

**AGENDA REPORTS PACK**

**FULL COUNCIL MEETING**

**OCTOBER 2018**

## 18/194. Minutes



### DRAFT Full Parish Council Meeting Minutes

Meeting held in the Village Hall, Lambs Lane, Cottenham on Tuesday 4<sup>th</sup> September 2018 at 7.15pm

**Present:** Cllrs Morris (Chair), Bolitho, Collinson, Graves, Kidston, Mudd, Smith, Ward, Wotherspoon, SCDC Cllr Gough, the Clerk and Asst Clerk

**In attendance:** 5 members of the public

- 18/171. Chairman's Introduction and Apologies for absence** – Apologies accepted from Cllrs McCarthy (work), Nicholas (sick), Wilson (holiday), Young (work) and the RFO. Cllrs Dewey and Gledhill and 1 member of public arrived at 7.16pm.
- 18/172. To accept Declarations of Interest and Dispensations** – None given.
- 18/173. Minutes** – Resolution that the minutes of the meeting of the Full Council meeting held on the 7<sup>th</sup> August 2018 be signed as a correct record. **RESOLVED.**
- 18/174. Presentation: Timebanking** – Standing Orders suspended 7.17pm. Presenter absent so Cllr Ward gave an overview of the scheme which has been proven to improve social cohesion and loneliness. Needs a paid co-ordinator, approx. £10-12k per year. Sustainable Cottenham are looking at ways to fund the project but would like Parish Council support. Cllr Morris mentioned a similar scheme aimed at the elderly in Histon; would it be possible to use as a framework organisation? Resident 1 said that time banking wasn't intended to compete with other voluntary activities, merely compliment. Discussion as to whether it was possible to fuse with an existing village charity. Jay Clark arrived and 5 members of public left the meeting at 7.32pm.
- 18/175. Public participation** – No further comments. Standing Orders reinstated 7.33pm.
- 18/176. Reports**
- **SCDC** – Cllr Gough highlighted the forthcoming audit at Cambridge Recycling which is due to take place this month; please pass on any issues to him. Bellway – Enforcement have made a couple of visits but we need to keep reporting issues. Suggestion of setting up a forum as per Northstowe which could be a good way to help integration. 1 member of public arrived at 7.37pm.
  - **CCC** – Cllr Wotherspoon reported that there hadn't been much activity during August. Lots of patching work has been done in Cottenham.
  - **Clerk** – Cllr Collinson commented on overgrown hedge on Pelham Way; Asst Clerk confirmed that a letter requesting cutting back had already been sent. Path on northern side of Pelham Way is in poor condition; Asst Clerk stated that County had reported there is no footpath budget left. Cllr Wotherspoon will follow up regarding section of pathway to the Green. Beach Road – Cllr Wotherspoon is follow up. Cycle path – there is a backburner project regarding Landbeach and it is on the draft Waterbeach new town s106 agreement. NB: route won't follow Beach Road.
  - **Major developments** – As per report.
  - **Village Hall & Nursery** – As per report.
  - **Neighbourhood Plan** – As per report.
  - **Armistice Centenary event on 11<sup>th</sup> November** – As per report.
  - **Brenda Gautrey Way ditch/trees** – As per report.
- 18/177. Timebanking** – Consider non-financially binding support in principle for setting up a Cottenham Timebank – Standing Orders suspended 8.05pm. Jay Clarke spoke to say that SCDC has various resources available to set up 2 new timebanks; this can be tailored to the village. SCDC could support for the first 6 months/until March 2019 but the village would need to commit longer term. A Parish Toolkit will be available at the end of September. Query whether the General Power of Competence is required; Clerk to check. Resident 3 asked if Harradine lorries were being monitored. Cllr Morris said no but they have a legal right to do what they're doing. Standing Orders reinstated 8.15pm. Resolution to give non-financially binding support in principle for setting up a

Cottenham Timebank. **RESOLVED.** Cllr Ward together with Sustainable Cottenham to follow up and report at next meeting. Jay Clark, SCDC Cllr Gough and 1 member of public left at 8.17pm.

- 18/178. Picnic tables/benches** – Resolution to purchase 2 additional picnic tables (£399 + VAT each) and 2 additional benches (£375+ VAT each) for the Recreation Ground. **RESOLVED.**
- 18/179. BGW fibre cable installation** – Consider request from SSE Telecommunications Limited (SSET) to run cable in parish-owned land. Need to confirm if buried or conduit. Cllr Morris to look at wayleave agreement and fees. No objections in principle but need to check why cable is required if BGW already served by fibre conduit. Clerk to obtain clarification.
- 18/180. Cottenham Charities** – Consider the blocking up of the gap in the fencing between the allotments and the Recreation Ground – Cllr Mudd declared an interest and won't be involved with the vote. Resolution to close gap in the fencing between the allotments and the Recreation Ground. **RESOLVED.** 1 member of public left at 8.28pm.
- 18/181. Carols on the Green** – Resolution to hold carol event on 11<sup>th</sup> December with a budget of £2100+VAT. **RESOLVED.** Volunteers to contact Clerk. Need to write cherry picker into risk assessment.
- 18/182. Highways Terms of Reference** – Resolution to accept amendment to Highways Committee's Terms of reference item 3: Frequency of meeting. **RESOLVED.**
- 18/183. Summer Reading Challenge** – Resolution that Cllr Ward will represent CPS at Library event on 27<sup>th</sup> September to help present awards. **RESOLVED.**
- 18/184. Remembrance Day Parade** – Resolution that Cllr Dewey undertake a traffic management course, providing a qualification to close sections of the public highway for pre-planned events. **RESOLVED.**
- 18/185. Cambridgeshire ACRE conference** – Resolution that Cllrs Dewey and Morris attend Local Council's conference on 23<sup>rd</sup> November. **RESOLVED.**
- 18/186. CAPALC AGM** – Resolution for Cllr Morris to attend CAPALC AGM on 11<sup>th</sup> October. **RESOLVED.**
- 18/187. Cottenham Feast** – Resolution to hold exhibition stall/display at Cottenham Feast on 14<sup>th</sup> October. **RESOLVED.**
- 18/188. Finance**

Income	Description	Net	Gross	
Cambridge Kids Club	Monthly invoice payment	£873.92	£1,048.70	
Sports & Social Club	Quarterly invoice payment	£2,600.00	£3,120.00	
Cottenham Primary School	Unspent grant monies	£5,000.00	£5,000.00	
South Cambs District Council	Refund of duplicate payment re street lights	£1,129.85	£1,129.85	
Groundwork UK	Grant towards Neighbourhood plan	£6,500.00	£6,500.00	
		<b>£16,103.77</b>	<b>£16,798.55</b>	
Expenses over £500	Description	Net	Gross	code
Salaries	Salary costs for September 18	£3,618.51	£3,618.51	-
HMRC	Tax and NI for August 18 (month 5)	£844.62	£844.62	-
Glasdon UK Ltd	Litter bins and installation materials	£928.46	£1,114.15	1234
FLP Outdoor Play Solutions	Playground equipment - zip wire repair	£836.11	£1,003.33	1235
Greenlight Environmental	Preliminary Ecological Appraisal - Rec Ground	£570.00	£684.00	1236
SSE - Southern Electric	Electric bill for the Green	£448.41	£538.09	1237
SSE - Southern Electric	Electric bill for the Pavilion	£279.32	£335.18	1238
Collier Turf Care Ltd	Materials for the grass at the rec ground	£860.18	£1,032.22	1239
AJ King	Monthly contract cost	£3,166.67	£3,800.00	1240
Zurich	Annual insurance cost	£3,527.49	£3,527.49	1243
Community Heartbeat Trust	Semi auto defibrillator and cabinet	£1,775.00	£1,775.00	
		<b>£16,854.77</b>	<b>£18,272.59</b>	
Expenses under £500	Description	Net	Gross	code
Legal and General	Pension Costs (September 18)	£142.63	£142.63	-

RFO	Expenses re Sim card for the Pavilion	£8.64	£10.37	1228
Atlas Tree Surgery Ltd	Tree work on the village green	£650.00	£780.00	1229
Aquarius Liquid Engineering	Callout to pavilion for alarm	£242.00	£290.40	1230
DRE Pest Control Ltd	For control of Wasps nest on Play area	£60.00	£72.00	1232
Business Consultancy Services	Payroll processing	£47.30	£56.76	1233
Aquarius Liquid Engineering	Callout to pavilion.	£308.00	£369.60	1241
Bridgeman Maintenance	Demolish bus shelter on Lambs Lane	£460.00	£460.00	1242
CSA	Cleaning equipment and Toilet rolls	£102.95	£123.55	1244
FLP Outdoor play solutions	Torx Drive Socket	£23.00	£27.60	1245
Community Heartbeat Trust	Defibrillator annual support cost - year 1	£135.00	£162.00	
		<b>£2,179.52</b>	<b>£2,494.91</b>	

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

**18/189. Matters for consideration at the next meeting**

**18/190. Dates of next meetings** – Planning 6<sup>th</sup> Sept, CALF 18<sup>th</sup> Sept, Planning 20<sup>th</sup> Sept, FLAC 27<sup>th</sup> Sept, Full 2<sup>nd</sup> October

**18/191. Close of Meeting** – 8.45pm.

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

### District Councillors' Report for Cottenham and Rampton – September 2018

#### South Cambridgeshire Local Plan

It has been a very long wait (over 4 years) but the Local Plan was approved at a Full Council meeting on Thursday 27 September after Government inspectors who were independently reviewing the plan, reported that they had found it sound. The Council will use the plan as the cornerstone in all planning decisions made for the area.

The plan will deliver 22,000 jobs and 19,500 new homes by 2031 in South Cambridgeshire and contains the key housing sites the Council expects to see developed over the coming years:

- A new town north of Waterbeach – approximately 8,000-9,000 homes
- A new village at Bourn Airfield – approximately 3,500 homes
- An expansion to Cambourne to the west – planning permission has already been granted for 2,350 homes
- Homes on land north of Cherry Hinton and west of Teversham – 1,200 homes (420 in South Cambridgeshire. The remaining homes are in Cambridge City)
- Around 900 homes in the better served South Cambridgeshire villages
- Continue to develop Northstowe – around 10,000 homes
- Continue to build homes in existing growth sites on the edge of Cambridge (Southern Fringe, Cambridge East, Darwin Green and Eddington)

The plans also allow for the extension of the Cambridge Biomedical Campus at Addenbrooke's Hospital and the Peterhouse Technology Park on Fulbourn Road.

South Cambridgeshire District Council and Cambridge City Council committed to an early review of the Local Plans as part of the City Deal agreement. This was also a recommendation of the Planning Inspector. The review will commence in 2019 with submission for examination in 2022.

The consequence of not having a Local Plan and a 5-year housing supply has meant a free-for-all for developers. There are now 5,000 homes with planning permission that are not in any plan including 500+ in speculative developments in Cottenham. The Local Plan enables the Council to have greater control over development. The Inspectors confirmed that the Councils' Green Belt evidence is robust and that no additional sites, beyond the limited sites proposed by the Councils, need to be allocated for development in the Green Belt.

This plan is more than delivering new homes, it is about building true communities which have the right facilities, such as GP surgeries, and excellent transport links. The Council will work with the Mayor, Greater Cambridge Partnership and County Council to make sure transport improvements go hand-in-hand with homes.

#### Village Hall and Nursery Planning Application

We have intervened in support of the Nursery application (to overcome the Local Green Space complication with the Local Plan) and, as we write, we are pressing for the earliest possible review at the Planning Committee.

#### Universal Credit

We attended a briefing session on the introduction of Universal Credit scheduled for 17 October in South Cambridgeshire, one of the last local authorities to go over to Universal Credit. We were assured that people claiming will benefit from improvements made to the system following lessons learned from earlier roll out areas. People will need to claim online and will be paid monthly in arrears. For the majority of people, their rent will be paid as part of their Universal Credit. It is expected that some people will find the switch difficult to manage but the Council will provide support to help residents through the changeover.

**Plastics Re-cycling**

Errors in re-cycling cost the Council about £10,000 in penalties and increased landfill. A pilot project will be launched in Cottenham in the next few weeks including door-to-door leaflets and posters. We would appreciate the Parish Council supporting this effort through its own media channels. The impact on recycling rates and contamination will be monitored.

**Energy from Waste Facility at Waterbeach**

We submitted written comments on Amey's application for an energy from waste facility (incinerator). Eileen attended the CCC Planning Committee hearing on 17<sup>th</sup> September and spoke on behalf of residents opposed to the proposal. The Planning Committee voted 7:1 against the recommendation of the planning officers and rejected the application. This was on the grounds of harm to the landscape and heritage (Denny Abbey).

The Amey Community Liaison Group was another unsatisfactory experience. It became clear that our suggestion for improved reporting on composting odours had not even been considered. Poor.

**Community Liaison Group**

We are in the process of setting up a Community Liaison Group to work with residents and stakeholders, including contractors, to help ensure compliance with planning conditions and in the longer term, integration of these new residents. The first meeting is scheduled for 1 November and it would be helpful to have representation from the Parish Council. We have also approached residents who have engaged with us.

**East West Rail Company**

The momentum behind the new rail link between Oxford and Cambridge is building and this will have very broad implications for economic development including jobs, housing, etc. We expect the East West Rail Company to initiate a consultation on options (including routes) and we anticipate the Parish Council will wish to participate.

**Parish Council and Cabinet Meeting**

The next Parish Council and Cabinet meeting will be held on November 27 at 6:30pm in Cambourne.

# **County Councillor's report for Cottenham, Rampton & Willingham September 2018**

**To follow**

**Tim Wotherspoon**

## CLERKS REPORT – September 2018

Anything in bold is new or an update.

### Highways

(HO = Highways Officer, AC = Assistant Clerk)

- **Rooks St** - HCVs ignoring advisory signs 4/4 - Resolution at Highways Meeting on 18th Jan 2018 to explore differences between types of weight restrictions (e.g. access only/except for loading), cost implications and to liaise with Derek Crosby (Police Traffic Management Officer) regarding feasibility. Cllr Wotherspoon has learned that such a crossing may be under consideration as part of traffic management associated with development in the area.
- **Rooks Street** - HO has put forward Rooks St for the slurry scheme; with Network Management to inspect & to state if included in program.
- **Wilkin Walk** (High St end) – overgrown laurel and brambles. These are the responsibility of Cambridgeshire County Council. 31/5/18 requested urgent action as causing a nuisance. Bushes to be removed in Autumn 2018. **Awaiting date from contractor – will be carried out during school hours.**
- **Leopold Walk** (Pathway to High St) – overgrown trees/shrubs, blocking light. Asst Clerk to ascertain ownership/responsibility for the section beyond 315's boundary. 1/6/18 Hedge letters sent to homes we believe are responsible. Area is within CA and SCDC to be notified by householders responsible and works will be carried out after nesting.
- **Beach Road** – Awaiting remedial works by Eurovia to fix issues caused by the substandard surface dressing last year, still waiting for update. Martin Gowler, Network Management Officer, Highways Service at Cambridgeshire County Council, has recently gone out to the site with Skanska to mark up extra patching to be target costed and added to the remedial patching already marked up by Eurovia, with a view to having all the works done at the same time. Martin has chased the contractor for the target cost so that an order can be placed for the CCC element of the work, and again requested a program date for it to be done. As soon as he's heard back from the contractor, he will let us know. **Centre sections repaired 20/21 Sept, awaiting CCC to confirm when the other sections will be repaired.**
- **Junction of Victory Way/Lambs Lane** - flooding issues raised with HO, awaiting response. Works ordered to install 1/2 gullies in front of bus shelter which should solve issue (within next 12 wks). Works cancelled 25<sup>th</sup> May as new surfacing has solved issue (AC not convinced and will monitor).
- **Footpath from Pelham Way through to High St** – 9/8/18 - will be re-inspected, HO needs to ascertain whether tree roots are near to the surface; if they are he's doubtful anything can be done as if the roots was 'shaved' could make the tree unstable – Asst Clerk will go and have a look and a measure. He did say though that his pavement budget had more or less run out. Hedge Letter sent to resident regarding overhanging conifers 31<sup>st</sup> August. **13<sup>th</sup> Sept HO has confirmed that the tree roots are too shallow for the path to be repaired, unsure what can be done.**
- **Denmark Road white lining** – should have been done when Coolidge Gardens was resurfaced; rescheduled to 5th March 2018 (during High Street road closure). Road marking program (white lining) planned for early 2018/19 – concentrating on junctions. Road marking survey due July 2018. Hope to be repainted during Beach Road Works. HO checking with Chris Foyle (project manager) if the lining crew booked for Beach Road can do them. **Should have been done during High St lining (AC to check)**
- **Histon Road Cycle/Foot path** – some lighting studs not working –following the Histon Road Cycle path tidy up on 13th Jan 2018, one of the participants has offered to mark out broken light studs and report to Asst Clerk to report to CCC Cycle Project Team.
- **Cycleway linking Oakington & Westwick and Cottenham** – Cllr Wotherspoon to set up a joint working group to push project forward. Oakington is currently giving priority to its link with Girton. However, Cllr Wotherspoon has made contact with the transport group which is part of their community plan set-up. He has also been working closely with the district and county councillors for Landbeach and Waterbeach, with a view to exploring improved links to the railway station there. It is possible that a proper cycleway to Cottenham could be part of the travel planning associated with the new town there.
- **Cadent Gas** – Cadent have advised us that they have received another project from where they finished outside 34 Histon Road, up towards Histon for the best part of 2km. This should be a lot easier on traffic as only two-way lights. Dates TBC. List of several areas that were damaged during the first phase submitted to Cadent 30/04/18 and 14/05/18 – awaiting response. (copied to CCC Cllr Wotherspoon) Forwarded details to Streetworks 20/06/18. **Resent to Cllr Wotherspoon, Cadent and Streetworks 27<sup>th</sup> Sept.**



- **Histon Road Traffic Survey** – Following on from a 7 day traffic survey carried out in July 2018 and seeking advice from a traffic consultant, the Highways Committee has submitted an LHI bid to reinforce existing speed reduction measures using a combination of:
  - supplementing the VAS with a MVAS mountable nearer to the 30mph signage
  - emphasising the 30mph entry point with a yellow backboard and gate feature
  - emphasising the "cyclists crossing" warning with a yellow backboard
  - adding more virtual islands to narrow the perceived road width, and
  - including a "3-2-1 countdown" feature on the approach to indicate 300 metres etc to the 30mph area.

Physical horizontal or vertical measures were considered inappropriate due to traffic volumes and the importance of the route for emergency services.

- **High St road markings** – HO has ordered all the lining to be done along the High St – from the church to Histon Rd – centre lines, yellow lines, keep clears, etc – should be done within 13 weeks (9/8/18). **SOME of the works carried out 19<sup>th</sup> & 21<sup>st</sup> Sept. Awaiting completion date (double yellows and missed white parts).**

### Recreation ground

- The FA sign has been damaged.
- Shockwave works have been ordered for 2x pitches on second field plus training area. Date TBC.

### Village Hall

### Misc admin

- September Issues log distributed separately – see appendix for summary.
- Les King Wood – Tree guards still require removal. Chased County Farms 7/8/18.
- **Post box on Twentypence Road has been missing since approx. March/April 2017. Now appears that box will be reinstated but a small distance from the original location (due to health & safety issues). The relevant scans/checks have taken place and Royal Mail are now waiting for the box from the manufacturer. Unable to say how long this will take.**
- **'There but not there' figures have arrived.**
- Working with Ladybirds re. applying for SCDC energy grant towards roof insulation. Waiting for quotes from Ladybirds before we take forward. NB: Community Energy grant scheme has been temporarily closed to allow members to review the eligibility criteria.
- New public footpath from Broad Lane to Les King Wood – County Farms confirmed 20/8 that the path is physically available to use. The legal order to formally create the bridleway has now been sealed by the county solicitor and the next stage will be for a small advertisement to be placed in the Cambridge News. A press release is now with the press team for release.
- Cllrs have been issued with new email addresses for GDPR compliance and setup is ongoing.
- Weed issue on The Pound – **contractor has undertaken first round of treatment.**
- Cllrs Kidston & Wilson booked to attend new Cllr training on 13<sup>th</sup> October. Cllr Dewey attending 3 separate sessions over Sept/Oct.
- Several amends have been made to the backend of the website. During this it was discovered that several Register of Interest forms were out of date on the SCDC site (our website links to SCDC's). Cllrs to follow up on missing info directly.
- BGW – Groundsman is scheduled to start work on clearing the tree/hedge line date TBC.
- Couple of bird boxes down in the Moat. Groundsman to reinstate.
- Chased Greenways for copy of maps shown at August meeting detailing proposed cycle paths. Rural Travel Hub info has been added to website.
- **Cllr Ward attended Library Summer Reading Challenge awards on 27<sup>th</sup> September.**
- **Cllr Morris confirmed to attend CAPALC AGM on 11<sup>th</sup> October.**
- **Cllrs Dewey and Morris confirmed to attend Cambs ACRE conference on 23<sup>rd</sup> November**
- **Since closure of gap between allotments and Rec the fence has been broken.**
- **War memorial autumn bedding plants will follow a red/white/blue colour scheme.**
- **Defib equipment has been shipped.**

**Correspondence**

- Feast organisers have notified that this will be their last year organising the event and new organisers are required. Queried whether CPC would be interested in running the event.

**Facebook**

- 1014 likes/1085 follows.

## Major developments

- Bellway continues, with considerable disruption, to construct their 50 homes off Oakington Road.
- Neither Gladman nor Persimmon have yet received full planning permission for their developments, although Persimmon are making significant progress towards that.
- Cambridgeshire County Council is in the process of selling its site to a subsidiary “This Land” who will develop the site. In informal discussions with CPC, the This Land team seems fairly sensitive to the problems the development could cause. We expect them to bring an outline “for discussion” proposal to CPC in early October.
- The “Future First Field” discussion has been postponed into late October to allow consideration of This Land proposals.

## Village Hall & Nursery

Note several key documents (all on SCDC website under S/2702/18/FL or S/2705/18/FL):

- Approved site layout
- Approved Village Hall Elevations & proposed Layout
- Proposed Nursery elevations and layout
- Design, Access & Heritage Statements

Now that we have planning permission for the new Village Hall, we can prepare to take several key decisions over the coming months. In taking those decisions it is especially important that we are seen to apply the principles of selflessness, integrity, objectivity, accountability, openness, honesty and leadership (“the Nolan Principles”).

In outline, and for simplicity, assuming we get planning permission for the Nursery by 14<sup>th</sup> November at the latest:

1. The Car Park, Village Hall (1,261m<sup>2</sup> gross) & Nursery (326m<sup>2</sup> gross) are each described in drawing sets, Design, Access & Heritage Statements and draft Business Plans as provided with the planning applications and reviewed by this Council prior to planning application and with approvals subsequently recommended by our Planning Committee.
2. There are four serious complications:
  - a. Despite best efforts there is uncertainty over if/when Nursery permission will be obtained (soon?, 10<sup>th</sup> October?, 12<sup>th</sup> November?, NP referendum?).
  - b. Detailed and timely scrutiny of design decisions will be needed to help contain costs.
  - c. With construction and financing costs each rising by around 5%pa, our costs could be rising by nearly £1,000 per day so unnecessary delays need to be avoided.
  - d. Combining projects saves money so VH/N should, as far as sensible, be worked on together with specific Nursery stuff delayed until planning permission obtained.
3. In principle, the scope of various “groundworks” elements needs to be assessed so these can be completed as soon as possible to minimise subsequent disruption:
  - a. Temporary widening of “Playing Field” Car Park.
  - b. Provision or upgrade of utilities (gas? Water etc.) along access road
  - c. Conversion of Ladybird heating to gas
4. We have several decisions to make shortly (EOM) for work over the next ~3 months, assuming we follow a similar approach to that used successfully for the Sports Pavilion:
  - a. We (at Council EOM?) can approve expenditure up to £XXXX, from Reserves, to cover preparation of detailed technical design documentation and issuing these for competitive tender(s) in accordance with our Financial Regulations and Standing Orders and the relevant Joint Contracts Tribunal Model Form of Contract assuming:

i. Client / Representatives	CPC / Frank Morris & Clerk/RFO
ii. Architect	W&B / Lianne Toothill / Gala Bejar
iii. Quantity Surveyor, CDM etc.	W&B / Trevor Vincent
iv. Structural Engineer	Peter Dann Ltd / John Bowstead
v. M&E Engineer	Andy Paskins / Cambridge VanLeyden
  - b. We (at Council EOM?) can apply to MHCLG for authority to borrow up to £YM (from 1<sup>st</sup> April?) over Z years commensurate with borrowing enough to fund the project and repay within the “promised” £1/week on Band D precept.

- c. We (delegate to Chair/Clerk/CALF Chair?)? need to agree the general form of “continuity” offer to key partners:
  - i. Cottenham United Sports & Social Club
    - Possible non-exclusive use of Sports Pavilion Club Room?
  - ii. Cottenham Kids Club
    - Probable use of dual portakabin class-rooms sited near Bowls Club
5. We should also consider the project monitoring approach:
  - a. We (at future Council meetings) need to review Tender Report(s) and approve the placing of construction contracts with focus on value milestones, payment and loan drawdown regime.
  - b. Project monitoring mostly within the JCT arrangement above with monthly progress/exception reports to:
    - i. CALF (function / design input),
    - ii. FLAC (value v plan)- possible quarterly if quarterly billing agreed,
    - iii. Council (What’s been done, complications - if any –arising, what’s next, milestone projections)

### **Neighbourhood Plan**

- There were several hundred responses to the consultation. While most of the responses addressed an individual policy issue, some responses included many more points than there are proposed policies!
- The consultation was conducted alongside a Strategic Environment Assessment in which the three statutory consultees – Environment Agency, Historic England and Natural England – and AECOM advise on any necessary minor changes.
- All the responses are being reviewed for inclusion in a Pre-Submission Consultation Statement along with commentary, where appropriate, on how a response has led to a modification to one or more plan policies.
- The major comments have been reviewed with our NP Plan Advisor – himself a NP Examiner – to identify necessary and optional changes to the draft plan.
- Eventually, a Submission Plan will be prepared and submitted to SCDC under “Regulation 15” for a “Regulation 16” consultation and examination by an Independent NP Examiner, who will assess if the plan is legally valid and ready to put to a referendum and then taken into the Local Plan if approved by a majority of those voting.

### **Armistice Centenary event on 11<sup>th</sup> November**

The Parish Council is supporting a number of activities to be held on 11<sup>th</sup> November this year. Activities include a “piper at dawn”, the usual Remembrance Parade and service at the War Memorial, dedication of an Oak Tree and decorative guard on the Green “lest we forget”, coffee/tea and scone/cup-cake in the Community Centre a concert and community singing on the Village Green prior to the lighting of our Beacon, sounding of the Last Post and a peal of bells from All Saints’ Church.

“There but not there” clear silhouettes will soon appear in indoor locations around the village alongside the event poster.

### **Brenda Gautrey Way ditch/trees**

Work continues.

### **Timebanking**

CPC’s resolution to support the principle of Time Banking last month was most welcome but did not involve (and was not expected to involve) an offer of financial support. Consequently, Sustainable Cottenham is now looking at how to take it forward.

We are exploring non-PC funding options, notably CCC’s Innovate and Cultivate Fund (ICF). The rationale behind this fund is to provide grants of up to £10k for setting up new groups and initiatives which will ultimately save CCC money e.g. increased well-being and independent living will reduce demands on the social care budget. The application rounds are quarterly, with the next closing on 1<sup>st</sup> November. It has supported the setting up of 3 Time Banks so far but requires 50% match funding from elsewhere and

commitment to continue funding for at least 2 years. I understand that Parish Councils have provided that funding and reassurance in the 3 successful bids for Time Banks.

One SusCott member, Terry Jackson is looking at 3rd party/commercial funding but it is too early at this stage to know the success or timing of that. Therefore, we won't be in a position to apply for ICF funding this autumn nor benefit from Liz Talbot's time and expertise in setting up a TB in Cottenham before the spring.

Nevertheless, I am keen to understand the current situation in Cottenham with regards to loneliness and social exclusion and the possible role Time banking could play. I have requested from the SCDC/CCC team encouraging the setting up of Time banking any information they have on numbers of beneficiaries (not just members) of existing TBs in Cambridgeshire, how they benefit and if possible an assessment of cost-savings (in terms of social care etc) – not received yet.

We are also keen to fully understand how the current social enterprises in the village (e.g. the Community Centre, Day Centre, Mobile Warden Service, Food Bank, etc) interact with and support those who are at risk of loneliness and the health effects of social isolation. Such organisations are valuable in generating community spirit. Members of Sustainable Cottenham have volunteered to find this information over the next few weeks.

Frank has spotted that there will shortly be a Government initiative announced to tackle loneliness (in partnership with 13 charities, including AgeUK and ACRE) which will be a potential benefit.

It will be a longer-term project and not necessarily involve TB as we originally envisaged, depending on what we find.

### **Amey Waterbeach Community Liaison Group**

Amey have been persuaded to be more timely and transparent with their information:

- Meeting minutes to appear within a couple of weeks of each meeting
- Minutes will contain more information, especially about complaint reporting
- The Terms of Reference of the Forum will be reviewed at the next meeting in January.
- Pressure needs to continue to move them from defensive reporting based on complaint analysis.
- Everyone needs to report issues promptly if progress is to be made.

### **18/197. CALF Committee**

CALF Terms of Reference state there is a Cllr membership of up to 9 people however we currently only have 6. The lack of numbers has caused 3 meetings to be cancelled this year. With Cllr Nicholas on long term sick leave the Committee requires more members in order to work effectively.

## 18/198. External auditor report

### Section 3 – External Auditor Report and Certificate 2017/18

In respect of **COTTENHAM PARISH COUNCIL – CA0061**

#### 1 Respective responsibilities of the body and the auditor

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2018; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

Our responsibility is to review Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with guidance issued by the National Audit Office (NAO) on behalf of the Comptroller and Auditor General (see note below). Our work **does not** constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and **does not** provide the same level of assurance that such an audit would do.

#### 2 External auditor report 2017/18

On the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return (AGAR), in our opinion the information in Sections 1 and 2 of the AGAR is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

Other matters not affecting our opinion which we draw to the attention of the authority:

None

#### 3 External auditor certificate 2017/18

We certify that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2018

External Auditor Name

**PKF LITTLEJOHN LLP**

External Auditor Signature

*PKF Littlejohn*

Date

07/09/2018

\* Note: the NAO issued guidance applicable to external auditors' work on limited assurance reviews for 2017/18 in Auditor Guidance Note AGN/02. The AGN is available from the NAO website ([www.nao.org.uk](http://www.nao.org.uk))

## 18/199. Environment Agency 'bushing programme' consultation

Please find below the planned 2018/19 Environment Agency bushing programme. Bushing takes place for flood risk management each year through the winter months. Trees and bushes that do not pose a potential flood risk will not be affected.

Please take a look at the programme and send any comments before Wednesday 10<sup>th</sup> October. If your comments are not received by this time we will assume there are no concerns. If you have any questions regarding this work in the meantime, then please feel free to get in touch and I will do my best to answer any queries.

SYSTEM	WATERCOURSE / BANK	GRID REFERENCE D/S & U/S	LENGTH (KM)	SSSI Y/N?	PRIORITY	DENSITY	COMMENTS
Cottenham Lode & Tribs	Both Banks	TL47803:70966 to TL45874:69145	2.7	N	M	L	From Footbridge 100m u/s Old West to Smithy Fen Bridge. Intermittent bushing of EF & LF
Cottenham Lode & Tribs	Left Bank	TL 45862:69153 to TL 44697:68486	1.6	N	H	L	From Smithy Fen Bridge to Great North Fen Bridge. Intermittent bushing of EF / LF
Cottenham Lode & Tribs	Beck Brook - Both Banks	TL 41861:65499 to TL41908:65148	0.3	N	M	L	From Station Road, Westwick for 300m d/s. Intermittent Facing up of Channel Sides
Cottenham Lode & Tribs	Beck Brook - Both Banks	TL 42354:63623 to TL 41841:62699	1.4	N	H	M	From New Road between Girton and Histon u/s to Footbridge just u/s of Girton Golf Clubhouse. Intermittent facing up of Channel Sides and bank clearance
Cottenham Lode & Tribs	Beck Brook - Both Banks	TL 41099:62407 to TL 40683:62232	0.4	N	H	M	From Grange Farm Bridge u/s to A14. Bushing and Bank Clearance to allow for grass cutting maintenance

## 18/200. New Life on the Old West

### Potential Improvements to Community Green Spaces in Cottenham that could be Funded by New Life on the Old West – WE NEED YOUR INPUT

#### Introduction

New Life on the Old West is a project to create natural stepping stones between Wicken Fen & the Ouse Washes and to connect people to their local natural heritage. It will be active in 9 parishes, including Cottenham. A key element of the project is to enhance community green spaces. The project also aims to connect local people to their community green space through citizen science, educational and other events and activities.

Below, is a list of potential improvements that could be made to some of your community green spaces, for your consideration.

#### Site Ownership

The sites are owned by the parish council.

#### Current features

Site 1: The Fen Reeves community woodland, which can be accessed from both the road and river. There are a couple of glades, but the wood is predominantly regular stands of native deciduous trees. There is an information sign at the road entrance.





*Woodland entrance from the river*



*Woodland entrance from Twenty Pence Road*



*Tree stands in the woodland*



*Woodland glade*

Site 2: The Old Recreation ground has a runway-like short grass strip in the centre with the grass left to grow tall on the rest of the site. There are habitat piles by the entrance.



*River bank by the Old Recreation Ground*



*Old Recreation Ground*

Site 3: "The Pond" on Broad Lane, isn't actually a pond, but a small area of green space with a semi-circle of mature trees around a large stump. There is a bench by the path.



*"The Pond"*



Site 4: There is a large recreation ground adjacent to the primary school.



*Recreation ground*

Site 5: There are impressive, mature chestnuts and limes along the edge of the village green.



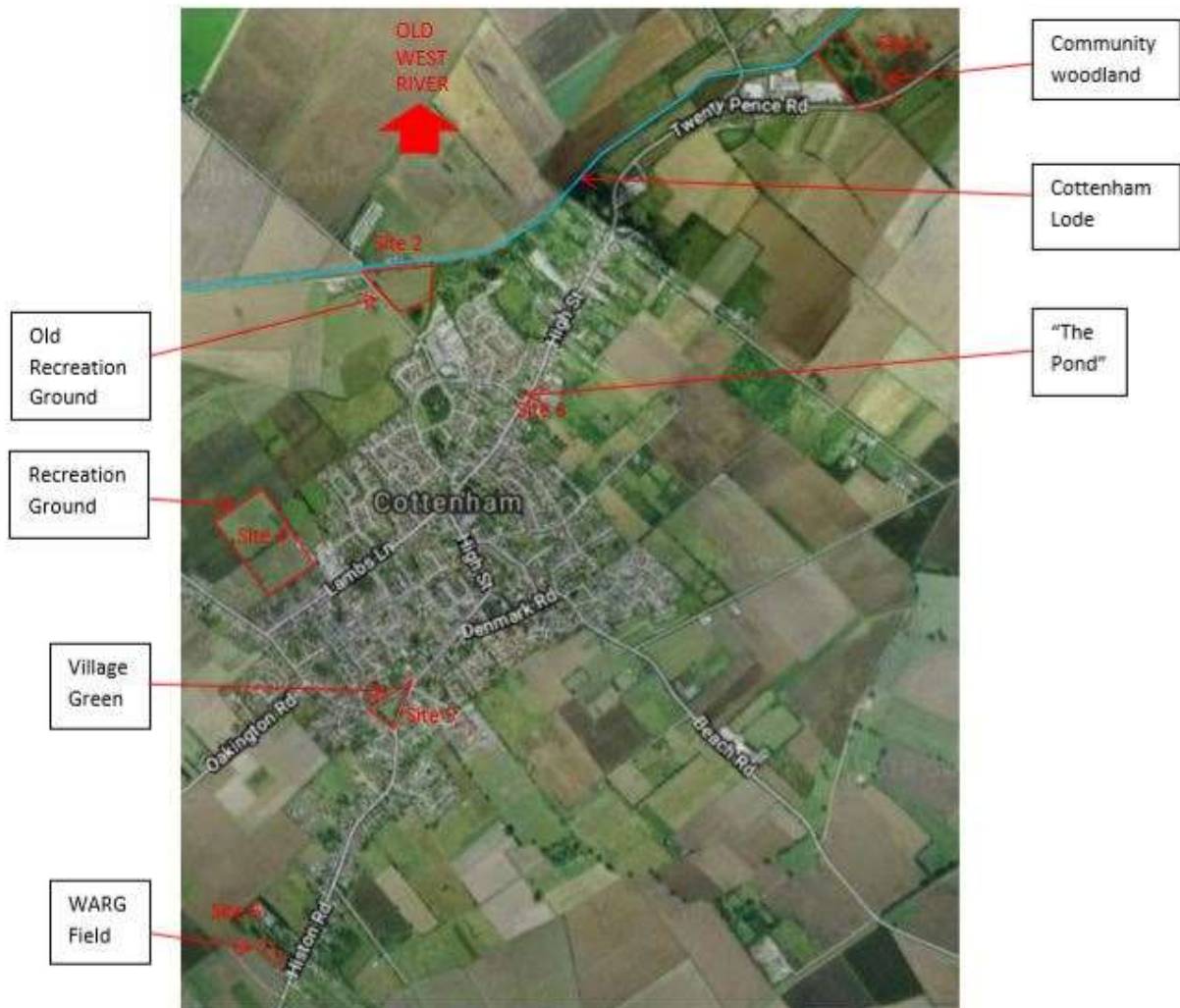
*Cottenham Village Green*

Site 6: WARG Field, just south of the village, is a grass field with some floristic diversity and bluebell-fringed mature trees at the western boundary.



*WARG Field*

## Site Map



### Surrounding Land Use, Habitats and Species

These sites in Cottenham village are adjacent to gardens and arable land. The Old Recreation Ground and Fen Reeves community woodland are next to the Cottenham Lode. There are a number of ponds in the area containing great crested newts. Elms are still found throughout the village. Large flocks of lapwing are found in arable fields south of the village.

### Access

All sites can be accessed by footpaths and/or roads.

### Proposed Enhancements

**Site 1 – Fen Reeves community woodland:** Thin the woodland, where trees are densely planted, to encourage a more diverse herb layer and leave the cut wood for habitat piles. Install some fencing to exclude deer, which will encourage the development of an understory: an important foraging habitat for insectivorous woodland birds and a vital nesting habitat for particular species of woodland birds, such as nightingales and warblers that love dense bramble and scrub. Install an interpretation sign at the entrance from the river.

**Site 2 – The Old Recreation Ground:** The site is open and on seasonally wet clay soils, so a long scrape could be created along the boundary with the Cottenham Lode to encourage the wading bird assemblage (including lapwing, redshank, snipe, and curlew). A deeper pond could be created adjacent to it, to encourage dragonflies and amphibians (including the native great crested newt population). The extracted earth could be placed on the river bank (with Environment Agency permission). The rest of the site could be managed as before, with a mixture of tall grass, to encourage small mammals and amphibians, and areas of shorter grass, which could be enhanced with wildflower plugs - or green hay from a nearby meadow - to boost pollinator populations. A hibernaculum for amphibians could be built by the pond. An interpretation sign could be installed at the entrance.

**Site 3 – “The Pond”:** Given this green on Broad Street is called “The Pond”, it would be nice to create one within it. The grass could be left tall, to encourage amphibians, and a path could be mown within it. Formal flower beds could be placed near to the bench by the road, with a range of low maintenance bee-friendly plants. A habitat pile and bug hotel could be built at the edge of the site, as well as a hibernaculum for amphibians.

**Site 4 – The Recreation Ground:** It could be enhanced with wildflower plugs around its perimeter.

**Site 5 – The Village Green:** Formal flower beds could be constructed at the corners of The Green and filled with a range of low maintenance bee-friendly plants. Bat and swift boxes could be placed high on the mature trees.

**Site 6 – WARG Field:** This field could be enhanced with some traditional, vigorous, M25 rootstock fruit trees, which historically would have been found in the area and which, when mature, would provide a great habitat for invertebrates and nesting birds. The grass sward could be enhanced with green hay from a nearby site. Owl boxes could be placed on the mature trees.

**Proposed Management & Management Maintenance**  
Cottenham Parish Council.

#### Next Steps

- Inform us as to whether you wish for these proposed enhancements to be implemented.
- In autumn 2018 we can arrange a follow up visit with specialists to consider in more detail the specifications for these sites.
- In the winter 2018 we can agree final plans and funding in anticipation of the delivery phase of the project, starting in September 2019.
- The parish council must then commit to maintaining the improvements for a 10 year legacy period.
- NB: not all of these sites can be funded so CPC need to choose which ones should go forward.

### 18/201. Connections AGM



## 2018 Annual General Meeting

You are invited to our AGM on:

**Monday 22 October: 7-9pm**

at St Andrews Centre, School Hill, Histon CB24 9JE

Including: **Soup and roll** from 7pm,  
and guest speakers: young people who have participated in our  
Baby sitting and Generation Game courses.

Parking in Tesco car park opposite.



**Please RSVP by  
01 Oct 2017**

Nominations for election to the Executive Committee are invited. These must be made in writing to the Chairman (please address to the charity's office) at least 14 days before the AGM.

**Over 21 years of valuable, dedicated youth work in rural Cambridgeshire with currently 11 village youth clubs and 4 courses every week.**

www.connectionsbusproject.org.uk  
07853 795256 admin@connectionsbusproject.org.uk  
P.O. Box 344, Histon, Cambridge CB24 9WZ  
Charity No. 1168343

### **18/202. Fen Edge Festival**

Permission is being sought for use of the Village Green for the Festival on 21st-23rd June 2019.

### **18/203. Cottenham Feast**

We've agreed to host a display at the Feast on the afternoon of Sunday 14<sup>th</sup> October but need to make a decision regarding what materials we are using. Suggestions include:

WWI Centenary poster

Speedwatch?

VH (and nursery?) drawings – could get interactive and display the 'fly through' video on laptop + possible timeline

Neighbourhood Plan?

Usual Cllr photos, contact details, report it etc.

30MPH bin stickers & We're Watching You posters/stickers

### **18/205. Church & Causeway Charity**

Consider trustee for Church & Causeway Charity (legal requirement)

### **18/206. Pavilion Club Room hire**

Lisa's Yoga would like to hold weekly hour-long classes in the Pavilion and has asked for a reduction in rates for a regular community group for mums. Normal rates are £30+VAT for 2 daytime hours and £50+VAT for 2 evening hours. Currently trialling sessions in the Community Centre to gauge turnout.

<http://www.lisasyoga.co.uk/lisa/>

## Appendix 1: Issues log

There were 17 reported incidents during September.

Date	Issue	Further details	Follow up
03/09/2018	Moat	Annoyed by noise from teenagers at the Moat	Advised to report to police
03/09/2018	Beach Road	Beach Road to Landbeach - getting worse, dangerous to drive on.	Comments passed to CCC 04/09/18
04/09/2018	Safety	Layby on Twentypence Rd by the Lakes. Formerly coned off for safety reasons, cones are now all broken and vehicles parking there.	Reported to CCC 11/09/18
04/09/2018	Street lights	Only some of the 5 lights were upgraded to LED and 3 now aren't working at all.	All 5 should have been upgraded. Not adopted by Balfour Beatty. Resident following up with housing association
05/09/2018	Tree	Branches obscuring street light, outside Denton Carpets	Reported to Balfour Beatty 11/09/18
08/09/2018	Parking	Vehicles parking on rec, blocking emergency access	Reported to football clubs 11/09/18
10/09/2018	Road conditons	Pavement dropped near to residents driveway causing difficult access problems on mobility scooter.	Reported to CCC 11/09/18, LHO to inspect w/c 17/09/18
10/09/2018	Road markings/visibility	High St - by Denton Carpets - 02/09/18 vehicle hit build out puncturing a tyre (bollard damaged some time ago, tarmacked over, awaiting replcement)	Referred to CCC claims and reported to CCC 11/09/18
11/09/2018	Missing bollard	Bollard missing and pavement damaged near to Cottenham Club.	Reported to CCC 11/09/18
11/09/2018	Damaged sign	Harlestons Rd nameplate and posts destroyed by RTC (beginning July)	Reported to SCDC 13/09/18
21/09/2018	Missing bin	Missing trade waste bin at rec	Reported to SCDC 21/09/18 (replacment delivered 25/09/18)
21/09/2018	Blocked gullies	Church to Twentypence Rd	Reported to CCC 27/09/18
23/09/2018	Parking	Vehicles parking on rec, blocking emergency access	Reported to football clubs 27/09/18
23/09/2018	Broken Sign	No parking sign on emergency access gate at rec broken.	Replacement ordered
27/09/2018	Skatepark	Broken glass on/around skatepark	Reported to Groundsman
28/09/2018	Ivy	Ivy growing through fence via ransom strip for Tenison Manor estate	Reported to Persimmon
28/09/2018	Allotments	Hedge is overgrown and Brambles growing out which are causing a hazard for pedestrians	Referred to Trustees