to the end of Kingfisher Way) – Cllr Morris outlined. The ditch to the back was used to feed the Catchwater Drain but was disconnected several decades ago. The tree belt is now seriously overgrown. Recommendation to thin the trees, clear the drainage channel and thin out on the field side of the ditch to main ongoing maintenance easier. Resolution to obtain quotes for clearance for the area from the gate on Tenison Manor to the end of Kingfisher Way. If less than £10k then work to go ahead. **RESOLVED.** Cllr Collier abstained from the vote.

16/209. Finance

Income	Description	Net	Gross	
Day Centre	July 16 invoice payment	£ 100.00	£ 120.00	
Debbie Prince	July 16 invoice payment	£ 28.00	£ 33.60	
Jane Williams	July 16 invoice payment	£ 138.00	£ 165.60	
CUSSU	Quarterly rent from March-June 2016	£ 2,600.00	£ 3,120.00	
Keith Carpenter	Rent of village hall on 17th September 2016	£ 150.00	£ 180.00	
William Prideaux-Brune	Kettle bell sessions on the green	£ 14.00	£ 16.80	
		£ 3,030.00	£ 3,636.00	
Expenses over £500				
Beneficiary	Description	Net	Gross	code
Salaries	Salary costs for September 16	£ 3,198.36	£ 3,198.36	

HMRC	Tax and NI for September 16(Cheque)	£ 612.61	£ 612.61	
Connections Bus	12 visits April - July 16 @ £244.50 per visit	£ 2,934.00	£ 2,934.00	636
Zurich	Annual insurance premium	£ 2,972.80	£ 3,255.23	639
PKF Littlejohn	External Audit fee	£ 1,600.00	£ 1,920.00	640
AJ King	Contract costs + work at Skate park & Tenison Manor	£ 2,606.24	£ 3,127.48	644-646
		£ 13,924.01	£ 15,047.68	
Expenses under £500	Description	Net	Gross	code
Legal and General	Pension cost for October 16 (DD)	£ 48.73	£ 48.73	
Green and Purple	Monthly support of RFO for August 16	£ 50.00	£ 60.00	629
Calor Gas	Standing Charge	£ 17.13	£ 17.99	630
CSA	Cleaning Equipment & Materials & toilet rolls	£ 198.15	£ 237.78	631
Debbie Seabright	Exps re O2 Sim card	£ 9.72	£ 9.72	632
AJ King	Extra work: repair Zip wire & Tenison Manor	£ 185.00	£ 222.00	633/634
Cromwell Fire Ltd	Replace failed emergency light	£ 90.00	£ 108.00	635
Debbie Seabright	Exps - Office 365 Home renewal for RFO & Clerk	£ 79.99	£ 79.99	638
Southern Electric	Electric bill for the Pavillion	£ 236.97	£ 284.36	641
Travis Perkins	Cistern lever and sealant	£ 56.14	£ 67.37	642
Business Consultancy Servs	Payroll processing	£ 40.33	£ 48.40	643
Staples	Ink cartridge/toner and paper	£ 142.91	£ 171.49	647
The BC Group Trust	Work carried out at Crowland Manor site - Aug	£ 360.00	£ 360.00	648
Tesco	HP Pavilion laptop computer	£ 369.97	£ 369.97	649
Screens & Graphics	A3 BBQ sign for Rec Ground	£ 48.85	£ 58.62	
		£ 1,933.89	£ 2,144.42	

RFO reported that the Kids Only invoices for June and July are overdue and the August invoice has now been submitted. Expenses – the Tesco item has been paid by the RFO so payment is due to her rather than Tesco. Amount should read £379.97. No VAT number on the receipt but item was significantly cheaper than competitors. Cllr Mudd mentioned that the Zurich insurance figure included IPT not VAT. Cllr Harford left the meeting at 8.45pm. RFO stated that we'd had another email from BC Trust requesting payment of invoice for unauthorised work. Payment refused in line with policy.

Resolution to pay these invoices. **RESOLVED.**

- 16/210. Management accounts** – to review the monthly management accounts – No additional comments.
- 16/211. Bank reconciliation** – to review monthly bank reconciliation – Information circulated in reports pack. No additional comments.
- 16/212. Matters for consideration at the next meeting** – Feast display, Conservation Area (Planning)
- 16/213. Dates of next meetings** – Planning 8th September, Highways 13th September, CALF 20th September, Planning 22nd September, FLAC 27th September, Full 4th October.
- 16/214. Close of Meeting** – 8.50pm.

Signed _____ (Chair) Date _____

Item 16/219. - Reports

South Cambridgeshire District Councillors' Report to Parish Councils September 2016

To follow

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Monthly report for parish and community councils September 2016

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

To follow

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CLERKS REPORT – September 2015

Anything in bold is new or an update.

Highways

- Histon Road – Has been inspected during wet weather to ascertain whether anything can be done regarding the puddling and water not draining into gullies. Graham has identified a couple of areas that need further looking at and site visit done on 29th July and we're waiting on update. **Site visit 29/07/16 ref flooding during heavy rainfall. Due to lack of rain lately nothing to report, and when we have had rain simply did not have time to visit but will monitor. Cycle path needs sweeping to clear the solar studs of mud/vegetation. Budgets are currently under pressure and this work would be very low on list of priorities. This would be an ideal job for volunteers (Community Highways Volunteering Scheme).**
- 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. **Approx. £1000 - £1500. This would have to be 3rd party funded (current signage meets with legislation).**
- TROs have been submitted for double yellows on Lambs Lane, no overnight parking in layby on Twentypence Road, waiting restrictions by new PO layby and TTRO for Remembrance parade. **Signs have been instated. Lines to be painted, timescales unknown, contractors are non-contactable by the public. High Street (Shaun's/Post Office) – signs ordered 29/09/16, timescales unknown.**
- Gullies around the Green – are full again (College side) and overflow during heavy rain, these were jetted in August 2015 and then again when the annual works were done. **Works to be carried out after leaf-fall.**
- Leopold Walk – overgrown shrubs/trees. Graham will order works post-nesting season. **Budgets are now such that Graham has to prioritise works and unfortunately this matter would be low on the list. Graham has suggested that it would be an ideal job for volunteers. As for the footway being covered in berries etc., this would be a matter for South Cambs District Council as they deal with all matters relating to street cleansing. Asst Clerk went back and stated that this is too big a job for volunteers and we have been requesting this for over a year. Answer: Unfortunately all funding for vegetation works has run out.**
- Groundsman reported issues with growth from County owned tree next to bus shelter on the High Street. Asst Clerk has contacted Highways accordingly. **To be trimmed mid-October.**
- Blocked gullies on Beach Road have been reported again and will be inspected shortly. **Three new gully covers installed. Gullies cleaned out and another sweep took place 23/09/16. Surface - concerns raised by CPC re poor quality of work – Surface Dressing is a thin coating over the existing surface, that does not alter the existing profile of the road, or have any structural value. Post Dressing information does indicate that by dressing the road, texture has indeed been restored to the surface. However, the inspection did reveal that there are areas where potholes have still formed. Order raised to have these areas rectified. The road will also be subject to another inspection at the end of winter, where any further defects will be addressed.**
- Rear of Dissenters - (fallen tree/bush) - photographed and reported to County 28/7/16. **Highways have responded to say it doesn't currently meet their criteria to do anything.**
- Grass cutting undertaken w/c 22nd Aug. Land behind Dissenters now looks worse than before the cut! Asst Clerk has reported to Graham and is still awaiting comment.
- **High Street/Rampton Road, Reference** - Following repairs carried out in May 2016, some of the marked out areas were missed, markings had worn away before works started. The worst areas being the junction between the High St & Rampton Road and pothole opposite Cross Keys Court. **Junction of High Street/Rampton Road. This has been fully resurfaced and is awaiting white lining (timescales unknown). Unable to locate a pothole opposite Cross Keys Court, however there is a sunken cover belonging to Cambridge Water Company. MANHOLES ARE RESPONSIBILITY OF ANGLIAN WATER, AWAITING UPDATE.**

- **TRO Applications - Twentypence Road Layby and Lambs Lane**— signs in situ, lines to be painted, timescales unknown, contractors are non-contactable by the public. High Street (Shaun's/Post Office) – signs ordered 29/09/16, timescales unknown.
- **Village Maintenance carried out w/c 22/08/16** –Twentypence Road verges were NOT cut, lots of dead grass left behind (as it had been left so long since previous cut). Verges on Twentypence Road are outside the village centre and are cut on a separate rota (cut 23/08/16). In relation to straw in the road please contact South Cambs District Council as they deal with all matters relating to street cleansing.
- **Wilkin Walk (High St End) – Overgrown weeds, brambles and hedges** – Response: This is part of the village maintenance and is cut twice a year. This would be an ideal job for volunteers. Asst Clerk went back and stated that as these were now over 20ft and full of brambles, we can't expect volunteers to cut. Answer: Unfortunately all funding for vegetation works has run out.
- **High Street – poor visibility of traffic calming bollards** - Inspected 16/09/16, reflective strips to be cleaned/replaced 07/10/16
- **Dunstal Field – white lines to be reinstated by end Oct.**
- **Long Drove** - sign has been knocked down and left in the verge; **has been re-instated.**
- **Pelham Way through to High Street Footpath – Uneven surface, bad puddling** - Although unsightly nothing meets current intervention levels. **Condition to be monitored.**
- **NB: COMMUNITIES HIGHWAYS VOLUNTEERING** – this was discussed at the Highways Meeting on 13/09/16 and due to possible admin responsibilities and extra work involved, it was decided not to take part.
- **Broken wooden bollard at top of Victory Way has been repaired.**
- **Resurfacing done junction of Rampton Road by Village Green.**
- **Various areas on Beach Road have been marked up for filling.**

Village Hall

- Cllr Richards arranging replacement door in men's toilets (to replace damaged door).
- Cllr Richards has purchased anti-climb paint (as agreed by CALF)
- Guttering between the high roof and flat roof has been damaged and requires repair.
- Need to give kitchen keys to Bowls Club and Kids Only.
- **Day Centre have reported problems with the cooker hob. No issues for other users. Electrician to inspect.**

Recreation ground

- Cars parked at own risk sign has been removed completely by vandals. The FA sign has also been damaged.
- Following the RoSPA report we need to move some soil to build up the area by surfacing abutting the Himalayan climbing frame (may be able to use some of the soil from bund removal).
- **Pump inspection took place on Tuesday 6th September.**
- **5 new cricket pitches installed 15/16 September.**

Misc admin

- September Issues log distributed separately.
- Fen Reeves - site looks like the trees need thinning and Cllr McCarthy is inspecting. Several dead trees at bottom near caravan site where it floods. Need to decide whether to remove or cut down and leave for wildlife. Lots of general deadwood which needs tidying.
- Groundsman has reported possible oil spots on Green following Yesteryear event. Will monitor.
- Les King Wood – Anna Hicks would like our opinion on the style/ piece of wood to the left of the kissing gate. Would this be better if a normal post and rail fence was created or would we prefer it left as it is? Anna is ordering a dog bin for the site, again would like our opinion please on the best

location for this bin. Grass rides and maintenance - appointed a contractor who will carry out two seasonal cuts to the site. Tree guards- in the process of organising for these to be removed. Clerk to meet with her onsite.

- Cllr Morris has chased Royal Mail regarding response to our request for additional letter box.
- **Huge amount of hedge/tree work required to the rear of Brenda Gautrey Way. Clerk and groundsman have met onsite to discuss. The majority should be taken down below head height. There are numerous self-seeds which needs to be removed entirely. Suggested that trees behind the 2 garages are removed entirely to enable better resident access for maintenance. Groundsman has offered to do the work free of charge over the winter if acceptable. Would suggest that CPC write to residents in the vicinity to inform them of the works which will look quite drastic.**
- Brief being drawn up for phase one of works to maintain tree belt behind Kingfisher Way/Tenison Manor.
- Response sent with objection to removal of phone box from the High St (the Pond).
- Have contacted All Saints re. putting dog bin back following rebuilding of wall. They have requested replacement from SCDC but are still waiting. SCDC Cllr Harford following up.
- Increase in dog fouling. Broad Lane rec is particularly bad despite there being a dog bin on site.
- Carol concert – Tree order (unfortunately nothing as big as previous year available so we've had to go with 27'), electrician lined up, sound/lighting technician booked, poster and advertising banner being designed and letters have been sent out for sponsorship.
- Babysitting course has been postponed until the new year.

Facebook

- 644 likes.

Major developments

- Constructive discussion with SCDC about approach and timing etc.
- Gladman inquiry likely to be held in May 2017
- Gladman / Persimmon decisions by SCDC Planning Committee unlikely before November.
 - CPC-commissioned traffic flow measurements made on 26th September.
 - Further submission to be prepared in due course.
- County Council
 - Items were put on CCC Assets & Investment Committee meeting agenda
 - Unfortunately they insisted on discussions being behind closed doors
 - Chair and CCC Mason attended pre-meeting and put case forcefully
 - Little change in CCC position as yet, but request to meet CPC Councillors

Tenison Manor adoption & maintenance

- Persimmon-funded restoration work has started on the ditches, pond and flap-valve
- Discussion of take-over agreement and compensation pending

16/220. Co-option

Following the co-option period we have received one application:

I am a 68-year-old retired businessman; I have been resident in Cottenham for the past 14 years and in Cambridgeshire for over 30 years.

A graduate of the University of London, my working life was spent in Sales & Marketing in consumer goods. Until recently, I ran my own company importing predominantly Scandinavian food products for resale to the UK wholesale and retail trade, a business which I sold in 2014: I retired the following year.

On a personal note, I am married with 4 children, 2 step-children, and 8 grandchildren, and live in Dunstal Field.

I take a keen interest in local issues (i.e. the effect that Northstowe will have on our community) and have a strong desire to maintain the character of the village. Now that I have the time, I would very much enjoy becoming more involved in village life and I am keen to take a seat on the Parish Council. I stood for the Cottenham Ward in the May 2016 District Council elections.

John Wilson

16/221. Public art

- WARG field and both graveyards could benefit from bespoke designed benches
- The Furniture Makers in Cottenham could design suitable benches if deemed appropriate
- “consider appointing a small WP to commission up to three or four bespoke benches as public art within £3,000 budget”

16/222. County Council

- CCC Hickford is Deputy Leader of CCC and Chair of the Assets & Investment (A&I) Committee
- Following the A&I meeting above he has suggested a meeting to “explore win-win possibilities” “consider inviting CCC Councillor Hickford to attend a meeting of CPC Planning Committee (?) / NP Working Party (?) to discuss co-operation on ...”

16/223. Kids Only

- KidsOnly is being bought out by Cambridge Kids Club as of 1st October
- RFO and Chair have met a Director of Cambridge Kids Club re continued operations etc.
- In principle, subject to Council approval, the operation can continue seamlessly.
- KidsOnly debts to CPC remain with Michelle Plowman who has agreed to settle her debt.

16/224. Child-designed road signs

Quotes to follow.

16/225. LHI Bid

- Although we failed to win supplementary funding in 2014/5, we have implemented the child-designed signs.
- Other parts of those projects are now under way with £30K of our funding in a project supplemented by s106 funds from Racecourse View with delivery due in this financial year.
- At a recent Open Day with CCC Highways CPC were encouraged to apply for supplementary funding under the CCC Local Highways Initiative 2017/8
- The last CPC Highways meeting resolved to prepare a submission to CCC under their Local Highways Initiative 2017/8 in an attempt to supplement any funds we apply by £10K of CCC cash.
- Three draft policies are emerging in Cottenham's Neighbourhood Plan in response to the parish-wide survey conducted earlier this year, giving us substantial evidence to support our case for funding.

T/1	Introducing a long-term pavement improvement project throughout the Conservation Area
T/2	Progressively adapting the village's five approach roads to include: a) 400m buffer zones of 40mph outside the 30mph built-up area, b) mobile speed-activated signage and advisory "Police Speed Check Area" signage, c) carriageway-restricting priority features
T/3	Discouraging through traffic in the Lanes by introducing a simple system of 1-way streets.

- The project would focus specifically on:
 - Improvements to the High Street pavements between the Community Centre and Cottenham Club
 - Introducing back-to-back priority features on Histon Road and Twenty Pence Road.
 - Introducing a simple system of 1-way streets in the Lanes (excluding Telegraph Street)
- Projects are more likely to succeed if backed by substantial Parish Council funds
- "consider allocating £30K to support a LHI 2017/8 bid as above"

16/226. Neighbourhood Plan

- Pre-submission Plan is in preparation and will be reviewed with SCDC shortly.
 - A resident architect has volunteered to provide illustrations for the plan.
 - Once approved by the WP, a 6-week local consultation can commence on our website
 - Some exhibitions (e.g. VH and CCC) will be held co-incident with the consultation
 - The consultation will be supported by PDF and hard copies of the whole plan and/or summaries
- "consider authorising the NP Working Party to spend up to £... on printing the draft pre-submission plan"

16/227. Village Hall

- The documentation for planning application is nearly ready
- We have commissioned a small amount of necessary design work from Engineering Consultants
- Formal submission now expected within second-half of October
- The likely minimum time to gain planning permission is 3 months (earliest end of January 2017)
- The detailed technical design by Architects and Consulting Engineers requires approximately 3 months
- From experience the tender to contract cycle requires 4 months
- Ideally the demolition commences in July 2017 once Ladybirds and CPS have broken up.
“consider costs and risks involved in initiating some detailed technical design and preparation of tender documentation immediately following formal application for (rather than grant of) planning permission”

16/228. National Tree Week – 26th November to 4th December

First mounted in 1975, National Tree Week is the UK's largest tree celebration annually launching the start of the winter tree planting season.

National Tree Week is a great chance for communities to do something positive for their local treescape. Each year, The Tree Council's member organisations such as voluntary bodies and local authorities, up to 200 schools and community groups, our 8,000 Tree Wardens and many others, support the initiative by setting up fun, worthwhile and accessible events, inspiring upward of a quarter of a million people to get their hands dirty and together plant around a million trees.

We have ordered 1250 hedging plants to go along the fence line of WARG Field; these will be ready for collection late November. To celebrate this new community space it would be an ideal opportunity to get volunteers involved to help plant the hedge. We may also want to consider holding a ceremony to ‘open’ the Field to officially thank those who have gifted it to the village.

16/229. Feast

Feast event is happening on Sunday 16th October. Need to agree rota for who will be available to help out on the day.

Display materials to include: Carol concert, latest Village Hall plans/costs/schedule, Neighbourhood Plan, Highways (need to know what), and.....

NB: Need to arrange transport of the display boards to the Green and return.