

**AGENDA REPORTS PACK**

**FULL COUNCIL MEETING**

**SEPTEMBER 2018**

## 18/173. Minutes



### DRAFT Full Parish Council Meeting Minutes

Meeting held in the Village Hall, Lambs Lane, Cottenham on Tuesday 7<sup>th</sup> August 2018 at 7.15pm

**Present:** Cllrs Morris (Chair), Bolitho, Collinson, Graves, Kidston, Mudd, Smith, Wilson, Young, SCDC Cllrs Gough and Wilson and the Clerk, Asst Clerk and RFO

In **attendance:** 12 members of the public and 2 guest speakers

- 18/148. Chairman's Introduction and Apologies for absence** – apologies accepted from Cllrs Dewey (work), McCarthy (work), Nicholas (illness), Ward (holiday) and Wotherspoon (holiday).
- 18/149. To accept Declarations of Interest and Dispensations** – None given.
- 18/150. Minutes** – Resolution that the minutes of the meeting of the Full Council meeting held on the 3<sup>rd</sup> July 2018 be signed as a correct record. **RESOLVED.**
- 18/151. Presentation: Rural Travel Hubs and Greenways** – Jason Tyrell, Greenways (Cottenham to Oakington) and James Blacow, Rural Travel Hubs. Standing Orders suspended 7.18pm. Maps were circulated to the Council. Cllr Gledhill arrived 7.22pm. £1m funding confirmed for path from Oakington to Cottenham. Still looking as to whether it's possible to get it on the road or if private land is also needed. Getting a topographical survey done and writing to residents on either side of the road. Resident mentioned that he owned land but hadn't been contacted yet. Rampton to Oakington path is planned for October (there is an existing route and a sealed surface will be added). Won't be lit but may have solar studs. Will be a formal consultation on the Hub soon. There was support for the bus turning circle but mixed views on the parking. NB: money is all for capital projects, not maintenance. Discussions regarding how the Hub would work without parking and if there would be a bus link from Cottenham. Cllr Morris mentioned developer S106 monies for community transport scheme. Query why smaller villages such as Horningsea had been identified early on but not Cottenham (yet to appear on Greenways website). SCDC Cllr Wilson suggested that the Hub consultation should include a public meeting. Clerk requested pdf copies of the maps to be shared on our website. Jason and James were thanked and left at 7.45pm
- 18/152. Public participation** – Alan Raven spoke on behalf of the Cricket Club regarding item 18/154. The Club currently have a net that they share with CVC but it is beyond repair. They would like to have their own facility behind the Pavilion. SCDC Cllr Wilson left the meeting 7.49pm. The site would be out of the way and not detract from/encroach on the pitches. It will be fully enclosed for safety. They'd like to progress the Club and the nets would aid them. Resident 2 spoke in favour of the project. Standing Orders reinstated 7.51pm.
- 18/153. Reports**
- **SCDC** – SCDC Cllr Gough gave an update on the flytipping situation. Waiting for magistrates order regarding surveillance. SCDC have contacted County regarding gating the drove who said it is in SCDC's powers but they are checking with the legal team. The site won't be cleared until all measures are in place. Gothic House – have spoken to Building Control and second opinion being obtained regarding concerns about the render; should have update this week.
  - **CCC** – Report noted.
  - **Clerk** – Tree works on Rec and Green have been done. Signs have been erected in toddler playground. LED lamp replacement works are completed. Grants have been successful from FECA (defibrillator) and There but not there (10 'invisible people' – for WW1 centenary events). Chased County Farms regarding removal of tree guards in Les King Wood and status of new bridlepath. Standing Orders suspended 8.03pm. SCDC Cllr Gough confirmed that neither he or SCDC Cllr Wilson were available to attend the Amey planning meeting. Standing Orders reinstated 8.04pm. Clerk and Asst Clerk would like to attend the SLCC September Branch Meeting (14<sup>th</sup> Sept - £30). Clerk flagged forthcoming Amey planning application hearing at SCDC. Time Banking meeting being held on 15<sup>th</sup> August – looking for attendees. Asst Clerk confirmed location of Beach Road works. Cllr Mudd unsure as to whether the fence on the third

field belonged to us. Cllr Collinson thought that the District Cllrs should respond in relation to the Amey application. Also noted that the Pelham Way footpath was in poor repair; Asst Clerk to follow up.

- **Major developments** – Cllr Morris had a meeting today at SCDC regarding planning conditions. We have been assured that more attention will be paid to flood risk going forward. Noted that This Land appear amenable to the pressures on the Recreation Ground.
- **Village Hall & Nursery** – Applications are being considered this Thursday. Cllr Morris ran through the project management process. 3 members of public left at 8.11pm.
- **Neighbourhood Plan** – Regulation 14 consultation closes tonight. May need meeting with planning consultant.
- **Cottenham Flood Risk Forum** – Report noted. Environment Agency have tentatively said they will upgrade the Lode in 2021.
- **Brenda Gautrey Way ditch/trees** – Report noted.

- 18/154. Cricket nets** – Consider co-operation with Cottenham Cricket Club “practice nets” project – Standing Orders suspended 8.23pm. Mr Raven confirmed that the nets will be all weather and 7m high so need to check whether planning permission is required. Standing Orders reinstated 8.24pm. Query whether there would be floodlighting. Standing Orders suspended 8.26pm. The Club don’t practice at night and the junior training is held indoors during the winter. Standing Orders reinstated 8.27pm. Cllr Morris ran through the next steps in the process. Standing Orders suspended 8.28pm. Mr Raven confirmed that the costs were £35k + VAT (had 2 quotes so far) and that they will be looking for grants but obviously can’t apply until the project has been given PC go ahead. ECB have a small grant for up to £4k but they specify the type of project each year. The local ECB reps are supportive of this project. Standing Orders reinstated 8.32pm. Resolution to consider taking all necessary steps, with the support of Cottenham Cricket Club, to prepare a proposal to install a cricket practice facility mostly to the rear of the Sports Pavilion at the Recreation Ground for a total cost, including possible grants, of around £35,000 + VAT. **RESOLVED.** 8 members of public left at 8.35pm.
- 18/155. Picnic tables/benches** – Consider quotes for 2 additional picnic tables (£375 + VAT each) and 2 additional benches (£399+ VAT each) for the Recreation Ground (CALF project) – **Item deferred to September.**
- 18/156. Insurance renewal** - Resolution that we renew our insurance with Zurich for one year at a cost of £3527.49 on existing grounds. **RESOLVED.**
- 18/157. Annual Asset Inventory check** – Resolution to authorise Cllr Kidston and partner to carry out an inventory of fixed assets valued above £1000 and report back to FLAC/Council. **RESOLVED.**
- 18/158. Document disposal** – for council to consider whether a small lockable bin for parish council documents for disposal be kept in the office and collected on a quarterly basis in line with GDPR – RFO outlined need in light of GDPR. Resolution to obtain a small lockable bin for Parish Council documents for disposal to be kept in the office and collected every 8 weeks at a cost of £40 + VAT per collection. **RESOLVED.**
- 18/159. Financial Regulations** – Resolution to amend Financial Regulations (wording as detailed in reports pack) to allow the Parish Council to apply for a Multipay card with our current bank for use by Council staff with an individual transaction limit of £100 within a monthly limit of £300. **RESOLVED.**
- 18/160. Brenda Gautrey Way maintenance phase 1** – Consider quotes to clear drainage channels and improve access – Cllr Morris outlined the works. Cllr Graves declared an Other interest and will take no part in voting. Resolution to accept quote for tree works (£1500 + VAT) and downstream ditch clearance (£1158) and work with Taylor Wimpey to get remaining works done. **RESOLVED.**
- 18/161. The Pound** – Consider quote for Knotweed eradication in the Pound car park – Discussion regarding whether it would be possible to combine forces with neighbour, who also has knotweed, to establish the extent of the problem and check source of the issue. Resolution to accept quote for £2800 + VAT for eradication programme to Knotweed in the Pound. Clerk and Cllr Mudd to check situation with neighbouring property within next 14 days and combine resources if possible. **RESOLVED.**
- 18/162. Pitches on Recreation Ground** – Consider post-drought remedial actions for football pitches – Resolution to apply a chemical ‘stress relief’ treatment (£800 + VAT) and verti-drain (£250 + VAT)

1<sup>st</sup> pitch which should allow the pitch to be marked out and playable approx. 2 weeks later.

**RESOLVED.** NB: both methods require sufficient rain in advance to soften the ground.

**18/163. Gambling consultation** – Consider response to Gambling (2005 Act) policy consultation (by 8<sup>th</sup> Oct)  
– Noted. No response.

**18/164. Licensing consultation** – Consider response to Licensing (2003 Act) policy consultation (by 8<sup>th</sup> Oct)  
– Resolution for Cllrs Morris and Young to prepare a response and bring back to Full Council in October. **RESOLVED.**

**18/165. Finance**

<b>Income</b>	<b>Description</b>	<b>Net</b>	<b>Gross</b>	
Ladybird Preschool	Quarterly payment	£ 1,554.95	£ 1,554.95	
Cambridge Kids Club	Monthly invoice payment	£ 873.92	£ 1,048.70	
Aerobics instructor	Monthly invoice payment	£ 57.50	£ 69.00	
Hire of the Village Hall	Invoice for hire of the Village Hall	£ 75.00	£ 90.00	
HMRC	VAT repayment	-	£ 1,270.93	
Aerobics instructor	Kettlebells on the Green	£ 21.00	£ 25.20	
		<b>£ 2,582.37</b>	<b>£ 4,058.78</b>	
<b>Expenses over £500</b>	<b>Description</b>	<b>Net</b>	<b>Gross</b>	<b>code</b>
Salaries	Salary costs for August 18	£ 3,712.51	£ 3,712.51	-
HMRC	Tax and NI for July 18 (month 4)	£ 1,162.40	£ 1,162.40	-
Cottenham Sports and Social Club	Contract Services April - June 2018	£ 1,080.00	£ 1,080.00	1203
CB Creative	Graphic design work on the Neighbourhood plan	£ 1,445.00	£ 1,734.00	1204
Target Print	Neighbourhood Plan Wirobound Booklets	£ 830.00	£ 830.00	1205
Nick West	Cleaning/Maintenance of the village hall June 18	£ 513.00	£ 513.00	1206
Hayden Arboricultural Consultants Ltd	Tree inspection with Picus Tomograph and Analysis	£ 515.50	£ 618.60	1207
Wilby and Burnett	Services re Planning applications for Village Hall and Nursery buildings	£ 14,646.00	£ 15,912.00	1211
Nick West	Cleaning/Maintenance of the village hall July 18	£ 519.75	£ 519.75	1212
Arbantia Fencing	Fencing for the driveway to the recreation ground	£ 880.00	£ 1,056.00	1215
AJ King	Monthly contract cost	£ 3,166.67	£ 3,800.00	1216
Cowan Drilling Services	Soakaway testing re Village Hall	£ 2,960.00	£ 3,552.00	1218
Bikedock Solutions	for new bus shelter and installation	£ 2,450.00	£ 2,940.00	1222
Peter Dann Engineers	Professional services re Proposed Village Hall	£ 4,250.00	£ 5,100.00	1223
Peter Dann Engineers	Professional services re Proposed Nursery	£ 1,750.00	£ 2,100.00	1224
The Connections Bus Project	Nine visits to Cottenham	£ 2,244.60	£ 2,244.60	1225
		<b>£ 42,125.43</b>	<b>£ 46,874.86</b>	
<b>Expenses under £500</b>	<b>Description</b>	<b>Net</b>	<b>Gross</b>	<b>code</b>
Legal and General	Pension Costs (August 18)	£ 147.53	£ 147.53	
Aquarius Liquid Engineering	To fix flashing light on alarm system at the Pavilion	£ 352.00	£ 422.40	1195
Aquarius Liquid Engineering	Routine inspection of the pumps at Village Hall/Ladybirds	£ 260.00	£ 312.00	1196

AJ King	To replace hangers on swings at the playground	£ 150.00	£ 180.00	1197
Assistant Clerk	Teabags and Biscuits for meeting refreshments	£ 4.00	£ 4.00	1198
RFO	Mileage costs for two training days (CILCA)	£ 27.90	£ 27.90	1199
RFO	Expenses re Sim card for the Pavilion	£ 8.64	£ 10.37	1200
Green and Purple Ltd	Monthly support for RFO (July 18)	£ 50.00	£ 60.00	1201
Business Consultancy Services	Payroll Processing	£ 47.30	£ 56.76	1202
RFO	Printing paper	£ 2.75	£ 2.75	1208
CAPALC	Finance for Councillor training x 5	£ 175.00	£ 175.00	1209
SSE - Southern Electric	Electric Bill for the Pavilion	£ 318.92	£ 382.70	1210
RFO	Expenses re Stamps	£ 6.96	£ 6.96	1213
AJ King	Reimburse payment that Groundsman made for a baseball ring	£ 240.30	£ 288.36	1214
Nick West	Expenses re light bulbs for Village Hall/Cleaning materials	£ 39.60	£ 44.80	1217
Calor	Standing charge for the Pavilion	£ 17.13	£ 17.99	1219
Staples	Ink cartridges and toner/Office chair for Jo	£ 230.48	£ 276.58	1220
Green and Purple Ltd	Monthly support for RFO (August 18)	£ 50.00	£ 60.00	1221
Assistant Clerk	Phone top-up	£ 5.00	£ 5.00	1226
AJ King	Purchase and assembly of baseball ring	£ 198.00	£ 237.00	1227
		<b>£ 1,898.50</b>	<b>£ 2,228.99</b>	

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

- 18/166. Management accounts** – to review the monthly management accounts – Cllr Mudd queried over spend on open spaces. RFO confirmed that the trade waste costs were higher than expected but this was a one-off. Report noted.
- 18/167. Bank reconciliation** – to review monthly bank reconciliation – Noted.
- 18/168. Matters for consideration at the next meeting**
- 18/169. Dates of next meetings** – Planning 9<sup>th</sup> Aug, Planning 23<sup>rd</sup> Aug, Full 4<sup>th</sup> September
- 18/170. Close of Meeting** – 9.10pm.

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

## 18/176. Reports

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

The owners of the Gothic House in Cottenham were fined at Cambridge Magistrate's Court and we are pleased that remedial work is being undertaken pursuant to the court order. The property is now being inspected on a monthly basis by Building Control and we will be informed should there be signs of further deterioration that requires intervention to protect the public. At the moment, we have been assured that there is no immediate risk public safety. Building Control has also raised concerns relating to the safety of a property in Rampton and they are monitoring this situation. We will keep the Parish Councils informed.

The Bellway site on the Oakington Road continues to create ongoing complaints from residents relating to dust and early start times. We have brought these matters to the attention of the contractors. We are moving forward plans to create a liaison group with SCDC enforcement officers, contractors, residents and district councillors, which will hopefully improve relations with neighbours and compliance.

We followed up on concerns about a ticketed event taking place at Ramphill farm. The event took place on 18 August without incident or any need to involve the Environmental Health noise team. The main response from residents was that they enjoyed hearing the music and those that attended, thought it was well organised and looked forward to a repeat next year. We have since made enquiries with Licensing about another event taking place in Beach Road and that too went off without incident or complaint.

We receive a number of queries concerning delays to individual planning applications. We continue to follow these up with the Planning Officers and have brought the worst cases to the attention of the Planning Portfolio holder.

We have followed up on a complaint relating to the Cambridge Recycling site and have been in contact with the County Council team responsible for monitoring this site. There is an audit visit scheduled for September and we have highlighted a number of issues for them to inspect. The County team have notified us that they receive very few complaints relating to the operations at the site. It appears that this is because there is absolutely no clarity as to how to report such problems! We are seeking clarity on the reporting process and will report back to the Parish Council and residents.

The authorisation from the Magistrates enabling covert surveillance of Setchell Drove and the surrounding area has been obtained and cameras are in place. The signage that warns people of the presence of camera has been installed. We are awaiting further legal clarity relating to the installation of physical barriers.

The County Planning Committee will consider the Amey application for approval of the Energy from Waste plant (incinerator) on September 17 at Shire Hall. Councillor Wilson has secured a slot to speak at the hearing. We will post our intended comments on our Facebook page in the next few days.

Neil Gough/Eileen Wilson

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

To follow

**Tim Wotherspoon**

## CLERKS REPORT – August 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
- **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.
- **Lambs Lane** - HO hoping to get patched next financial year, during a school holiday (aiming for Whitsun) - school zig zags will get repainted then (not quite at 70% faded at the moment). Potholes marked out 4<sup>th</sup> May for repair. Road closure planned 20<sup>th</sup> to 29<sup>th</sup> August 09:30-15:30, resident accesses will be maintained throughout. **WORKS COMPLETED 29<sup>TH</sup> AUGUST.**
- **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.**
- **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.**
- **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

- 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.

- **Beach Road – speed cushions have been installed.**
- Long Drove – blue advisory “single track road with passing places” signs installed (Beach Rd end) 3<sup>rd</sup> August 2018, post needed at Twentypence Rd end – on order.
- **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).**

### Recreation ground

- The FA sign has been damaged.
- **4 new bins have arrived. Groundsman has fitted one in the Moat (by picnic tables), one by 3<sup>rd</sup> field and replaced one in playground (as recommended in RoSPA report). All have ground anchors so can't be moved.**
- Shockwave works have been ordered for 2x pitches on second field plus training area. Date TBC.
- **Groundsman has applied 'stress recovery package' to the grass to aid improvement following drought w/c 13<sup>th</sup> Aug. Vertidrainage took place w/c 20<sup>th</sup> Aug. First field won't be playable for several months due to dead patches of grass.**
- **Cricket covers have been repaired following vandalism.**
- **Hedge on corner (new plot) has been removed.**

### Village Hall

- **Issue with ants in main hall. Nick West sorting.**

### Misc admin

- August 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. Still chasing Royal Mail for replacement since June and have lodged a complaint re. slowness of response. Further chase up revealed that the incident still hadn't gone to the correct person however it now appears that a new box has been ordered and may be in situ in November. Chased again August 2018.
- WWI Centenary working party - Piper confirmed and provisional timetable of events scheduled, including an exhibition in the Community Centre and afternoon tea. Planning application needs submitting for addition of eyelets on the railings to secure wreaths. Suggestion to replant an English oak on the Green as part of the events and look into using the public art money to install a commemorative tree guard.
- **Grant application has been successful for 'There but not there' figures. Delivery expected by 9<sup>th</sup> September.**
- 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.
- **FECA have awarded us a grant towards the defibrillator. Cllr Wilson has ordered accordingly. We'll receive some free red paint suitable for our phone box.**
- 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.
- Cllr Dewey booked on Councillor training course in September.
- **Weed issue on The Pound – contractor has been authorised to proceed. First visit scheduled for 5<sup>th</sup> Sept. Unfortunately person(s) unknown have cut back the hedge including the knotweed which made it die back. Contractors will advise accordingly. Additionally there is an abandoned vehicle in the Pound which is preventing maintenance to hedge by groundsman. Owner has been contacted and requested to remove but ignored deadline.**
- Cllrs Kidston & Wilson booked to attend new Cllr training on 13<sup>th</sup> October.
- **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.**
- **Will Birkin will be attending the next CALF meeting to run through the 'New life in the Old West' project.**
- **BGW – Groundsman is scheduled to start work on clearing the tree/hedge line w/c 10<sup>th</sup> Sept (TBC).**
- **Fence by Old Rec broken again. Groundsman will repair and place tree trunk on ground in front to act as additional protection.**
- **Couple of bird boxes down in the Moat. Groundsman to reinstate.**
- **Newsletter article submitted.**
- **Chased Greenways for copy of maps shown at August meeting detailing proposed cycle paths. Rural Travel Hub info has been added to website.**

#### **Facebook**

- 998 likes/1067 follows.

## **Major developments**

- Bellway is proceeding at some pace, and not inconsiderable 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 late September or early October.

## **Village Hall & Nursery**

Full planning applications were made on 13<sup>th</sup> July with determination theoretically due by mid-September, although late responses by consultees and resource issues can extend the timescale.

## **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 changes.
- All the responses are being reviewed for inclusion in a Pre-Submission Consultation Statement along with commentary, where appropriate, on how a response may have led to a modification to one or more plan policies.
- Eventually, after review with our NP Plan adviser, a Submission Plan will be prepared and submitted to SCDC for a further "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, 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.

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

"Phase 1" under way:

- Cleaning up "CPC side" expected by A J King during September
- TW will be cleaning up their "sliver" during September / October
- IDB will clear out the "downstream" part of the ditch during September.

Once this phase is complete, we will recommend what, if any, further action is needed or desirable.

## 18/177. Timebanking

### What is Time Banking?

CPC working group Sustainable Cottenham has been looking into whether it would be beneficial to Cottenham's residents to set up a Time Banking scheme whereby people can exchange help, advice and companionship in units of 1 hour of time. It may sound a bit idealistic but it has been shown to reduce loneliness and promote social inclusion and community spirit in local parishes such as Somersham.

There are already many valuable services in Cottenham run by volunteers and Time Banking is not intended to interfere with those arrangements – it would complement existing activities and, more importantly, encourage involvement from an even wider cross-section of residents, young and old.

The adverse health effects of loneliness have been in the news recently. Most of the recent research has either been in the US or supported by the Campaign for the Abolition of Loneliness. However, here is a recent independent UK study which concludes that older people who experience high levels of loneliness are at increased risk of becoming physically frail.

<https://academic.oup.com/ageing/article/47/3/392/4772155>

### How it could work

The success of the scheme would hinge on finding an enthusiastic Time Bank Coordinator who would liaise between people offering and needing services, keep a log of participants' hours and publicise the scheme. This would be a part-time post (possibly fixed term) and although it might be provided on a voluntary basis this is unlikely so the cost is likely to be £10k - £12k. In many/most parishes this cost is covered by the Parish Council. SusCott member and Time Banking enthusiast Terry Jackson has been exploring other funding possibilities to share the cost. If we have in principle support for the concept from CPC we could push on with these options.

Context: Out of its 2018/19 annual budget of £328,000, CPC currently allocates £15,000 for youth provision and £1,500 for the mobile warden scheme.

### SCDC support

SCDC supports Time Banking and aims to encourage the setting up of two new Time Banks in the district by the end of the financial year. One of them could be in Cottenham. Jay Clarke of SCDC will be available at the Sept council meeting to answer questions about how Time Banking works, their benefits etc.

A more detailed description of time-banking and time credits can be found at [www.cambridgeshire.gov.uk/council/communities-&-localism/time-currency/](http://www.cambridgeshire.gov.uk/council/communities-&-localism/time-currency/)

# LACKING SOCIAL CONNECTION

- Dementia, high blood pressure, alcoholism, depression, paranoia, anxiety and suicide, become more prevalent when we lack social connections.
- Loneliness is as harmful to our health as smoking 15 cigarettes a day.



## Loneliness in Cambridgeshire

- **One is the loneliest number**
- Cambridgeshire Timebanks continue to fight loneliness which blights the lives of the less visible and can affect the most vulnerable people in our communities.
- Loneliness can affect anyone at any stage of their life, maybe a new mum, a pensioner who has outlived their friends, or moved to a new area.



## Timebanking for everyone

- Timebanks are fully inclusive
- Dedicated and enthusiastic Coordinators encourage everyone to get involved!
- An independent evaluation by Cambridge University into Cambridgeshire Timebanks reveal that:
  - There are both social and physical benefits to members
  - Members who may be considered vulnerable are given the opportunity to be active and contribute to the Timebank just as much as they benefit from it
  - Timebanking increases people's local networks and enables them to feel part of their local community. It brings together people from different generations, backgrounds and interests, who otherwise would be unlikely to meet.



# CAMBRIDGESHIRE TIMEBANKING

- Cambridgeshire Timebanking Partnership now has over **500** members, from **6 to 96** years old, who have given more than **18,000** hours to help each other and their communities.
- The exchanges can go on and on, as do the new friendships, connections and networks that are made. Members feel less isolated and more supported in their own community.



## ISOLATED PEOPLE IN SCDC

- Between 1,700 and 3,840 socially isolated older people in South Cambridgeshire
- 2,545 lone parents with dependent children



## FUNDING & ECONOMIC BENEFITS

- Reducing isolation and loneliness.
- Cambridgeshire County Council, Innovate & Cultivate Fund supports Timebanks as they will & do save money on the public purse.
- Grants from £2K-£10K match funding Parish Council.
- Economist at London School of Economics estimate the economic consequences of Timebanking: Cost £450 per person per year. Cost saving exceed £1300 pp/py.
- Self-esteem & confidence improves, develop labour market skills, new social relationships and networks.

## FINDING WORK/GROWING BUSINESS

- Local case study - since joining the Timebank 2 members have found employment. They both say that joining the Timebank was a contributing factor in helping them to build confidence to find work.
- Timebank member Martha trained as a beauty therapist and offered Timebank members a small range of beauty treatments in return for time credits. This helped spread the word about her new business and as a result gained more paying customers. She spent her time credits on gaining help to design business cards.

## 18/178. Picnic tables/benches

### Suggested locations

One bench near to the slide

One bench near the mound at the cricket boundary

Two picnic tables near to the skatepark / slide area.

### Suggested benches

[Broxap – Ashwater Seat](#) £375.00 ex VAT x 2



[Broxap – Sneyd Hill Picnic Bench](#) £399.00 ex VAT x 2



### Alternatives considered:

Glasdon – Picnic Table - £494.00 ex VAT

Broxap – Picnic Bench - £589.00 ex VAT

Glasdon – Seat – Phoenix - £416.00 ex VAT

Glasdon – Seat – Lowther - £450.00 ex VAT

## **18/179. BGW fibre cable installation**

As discussed on the phone, we act as agents on behalf of SSE Telecommunications Limited (SSET). In this instance SSET are looking to install a new fibre cable in land to the south of Brenda Gautrey Way, Cottenham. Following desktop investigations we understand that the land on the attached plan showing the proposed route is held in the ownership of Cottenham Parish Council.

We are looking to identify the correct point of contact and to identify any issues there may be accessing your land. At this time we are not aware of any imminent timescales for the proposed works to be carried out. In the meantime I would be grateful if the appropriate person would be able to fill out the attached Landowner Questionnaire.

If you wish for a site meeting then I understand that the contractors are available between the 27<sup>th</sup> September and 7<sup>th</sup> August, however, it may be more beneficial to carry out site meeting closer to the time that the proposed works are due to commence.

I would be grateful if you could sign and return both the agreement and plan at the earliest convenience.

If you have any questions please do not hesitate to contact me.

Kind regards  
Henrietta Murfitt-Pearce  
Dalcour Maclaren

### **Further info:**

Timescales – I'm afraid I haven't been made aware of any timescales as of yet, I have asked my Client to provide these as soon as I can to allow me to update you.

Reinstatement – My Client will reinstate any land that has been affected as a direct result of the works to the condition it was in prior to the works being carried out. To enable us to do this, we will undertake a photographic record of condition of the land, prior to any works being carried out.

Compensation - My Client is willing to compensate for any actual loss caused as a direct result of the work

## **18/180. Cottenham Charities**

Many years ago there was a wire fence with no gaps between the recreation ground and the allotments. At that time the tennis courts were in much greater use than now. When balls were hit into the allotments the tennis players would climb over the fence to retrieve. Over time the fence was damaged.

In discussion with Cottenham Charities, Trustees of the allotments, it was reluctantly agreed by the Charity for a gap to be created in the fence so that no further damage would be incurred due to lack of access.

Subsequently a post was installed in the middle of the gap to prevent motor bikes, particularly, from gaining access to the rec.

The Charity installed a gate at the Rampton Road entrance to the allotments; this gate is coded, and there is a sign stating that there is no access. However due to the gap residents do use the track through the allotments to access the rec.

Recently vandalism has been incurred, which is ongoing, involving removing plants, sheds broken into, and equipment stolen. The Charity has requested that the gap is filled in so that there is no access to the rec through the allotments. The fence is in the ownership of CPC.

## **18/181. Carols on the Green**

Consider holding event on 11<sup>th</sup> December and allocating budget. In 2017 costs came to £1900 + VAT. The cost of the Christmas tree has gone up by £160 for 2018 so a budget of £2100 is suggested.

Working party volunteers required. An event management plan has already been produced.

## **18/182. Highways Terms of Reference**

- The Committee's Terms of Reference requires that we should "normally" meet 6 times a year with one of those meetings to prepare a quarterly report to Council and one to prepare the annual report.
- In recent times, the Traffic & Transport Strategy Working Group has appeared, meeting a similar number of times each year and, rather than focusing on the "strategy" part is often more concerned, like this Committee, with tactical issues, especially Speedwatch activity.
- There is duplication and both consume scarce admin resource which might be better used elsewhere.

At the Highways Meeting on 26<sup>th</sup> July it was resolved to reduce meeting frequency to quarterly. The Committee's Terms of Reference need to be amended accordingly.

## **18/183. Summer Reading Challenge**

As you know, Cottenham library is running the Summer Reading Challenge for children throughout the summer holidays and it has been more popular than ever this year. We attracted a great turnout for the Animal Experience and are looking forward to our visit by author Lou Carter on Friday 24<sup>th</sup> August 11am – 12 noon and our Lego session on Friday 31<sup>st</sup> August 11am – 12 noon, as well as various craft sessions. Thank you for your generous financial contribution towards this.

As before, children who have joined up are reading a book a week over the 6 weeks, coming into the library to talk to us about what they have read and collecting stickers along the way. The theme for the 2018 is Mischief Makers but the children can read whatever they like, as long as the books are borrowed from the library.

There will be a certificate and a medal for every child who completes the Challenge and these will be presented at a ceremony in the library on Thursday 27<sup>th</sup> September at 3.45pm. We would be delighted if one of the Councillors would be available to join us at the ceremony and help present the awards.

Yours sincerely  
Wendy Law  
Area Library Manager  
South Cambridgeshire North

## **18/184. Remembrance Day Parade**

Cambridgeshire County Council, as the highway authority dealt with well over 300 highway events last year, 33 of these were road closure requests for Remembrance Events. For each of these applications a qualified individual/company is required to facilitate the road closure and diversion routes. Cllr McCarthy has the relevant qualification, it would be useful to have another Cllr trained as back up. The qualification lasts for 5 years.

The courses are set to run on Wednesday 19th and 26th September, between 09:00 – 17:00 at Fenland District Council, Melbourne Avenue, March, PE15 0EN. Places are limited on each course and Cambridgeshire County Council will be covering the total cost of the course. All responses must be received by 12:00 on Friday 10th September.

More details of the course can be found at <http://www.safeandtrained.com/chapter-8/>

## **18/185. Cambridgeshire ACRE conference**

### **Cambridgeshire Local Councils Conference 2018**

**Marriott Hotel, Kingfisher Way, Hinchingsbrooke Business Park, Huntingdon, PE29 6FL  
Friday 23 November 2018, 9.30am – 3.45pm**

**We are pleased to announce that the 2018 Conference for  
Cambridgeshire Local Councils will be taking place on Friday 23 November 2018 in Huntingdon.**

Based on last year's feedback, and thanks to sponsorship from the Cambridgeshire and Peterborough Combined Authority and Cambridgeshire County Council, this will now be a full day event (9.30am - 3.45pm) including lunch and opportunities for networking with other attendees. There will also be a marketplace of stalls offering useful information and services to local councils.

The full programme for the event has yet to be finalised but we wanted to give as much notice of the date as possible so that all local councils in Cambridgeshire have a chance to consider sending one or more representatives along. More details on the programme will be released as it takes shape but we are pleased that the Mayor of Cambridgeshire and Peterborough, James Palmer, will be joining us to talk about his ambitions for our rural villages and market towns.

This event will be useful to Councillors and Clerks from local councils, District and County Councillors and representatives from organisations that work with and support local councils across Cambridgeshire. Bookings are now open.

### **How to book**

To book a place or places, please go to: <http://www.smartsurvey.co.uk/s/lcconference/> and input your details. Bookings should be made by Friday 9 November 2018. Joining instructions will be sent to all delegates one week prior to the event.

### **Who is organising this conference?**

This event is being organised by Cambridgeshire ACRE in association with the Cambridgeshire & Peterborough Association of Local Councils, the Society of Local Council Clerks Cambridgeshire branch, the County's District Councils, Cambridgeshire County Council and the Cambridgeshire and Peterborough Combined Authority. We are working together to deliver this conference as part of our continued commitment to building a stronger dialogue between all levels of local government. Any enquiries should be addressed to Alison Brown at Cambridgeshire ACRE on 01353 865029 or [Alison.brown@cambisacre.org.uk](mailto:Alison.brown@cambisacre.org.uk)

**18/186. CAPALC AGM**

**ANNUAL GENERAL MEETING  
CAMBRIDGESHIRE AND PETERBOROUGH ASSOCIATION OF  
LOCAL COUNCILS**

**Thursday, 11<sup>th</sup> October 2018 at 7pm**

**Cottenham Village Hall, Recreation Ground, Lambs Lane,  
Cottenham, CB24 8TA**

Please see below the Agenda, Minutes and the Accounts in preparation for the CAPALC AGM on 11th October 2018.

Please confirm your attendance as CAPALC and Councils are at a turning point in terms of Service Delivery and Service Delegation which will be topic covered at the meeting.

**Ian Dewar**

**County Executive Officer, Cambridge & Peterborough Association of Local Councils**

**Agenda - 11th October 2018**

**Attached:** <https://gallery.mailchimp.com/082bf53548f28012f3de2de2a/files/14bb6a32-4ccc-4ea4-a942-582ed410f54c/Agenda for AGM 2018.doc>

**Minutes of Extra Ordinary Meeting - 22/03/18**

**Attached:** <https://gallery.mailchimp.com/082bf53548f28012f3de2de2a/files/c35411cc-284d-45fa-92d1-8e69c4498824/Minutes for AGM 2017 EOM 2018 03.01.doc>

**CAPALC Accounts 2017-18**

**Attached:** [https://gallery.mailchimp.com/082bf53548f28012f3de2de2a/files/67c2c0da-248d-4b96-a57e-f1b486229f16/CAPALC Accounts 2017\\_18.pdf](https://gallery.mailchimp.com/082bf53548f28012f3de2de2a/files/67c2c0da-248d-4b96-a57e-f1b486229f16/CAPALC Accounts 2017_18.pdf)

## Appendix 1: Issues log

There were 15 reported incidents during August.

Date	Issue	Further details	Follow up
14/08/2018	Missing dog bin	Dog bin at Rampton Rd end of Les King Wood is missing	Reported to SCDC
15/08/2018	Pavement	Pavement repair outside Cottenham Club is substandard	Asst Clerk has already reported to County
15/08/2018	Crime	Victim of crime and wanted to find out who it should be reported to	Resident referred to police 101
16/08/2018	Cottenham Skips	Piece of metal has been left on the pavement/cyclepath having fallen from a lorry	Referred to SCDC Cllrs Gough & Wilson
17/08/2018	Gully	Oakington Road, heading into the village, the 1st road gully past the Bellway estate has no surround on the cover and is protruding such that it'll cause damage to tyres and alloys	Reported to County Highways
20/08/2018	Dog bin	Bin by balancing pond is overflowing	Reported to SCDC
22/08/2018	Rave	Concerns that rave will be held on field off Short Drove again. Issues with previous 2 events and EH seized equipment. Has a licence been issued?	Referred to SCDC Cllrs Gough & Wilson. TEN has been issued and event due to end at midnight.
22/08/2018	Rave	Concerns that rave will be held on field off Short Drove again. Issues with previous 2 events and EH seized equipment. Has a licence been issued?	Referred to SCDC Cllrs Gough & Wilson. TEN has been issued and event due to end at midnight.
22/08/2018	Barking dog	Dog at neighbouring property causing constant noise nuisance.	Referred to Environmental Health
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22/08/2018	Moat	Annoyed by noise from teenagers at the Moat	Advised to contact police or Environmental Health
23/08/2018	Youth bus	ASB issues following youth bus last night & had to call police. Group of approx 12 kids were causing disturbance in the street, laying down in road, throwing bikes/skateboards. Bus had issues leaving the Rec as a result.	Clerk contacted Connections Bus
23/08/2018	Wilkin Walk	the narrow path that runs from the bottom of Pelham Way towards the Green is overgrown on one side with leylandii. Is it possible to request that the trees are trimmed back to open up the pathway.	County Highways have already advised that they are cutting the trees down/back after the nesting season.
24/08/2018	Moat	Rubbish left in Moat as well as noise and disturbance by teenagers	PCSO informed