

AGENDA REPORTS PACK

FULL COUNCIL MEETING

MARCH 2018

Item 18/068.

DRAFT Full Parish Council Meeting Minutes

Meeting held in the Village Hall, Lambs Lane, Cottenham on Tuesday 6th March 2018 at 7.15pm

In attendance: Cllrs Morris (Chair), Bolitho, Collier, Collinson, Dewey, Graves, Hodson, McCarthy, Nicholas, Smith, Ward, Wilson, Wotherspoon and Young and the Clerk, Assistant Clerk and RFO.

- 18/045. Chairman's Introduction and Apologies for absence** – Cllr Nicholas was welcomed back. Apologies accepted from Cllr Mudd (sick).
- 18/046. To accept Declarations of Interest and Dispensations** – None given.
- 18/047. Minutes** - To resolve that the minutes of the meeting of the Full Council held on the 6th February 2018 be signed as a correct record. 18/027 – Cllr Young requested information regarding recorded votes, Clerk to revert. 18/034 – Close amended to Way. Resolution that the minutes of the meeting of the Full Council held on 6th February 2018 be signed as a correct record. **RESOLVED with amends.**
- 18/048. Public participation – Standing Orders to be suspended** – none present.
- 18/049. Reports**
- **SCDC** – report circulated prior to the meeting – Cllr Bolitho queried why SCDC were offering green energy grants/loans whilst wrapping their magazine in single use plastic? SCDC Cllr Wotherspoon was also concerned and will take back to District. Cllr Collinson questioned house building, if the houses were for rent/shared equity? SCDC Cllr Wotherspoon said that Council was still constrained by the 1% drop in Council rents but they can revert from next year. These properties will be for rent but subject to right to buy later. Re. the £130k bid, SCDC Cllr Wotherspoon expressed a desire to apply for completion of the conservation area which was left in draft 10 year ago. We are in a strong position to do this due to the heritage work on the Neighbourhood Plan. Racecourse View – noted that the surface water drainage not yet signed off and neither had the traffic management. Cllr Morris pointed out that traffic management is happening shortly. Cllr Nicholas queried the changes to taxi licensing and why there was CCTV in most but not all? Cllr Wotherspoon to investigate what the exceptions are. Re. wheelchair accessibility in Hackney Carriages, will the new licensing policy affect current taxis or new; just new. Clerk queried the forthcoming Community Awards; is there any indication of what the Cottenham interest is? Cllr Wotherspoon said that they hadn't been informed and the only way to find out was to attend.
 - **CCC** – report circulated prior to the meeting – CCC Cllr Wotherspoon highlighted the comments regarding our LHI bid. NPPF – new guidelines coming out which includes a change regarding travellers who have ceased travelling. Clerk mentioned proposed changes regarding developments next to rec facilities; the onus now on developers and not, for example, recreation ground owner. May have a bearing on the County Council planning application. County planning appeal next Wednesday, 14th March. Clerk flagged some earlier correspondence regarding the state of the Twentypence Road pavement which had become seriously overgrown. The was originally reported in August 2014 but nothing has been done; CCC Cllr Wotherspoon to follow up.
 - **Clerk** - report circulated prior to the meeting. Need to convene meeting of Remembrance Day working party. Resident request re. better wreath fixings at the war memorial will go on next CALF agenda as will item re. Cambridge County for Voluntary Service. Histon Rd cycle path – on the SCDC website there is no way of reporting/requesting path sweeping; Cllr Wotherspoon to take back to SCDC and stated that some enforcement was being instigated against Cottenham Skips. Clerk reminded the HR working party that staff reviews will need to be undertaken by end of Apr, prior to the election. Clerk expressed disappointment from lack of response to email sent on 21st Feb which required a response by 28th. To date only had 2 responses and this isn't acceptable. Additionally there has been an error by the Planning Committee regarding a response to an application in February. Clerk has apologised to the Case Officer and requested

that our comments are disregarded. Will be apologising to the applicant tomorrow. In this particular instance it appeared that the papers had not been read fully before the meeting and it is essential that this is done to avoid mistakes. High Street closure/works was cancelled due to the emergency works for a burst water main further up the High Street. Cllr Nicholas queried the incident at the Moat. Clerk responded that it turned out not to be an unexploded bomb. Appears that children had been digging on Sunday and then the next day someone reported a possible bomb in the disturbed earth to the police. Cllr Bolitho raised an issue regarding plane trees on Lambs Lane near the Victory Way junction; one belonging to CCC and one belonging to SCDC. The tree to no. 42 has already been cut down. when last TPO issued? Two trees on Lambs Lane need to have a TPO as magnificent trees, needs to be resurrected. When was last TPO issued in Cottenham or South Cams? Cllr Wilson thanked the Clerk regarding information on the defibrillator; will be discussed as and when we get more info.

- **Major developments** – Cllr Morris – Rule 6 status not appropriate in the case of the County application because it is less formal. Lau – the S106 document is being looked at currently by SCDC. Cllr Smith mentioned that some large earthworks were taking place on the Persimion site. NB: they are allowed to do site prep as part of outline permissions.
- **Village Hall & Nursery** – As per report. Noted that the case officer had changed.
- **Highways Improvements update** – Noted that the result of the LHI bid isn't looking good; County meeting on 13th March when we will receive the outcome.
- **High Street Post Box update** – As per report.

- 18/050. Neighbourhood Plan** – Consider approval of key policies outlined in the draft Neighbourhood Plan – Cllr Morris outlined as per reports pack. Going through some final amends and are now close to a form to consult on. SCDC expect screening options next week and this could be the last of the tweaks. Noted that Great Abington have now submitted their Plan however it is much simpler. Cllr Collinson asked if social media could be used to promote; yes. Discussion regarding whether there should be separate Facebook page or keep within the CPC page. There is a separate Facebook page but it needs content. WP to meet and open up to more people to look at mechanics of possibilities. Cllr Morris ran through the policies. Noted that the AECOM report mentions 9 buildings that should have protected status. Clarified that the Plan is pitched at the 8,000 population we anticipate living in Cottenham rather than the existing 6,500. Cllr Bolitho left the room at 8.30pm and returned at 8.31pm. At the moment the Plan is owned by the working party and it had to be adopted/endorsed by CPC before it goes to consultation. Resolution that CPC endorses the key policy groups outlined and referenced in the draft Neighbourhood Plan's "golden thread" (page 13 of the NP v4.1a). **RESOLVED.** Cllr Morris outlined next steps; working party to discuss publicity and use of social media.
- 18/051. Annual Parish Meeting** – Consider arrangements in support of the Annual Parish Meeting – Clerk outlined. It was suggested that the sports clubs were invited to host 'stalls'. There would also be information on the Neighbourhood Plan, Village Hall plans and WWI Centenary ideas.
- 18/052. Communications Policy** – Consider adopting the proposed Communication Policy and appoint a Communication Officer accordingly – Cllr Smith outlined. Clarified that the Communications Officer role was unpaid. Minor amends made. RFO left the room at 8.51pm and returned at 8.52pm. Resolution to adopt amended Communications Policy. **RESOLVED.** Resolution to appoint Cllr Dewey as Communications Officer. **RESOLVED.**
- 18/053. Holiday Club grant application** – **Resolution to grant** £250 to be used for one-week holiday club in summer 2018. **RESOLVED.**
- 18/054. Office licence** – **Resolution to renew the license period for use of shared office and storage at the Community Centre which is due to expire on 31st March 2018.** **RESOLVED.**
- 18/055. Tree survey** – Consider quote for the provision of a tree health & safety survey for The Green and Recreation Ground – Clerk outlined. Cllr Morris to speak to Mr Lorman regarding the possibility of transferring tree locations onto Parish Online. Cllr Graves clarified that the ground-level visual inspections was a common way of working and that is just an assessment of risk. Resolution to accept quote of £521.40 from Argenta for the provision of a tree health & safety survey for the Village Green and Recreation Ground. **RESOLVED.**
- 18/056. Rec Ground benches** – Resolution to accept quote of £510+VAT from Dom Sylvester for maintenance of benches on the Recreation Ground. **RESOLVED.**

18/057. Village Hall – Resolution to accept quote of £468 from MP Cleaning for deep clean of the kitchen, toilets and hallway of the Village Hall. **RESOLVED.**

18/058. Anti-climb paint – Resolution to accept quote of £285 from Bridgeman Maintenance for application of anti-climb paint to the Village Hall and Pavilion. **RESOLVED.** Cllr Nicholas left at 9.12pm, returned 9.14pm

18/059. Finance

Income	Description	Net	Gross	
Cambridge Kids Club	Invoice payment	£ 873.92	£ 1,048.70	
HMRC	Vat payment	-	£ 732.92	
Cottenham United FC	Monies in re goalposts	£ 1,400.00	£ 1,400.00	
Jane Williams	Invoice payment	£ 69.00	£ 82.80	
Overpower Fitness	Hire of the Rec ground for fitness classes	£ 36.00	£ 43.20	
Hire of Village Hall (ER)	Hire of Village Hall (ER)	£ 95.00	£ 114.00	
Cottenham United Sports & Social Club	Quarterly invoice payment	£ 2,600.00	£ 3,120.00	
Frimstone	Hire of Village Hall	£ 62.50	£ 75.00	
South Cambs District Council	Monies belonging to the Community Land Trust	£ 4,500.00	£ 4,500.00	
		£ 5,073.92	£11,116.62	
Expenses over £500				
Beneficiary	Description	Net	Gross	code
Salaries	Salary costs for March 18	£ 3,448.74	£ 3,448.74	-
HMRC	Tax and NI for February 18 (month 11)	£ 796.31	£ 796.31	-
Wilby and Burnett	Services for pre-application for new village hall/ Nursery	£ 3,825.00	£ 4,590.00	1079
Browns of Burwell	Oil for the recreation ground	£ 794.70	£ 834.44	1083
SSE - Southern Electric	Electric bill for the Green (DD)	£ 457.66	£ 549.19	1088
Cottenham Community Centre	Rent for the Parish Office	£ 1,300.00	£ 1,300.00	1089
AJ King	Monthly cost for Groundsman	£ 3,166.67	£ 3,800.00	
		£13,789.08	£15,318.68	
Expenses under £500				
Beneficiary	Description	Net	Gross	code
Legal and General	Pension costs for March 18 (DD)	£ 35.57	£ 35.57	-
Debbie Seabright	Costs re Sim card for the Pavilion	£ 8.31	£ 9.97	1080
Green and Purple Ltd	Monthly support of RFO	£ 50.00	£ 60.00	1081
Calor Gas	Delivery charge	£ 17.13	£ 17.99	1082
AJ King	Extra work after storm damage	£ 125.00	£ 150.00	1084
Business Consultancy Services	Payroll processing	£ 28.00	£ 33.60	1085
Debbie Seabright	Stationery items	£ 7.25	£ 7.25	1086
SSE- Southern Electric	Electric bill for the Pavilion (DD)	£ 270.96	£ 325.15	1087
		£ 542.22	£ 639.53	

Noted that CLT grant is being held by CPC until the CLT opens bank account – gone into suspense account and being held on the balance sheet only. Cllr Hodson left the room at 9.14pm.

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

18/060. Management accounts – to review the monthly management accounts – Noted.

18/061. Bank reconciliation – to review monthly bank reconciliation – Noted. Cllr Hodson returned to the room at 9.16pm.

18/062. Matters for consideration at the next meeting – Items to Clerk.

18/063. Dates of next meetings – Planning 8th March, CALF 20th March, Planning 22nd March, Highways 27th March, FLAC 29th March, Full 3rd April

18/064. Close of Meeting - 9.20pm.

Item 18/070. - Reports

South Cambridgeshire District Council Report March 2018

The agenda for the **Environmental Services PfH** meeting included a review of Fees and Charges for 2018/19. Many of these are statutory and fixed. Factors such as Council policy and its aims/objectives as well as economic factors including inflation, neighbouring authority charges, market conditions and the need to recover costs are taken into account when deciding any variation to discretionary items. In recognition of the changes to the way in which some businesses operate, the PfH approved the restructuring of some licensing charges. Businesses providing acupuncture, ear-piercing, tattooing and electrolysis services now increasingly operate through chair rentals and/or mobile units. There is an increasing demand for cosmetic processes [eg Botox and fillers] and, although there is no formal regulatory control for such businesses, the Council is responding to enquiries from some practitioners who seek the status of having their operations formally inspected, by extending its schedule of charges to include this type of service. A new 1 year licence has also been introduced for Houses in Multiple Occupation in line with an amendment to licensing legislation which is due to come into force this year.

Charges related to waste collection are probably most relevant to local residents. The charge for bulky household collections has been frozen at 2017/18 levels to support those residents who are unable to access the household waste and recycling centres. The administration charge for provision of replacement black bins increases by £1.50 to £75 and there is a new charge of £50 for the provision of an additional black bin. The Council will continue to replace lost/damaged/stolen blue bins and provide additional ones free of charge.

The PfH also agreed a proposal for the sharing of data with the Centre for Diet and Activity Research [CEDAR]. Given the emerging evidence linking the food environment with health outcomes, it is considered that the marked increase in hot food outlets in SCambs over the last 3 year period warrants further monitoring and investigation. That evidence suggests that there is an association between local accessibility to food outlets and diet, body weight and health inequalities. CEDAR has already published research on this link based upon a large population study of adults in Cambridgeshire. In return for its participation CEDAR will provide the Council with updates on its data analysis at intervals of 12 months or on request. This will help to inform future policy making by SCambs. Agenda pack/printed decisions: <https://bit.ly/2pYovBk>

There were no planning applications of direct local interest at this month's meeting of **Planning Committee**. However, local support for an outline application for development of 13 homes including 40% affordable units at Great Abington was reflected in committee's decision of approval against the Officer recommendation of refusal. Members requested that all affordable units should be allocated for those with a local connection with first priority to Great and Little Abington.

Again reflecting local support, Committee approved an application in the Green Belt for an exception site in Fulbourn. This development will provide 14 affordable units of which 9 will be offered at affordable rent [no more than Local Housing Allowance levels] and 5 will be for Shared Ownership.

A self-build plot in Fowlmere was also given permission. This will make a further, albeit small, contribution to satisfying local demand for such plots which is clearly demonstrated through the Self Build Register held by the Council. SCambs is one of the eleven councils selected by Government as Right to Build Vanguard Authorities. The Council has just over 800 applicants on its self build register all keen to become self or custom builders and it will sell plots of land that it owns once outline planning permission has been granted. Currently 11 of 100 identified plots are being progressed. A sale has been agreed on the first plot, a further 5 are being marketed and the remaining 5 are in the planning process. Estimated receipts for these are £1.825m and this money will be used to match fund Right to Buy receipts to build new council homes. SCambs is also talking to both SME builders and volume developers to increase the availability of land for self/custom build. Agenda pack/printed decisions for Planning Committee: <https://bit.ly/2H4fa2u>

At the March meeting the **Housing PfH** approved the principles of Heads of Terms between SCambs and Homes England [formerly the Homes & Communities Agency] for a 'Northstowe' version of Starter Homes.

With no underpinning legislation having yet been published by the Government for this type of housing, the Council has seized the opportunity to make changes that will mean that the 1400 Starter Home units at Northstowe Phase 2 will be better suited to local needs and, importantly, will in the longer term provide a very significant source of funding for the Council's housebuilding programme. Agenda pack/printed decisions: <https://bit.ly/2uHGqkl>

This year's **Community Awards** event saw recognition of the many local people and organisations that make outstanding contributions to their communities and congratulations must go to everyone on the long list of nominees. Local members attending the presentation event were delighted to see Cambridgeshire Repair Cafe Network being announced as winners of the Environment Award. The network was set up in 2016 by a group of volunteers from villages including Cottenham with the objective of matching experienced repairers with people who need items fixed. The overall benefits of the scheme are a reduction in waste and the sharing of practical repair and re-use skills. In the 2 years since the network was formed events have been held in several villages and the popularity of the concept has led to many others now queuing up to get involved.

We welcome your questions and comments on the foregoing or any other local or strategic matter.

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County Councillor's report for Cottenham, Rampton & Willingham March 2018

The **Combined Authority** meeting on 28 February agreed to a Statutory Instrument permitting the Combined Authority to extend its borrowing powers on condition that the Statutory Instrument did not require constituent councils to underwrite any borrowing of the Combined Authority. The Combined Authority also agreed to become the Accountable Body for the Greater South East Local Energy Hub, to establish and pioneer one of only five Local Energy Hubs in England.

The **Cambridgeshire Insight** website <https://cambridgeshireinsight.org.uk/> has been revamped. It has a wealth of useful information on things like crime and community safety, economy and employment, health and wellbeing, housing, joint strategic needs assessments, and population.

Pothole action fund Further to my enquiries, Jesse Norman MP, Parliamentary Under Secretary of State at the Department for Transport, sent this letter to one of our MPs: "This financial year, the Department for Transport is providing Cambridgeshire and Peterborough Combined Authority with over £24million to help maintain the local highway, for which they are responsible. This funding includes £2.3million from the Pothole Action Fund which commenced in 2016.

"The Department for Transport advised local highway authorities that they are expected to use money from the Pothole Action Fund to either repair potholes or stop them forming in the first place. This could include resurfacing works if the council deems this as a priority. This funding must complement (rather than displace) planned highway maintenance expenditure.

"The Department agrees with Councillor Wotherspoon that all repairs should be permanent, thus ensuring value for money and allowing the funding that authorities receive to go further."

It may be that a more pragmatic approach could be gaining ground at the county council. At the Highways and Community Infrastructure Committee meeting on 13 March what had been called the Highway Assets Infrastructure Management Plan was renamed Highway Operational Standards. In place of prescribed intervention criteria there is a shift towards a risk-based approach, with an overarching aim of "arresting deterioration" of roads and footways. Meanwhile we have an accumulated backlog of repairs to fix, arising from repeated freeze-thaw events across the winter.

In the minutes of the 28 February Combined Authority meeting it says, "Members were informed that this funding would be used to prevent the formation of potholes as well as for repair."

Busway autonomous shuttle trials Smart Cambridge has won a £3.2million grant from the Centre for Connected and Autonomous Vehicles (CCAV), delivered by Innovate UK, the Government's innovation agency, to develop one of the first autonomous shuttle services in the country. The funding will be used to build and trial six 10-15-seater self-driving shuttles to operate on the southern section of the existing guided busway, initially for an out-of-hours service, when ordinary buses aren't running. The guided busway is segregated from general traffic and therefore offers a unique opportunity to trial autonomous vehicles running past major residential and employment sites. The trial will pave the way for an autonomous shuttle service that will run in the early mornings, late evenings and during the weekends, filling the current void for shift workers, revellers and weekend shoppers.

Twenty years ago Cambridge Futures advocated the densification of Cambridge, increasing the number of dwellings within the same area. With its repeated emphasis on protecting the Green Belt, the government has now mooted a possible permitted development right to extend upwards. One of the projects discussed at the **Smart Cambridge working group** on 7 March was creation of a three-dimensional virtual model of the city to enable visualisation of potential impact on surroundings.

By making use of the Chisholm Trail cycleway as a wayleave in which to lay fibre, joining the northern and southern sections of the Busway opens up a **digital corridor** from St Ives to Linton. The intelligent mobility platform, managed by the Greater Cambridge Partnership and funded by central government, is built on

cutting-edge sensor technology developed at the University's Computer Labs. This technology is being used to digitise public transport across the city's bus network and could, in time, be extended to smarten our road and rail lines too.

The **Centre School Cottenham** featured on the 9 March Cambridgeshire Schools Forum agenda. Some quotes: "The Centre School, Cottenham caters for secondary aged pupils (11 – 16) and is part of the Astrea Academy Trust. It is co-located on the site of Cottenham Village College secondary school, and is the only SEMH school in Cambridgeshire that has been at or over the number of funded places for the last four years. It received a short inspection in 2017 and was judged as continuing to be a good school."

"There is significant strength in the co-location with a secondary school as this can provide an opportunity for shared professional development activities, access to subject specialists if needed, moderation and potentially shared staff."

"There are positive relationships between pupils and staff. Pupils engage well with staff and with visitors and were happy to talk about their learning. One pupil spoken to at length was very positive about the impact of the school on his life. He felt that staff cared about him."

The **Park & Ride parking charge** has been lifted from 1 April. **Busway patronage has reached 4 million a year** but passenger journeys in Cambridgeshire are down 12% on the previous year.

The meeting of the **Economy & Environment Committee** on 8 March gave another opportunity to explore the need for closer collaboration between the County and District Councils on S106 matters when the planning application for Wintringham Park was discussed. Lynda's efforts to progress closer working moved on a step when she met the Director of Economy, Transport and Environment. He has agreed to the creation of a working party to further investigate the issues and how to overcome them.

Cambridge City Council has launch a **study to clean up air pollution in Cambridge**, with a view to setting up a Clean Air Zone. I strongly support this proposal, but of course we have to get the details right. Oxford is proposing the world's first Zero Emission Zone by 2020 – banning certain vehicle types in the city centre and specific areas. London has had a successful Low Emission Zone since 2008. The results of the study will be reported to the Greater Cambridge Partnership Executive Board later in the year. If approved, a draft design for a Clean Air Zone will be worked up, with a public consultation to follow.

The **Amey Energy from Waste** application has been turned into a political football. This is regrettable. In my September report I said "I am pressing for the best consultants in the field to be commissioned to advise the county council on these issues." The county council did indeed proceed to appoint air quality experts to review the environmental statement submitted with the application. They have raised three issues of moderate concern (and several more of minor concern). These, together with representations in the first round of public consultation, have prompted the county council to run a second round of public consultation focusing on claims and counter-claims about guaranteeing "clean" emissions. All the documents, together with comments received so far, including those from the Environment Agency, Public Health England, and Air Quality Consultants, can be seen on the county council website.

<http://planning.cambridgeshire.gov.uk/swift/apas/run/wchvarylogin.display> Click "Search For a Planning Application" and enter the application number S/3372/17/CW in the "Planning Reference" box.

The point that I would most strongly highlight is that the phrase "best available techniques" to control emissions to air, land and water under the Environmental Permitting Regulations is qualified by their cost-effectiveness. (So, more fully, they should be called "best available cost-effective techniques"). I believe the techniques currently employed, if done so correctly, reduce emissions to very low levels, though not completely. Exploring these matters further, the 2017 Annual Report of the Chief Medical Officer "Health Impacts of All Pollution – what do we know?", published 2 March 2017 and updated 15 March 2017, includes at Box 6, "Putting numbers on the impact of pollution":

We've seen in Box 5 that communicating the possible harms of air pollution is complex. As a specific example, consider the much-quoted claims that 29,000 deaths each year are due to fine particulate air pollution. This is

obtained by a complicated statistical model, but in fact it's easy to get to a rough figure. The Committee on the Medical Effects of Air Pollutants (COMEAP) assume a relative risk of 1.06 per 10 µg/m³ increase in PM_{2.5}, meaning that the average risk of dying each year is increased by 6% for every extra 10 µg of PM_{2.5} per cubic meter of air (more formally, this is known as a 'hazard ratio'). The average exposure to human-made PM_{2.5} is around 9 µg/m³ in the UK, so on average mortality risk is increased by around 5%, or equivalently around 5% of all deaths are associated with PM_{2.5}. There are 600,000 deaths a year in the UK, and 5% of 600,000 is 30,000 deaths, which is remarkably close to COMEAP's actual estimate of 28,861 attributable deaths. But the crucial issue, repeatedly emphasised by COMEAP, is that we cannot identify these 29,000 as individuals – nobody has 'pollution' on their death certificate as a cause of death. As pointed out in Box 5, it might be better to describe this as an effect on mortality equivalent to '29,000 deaths' – Table 9.2 shows a variety of other ways of expressing the same impact. All these results are driven by this estimated relative risk of 1.06, a figure that was originally derived from studies of US cities⁴¹ and has been reinforced by pooled analysis of other studies, but with tighter confidence intervals. It is important to note the uncertainty associated with these estimates. The 6% increase (relative risk 1.06) comes with a standard statistical confidence interval, but COMEAP carried out an interesting elicitation of expert judgement to widen this interval to create a 'plausibility distribution', which resulted in an assessment that the range of 1% to 12% represented a 75% plausibility interval and should be used for sensitivity analysis: a 95% interval based on expert subjective assessment ran from 0% (i.e. no effect of particulates) to 15%. This judgement of uncertainty is reflected in Table 9.2. This plausibility range is remarkably wide (although might be somewhat narrower now in the light of more recent studies), but there is sufficient evidence of a substantial impact to justify mitigating actions. Additional uncertainty arises from many sources, including the structure of the statistical model and the degree of overlap of between the effects of different pollutants.

David Spiegelhalter, Winton Professor of the Public Understanding of Risk, University of Cambridge

Table 9.2 Estimated annual impact in UK of human-made PM_{2.5} pollution (2008 level)

	Measure of effect Estimate	Plausible interval
'Attributable deaths'	28,811	5,000 to 60,000
Burden on total survival (life-years lost)	340,000	55,000 to 680,000
Average loss in life expectancy for:		
whole population aged 30+ (38,000,000)	3 days	½ to 6 days
all deaths (600,000)	7 months	1 to 14 months
deaths from cardiovascular causes (191,000)	2 years	4 months to 4 years
'attributable deaths' (29,000)	11.5 years	2 to 23 years

The most recent (September 2016) World Health Organisation factsheet on "Ambient (outdoor) air quality and health" states: Small particulates have health impacts even at very low concentrations – indeed no threshold has been identified below which no damage to health is observed. Therefore, the WHO 2005 guideline limits aimed to achieve the lowest concentrations of PM possible. These are:

PM_{2.5}: 10 µg/m³ annual mean; 25 µg/m³ 24-hour mean

PM₁₀: 20 µg/m³ annual mean; 50 µg/m³ 24-hour mean

Public Health England [the Health Protection Agency at the time, 1 February 2010] published a position statement on the impact on health of emissions to air from municipal waste incinerators based on a review of research examining the links between emissions from municipal waste incinerators and effects on health. The review study concluded:

While it is not possible to rule out adverse health effects from modern, well-regulated municipal waste incinerators with complete certainty, any potential damage to the health of those living close-by is likely to be very small, if detectable. This view is based on detailed assessments of the effects of air pollutants on health & on the fact that modern and well-managed municipal waste incinerators make only a very small contribution to local concentrations of air pollutants. The Committee on Carcinogenicity of Chemicals in Food, Consumer Products & the Environment has reviewed recent data & has concluded that there is no need to change its previous advice, namely that any potential risk of cancer due to residency near to municipal waste incinerators is exceedingly low and probably not measurable by the most modern techniques.

At the full County Council meeting on 20 March Lilian RUNDLAD presented a petition about the **Citi 8** service, highlighting, among other things, the difficulties faced by students accessing Hills Road and Long Road Sixth Form Colleges. She made some very good points, principally relating to clearing congestion through Cambridge and improving signage for the connection currently required for those arriving at St Andrew's Street from Addenbrooke's and Cambridge Central station.

Northstowe Healthy New Town The practice manager for Willingham and Longstanton was one of those attending a briefing on 20 March about new models of care being developed as part of this exciting initiative.

The Cambridgeshire & Peterborough Combined Authority has identified ten **strategic transport** projects:

1. Mass, Rapid Transit
2. A10 Upgrade
3. M11 Extension
4. A47 Dualling
5. East-West Rail
6. Wisbech Garden Town
7. Oxford to Cambridge Expressway
8. A505 Corridor Study
9. Strategic Rail Study
10. Ely North Junction Improvements

Note that these are not in alphabetical order, which strongly suggests that the A10 upgrade and the M11 extension are two of the Mayor's top three pet projects. This partly explains why I am currently optimistic about dualling the A10 (which will take pressure off the B1049) and a bypass for Willingham.

The **Connecting Cambridgeshire** programme has extended its aims for the coming four years:

1. Matching or exceeding the performance of the rest of the UK in being able to make reliable mobile telephone calls and use 4G data services across the whole geography of Cambridgeshire and Peterborough. [South Cambridgeshire is particularly poorly served right now, with indoor 4G data access from only 22% of the district, compared with 60% average across the country.]
2. Matching or exceeding the performance of rest of the UK in being able to make reliable mobile telephone calls and use 4G data services on Cambridgeshire and Peterborough A and B roads.
3. Linking with Government on the national plan to improve mobile voice and data services on rail services, with a particular focus on intra-county journeys.
4. Making Cambridgeshire and Peterborough an exemplar area for the trialling and early deployment of future facing 5G services, working with businesses to maximise the impact and generate a long term economic benefit for the area.
5. Target a threefold expansion of the full fibre footprint across the county, aiming to keep significantly ahead of national average coverage and government targets as they emerge.
6. Ensuring that Superfast Broadband (>24mbps) is accessible to more than 99% of homes and businesses across Cambridgeshire and Peterborough by the end of 2020 (existing target within the programme).
7. Synchronise with emerging masterplans & increase digital inclusion in Cambridgeshire's market towns by expanding public access Wi-Fi services, which are already available in open spaces in Cambridge & Peterborough.

Letwin letter At the Autumn Budget Philip Hammond appointed Sir Oliver Letwin to explore the gap between the number of planning permissions being granted against those built in areas of high demand. As of July 2016 across the country, just over half the 684,000 homes with planning permission had been completed. The situation is even more acute in Cambridgeshire, the most recent figures being planning permissions for

28,507 new homes but only 3,236 (11%) under construction. The review is seeking to identify the main causes of the gap and will make recommendations on practical steps to increase the speed of build out. Latest evidence shows that residential planning applications are up and that time to process major applications continues to be at a record high. As part of his review, he and his team visited Cambridge and South Cambridgeshire on 16 February to speak to the local authorities and interrogate housebuilders at Clay Farm, Trumpington Meadows, North West Cambridge.

I am heartened by the interim letter that he sent to the Chancellor of the Exchequer, the Secretary of State for Housing, Communities and Local Government Sajiv Javid, and the new Minister of State for Housing and Planning Dominic Raab. He has latched on to the benighted concept of “absorption rates” which have so bedevilled the buildout of houses around here in recent years.

On 29 March I was examined on behalf of South Cambridgeshire District Council by a panel from **Metro Dynamics**, a consultancy offering strategic advice to those who lead, grow or invest in cities, who have been engaged by the Cambridgeshire and Peterborough Independent Economic Review (CPIER), headed by Kate Barker, to conduct an initial review to inform preparation of the Local Industrial Strategy. In addition to plenty more investment in transport – especially dualling the A10, adding the missing links to the Girton interchange & massively increasing subsidy for rural buses – I made yet another pitch for some genuine fiscal devolution, including full business rates retention and some form of genuine tax increment financing (not the so-called “gainshare” mechanism in the city deal agreement, which is an abuse of the term we coined).

The **Cambridge University** submission to the CPIER call for evidence included these two points:

The need for affordable homes and the possible growth of Satellite Towns. These have been suggested by the National Infrastructure Commission for the East-West Corridor and could form part of the region’s long term approach to addressing housing affordability in Cambridge – which currently has the 2nd worst affordability ratio in the country.

The need for a greater mix in the types, tenures, and size of housing developments. It should be noted that, although new towns would be welcome, these should include facilities to create actual communities. Ghost “sleeper” towns will rarely be attractive for young researchers and families at the University, who often help distribute wealth and social mobility.

The **General Data Protection Regulation** comes into force on 25 May. I have always taken a close interest in data governance, so I have been doing a lot of studying these provisions recently, as well as learning more about artificial intelligence and life sciences, two of the foundations of our local economic success (and which are increasingly converging in many ways). Here are some quotes from one of the leading articles in **The Economist** 31 March 2018:

“Amazon has patented a wristband that tracks the hand movements of warehouse workers and uses vibrations to nudge them into being more efficient.”

“The length of a commute may predict whether an employee will quit a job, but this focus may inadvertently harm poorer applicants.”

“Slack, a workplace messaging app, ... stands for ‘searchable log of all conversation and knowledge’.”

“the choice in some jobs will be between being treated like a robot and being replaced by one.”

These technologies promise fundamental changes in the way we live our lives, and in our midst there are many people working on machine learning and personalised health care. Thankfully, we also have very vocal specialists in the humanities warning us of some of the negative consequences if we don’t all keep a close watch on what is being done with our data. I hope everyone takes notice.

In the long version there are 18 more pages, mostly extracts from four documents published in the second half of 2017, which make both thrilling and sobering reading.

Tim Wotherspoon

CLERKS REPORT – March 2018

Anything in bold is new or an update.

Highways

- Rooks St - HCVs ignoring advisory signs 4/4 - AC emailed David Lines for advice/suggestions – awaiting response. Emailed 12/5 CCC Cllr Wotherspoon. New HO has advised this would need to be covered under an LHI bid or similar – he only covers repairs. HO suggests implementing a weight limit, Cllr Wotherspoon investigating. 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 discussed with James Broder (LHO), but given his advice that it would have to be done through an LHI bid and a crossing near Shaun’s has higher priority. However Cllr Wotherspoon has subsequently learned that such a crossing may be under consideration as part of traffic management associated with development in the area, so his next step is to discuss the potential with Derek Crosby, as suggested by Cllr Morris.**
- Rooks Street - Cllr Morris & Asst Clerk met with Highways Officer (HO) on 17th Oct 2017 - several areas of footpath and road were marked out for urgent repairs, road works completed 24th, pathway repairs will be a while longer (up to 12 weeks). HO also going to enquire as to whether we can get the pavements slurry sealed (a homogenous mixture of emulsified asphalt, water, well-graded fine aggregate, and mineral filler that is used to fill small surface cracks & provide a thin covering on the existing pavement). Concrete bollard at entrance to Fitzwilliam House broken – replacement ordered. 30th Nov; 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, lightly trimmed, nettles cleared, cuttings left in situ. Visited as part of village walk with HO. Some areas identified for cutting back. HO has advised that County are responsible for up to path edges only (normally up to a concrete border) - any verges/vegetation are the residents' responsibility, however, upon checking CCCs map it says CCC are responsible for the Wilkin Walk bit – HO to check with searches team; awaiting update. 30th Nov; HO has chased searches again, but only one person on the team(!)
- Leopold Walk (Pathway to High St) – overgrown trees/shrubs, blocking light. Neighbouring property has submitted a tree works application for works to the 7 plum trees. Works undertaken 27th Oct 2017 (to rear boundary of 315 High St). Bulb replaced in street lamp 19th Oct 2017. Asst Clerk to ascertain ownership/responsibility for the section beyond 315’s boundary.
- Beach Road – HO and CCC Cllr Wotherspoon visited 24th August 2017. Road is under guarantee and the contractor has indicated that they will be taking responsibility for remedial works. It is their intention to carry out “Hydroblast Texturing” and patching. “Hydroblast Texturing” was carried out during the Dec road closure, damage to be assessed and relevant repairs ordered. Emailed Martin Gowler 1st Feb 2018, awaiting update. 7th Feb 2018 – CCC’s contractor and their supply chain do have it on their list of sites to mark up for patching work. **14th March 2018 – road has been marked up for extensive repairs – date of works to be confirmed.**
- Blocked gully outside 243 High St - works ordered, works due 28th Nov to 1st Dec including patching from zebra crossing to Co-op bend and curb repairs. Road Closure; Telegraph St to Co-op, 5th March 2018. **Road closure cancelled due to emergency water main burst, to be rescheduled, date TBC.**
- 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).
- Urgent works have been ordered for the pothole outside 46 Lambs Lane. Pothole repaired 18th Dec 2017 – disintegrated the following week – have requested it be repaired properly. Re-plugged 15th Jan 2018 which lasted less than a week – re-reported. Pothole deteriorating again (!) and another one has appeared close to it – repairs ordered 28th Feb 2018. **Repaired again 20th March 2018 and one outside no. 96.**
- Junction of Victory Way/Lambs Lane - potholes and 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).

- Footpath from Pelham Way through to High St – 20th Dec, HO will be looking at overlaying this footpath early next financial year. At the moment nothing really causing any concerns except the tree root running across the footpath, will have another look after Christmas and see if there is anything he can do for this.
- 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.**
- Potholes – CCC are behind on potholing due to the current number they are experiencing and more so as they have had to deal with an increasing number as emergencies. This means the crews get diverted away from the planned potholes works to attend particularly dangerous ones which puts them behind schedule. Works ordered for Twentypence Road, Broad Lane (up to the Bridge), Rampton Road, Long Drove. Smithy Fen was partially done as a trial of their new dragon patching equipment, this was meant to have been done earlier on the year but the previous patcher was more than slightly prone to breakdowns. County Highways still inundated with potholes. **CCC have approximately 800 on their repair list and about 100 coming in daily due to the weather conditions. With 5 crews assigned they clear about 100-150 a day so slowly catching up.**
- Histon Road Cycle/Foot path – some lighting studs not working – from the Team Leader, Cycling Projects, Major Infrastructure Delivery, Cambridgeshire County Council: “the studs have a battery inside which is recharged daily by a small solar panel. If the studs get covered over with debris or undergrowth, then it can prevent the units from recharging sufficiently. Noted that Working Party went out on 13th Jan 2018 to clear the path. Hopefully this will have the effect of getting the non-working studs to recharge. If not then all that is left is replacement. Technically this would fall to my maintenance colleagues to address, but given their very tight budgets and other priorities, I think it’s unlikely that this will be done. Where we have other cycling projects nearby we have replaced lengths of solar studs en masse, so in due course I would hope that we can do this length, but it may not be for a few years. The only other option would be for the Parish to pay – costs are around £70 per unit to supply and install.” 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.**
- Gas works – expected to be completed at the end of March. Currently on Rampton Road. There have been a few traffic management issues and we have liaised directly with Cadent as and when.
- Pavement Project: Beach Road; give way feature, traffic calming measures and a crossing point to be installed mid-March. High Street (by the end of Wilkin Walk); Zebra crossing is due be installed mid-April. Victory Way/Lambs Lane/Stevens Close junction improvements due mid-March.
- LHI Bid - Zebra crossing on the High Street near to the Post Office, decision due mid-March
- **Leopold Walk & Paxton Close orange streetlight lanterns are going to be replaced to white lights. Date TBC. Sovereign Way not included; following up accordingly.**
- **Rampton to Cottenham cycle/foot path – lighting studs to be installed early April (joint project with Rampton PC)**
- **Brenda Gautrey Way – 8 iron gratings disappeared mid Feb; have been replaced with plastic ones.**
- **Cadent – Asst Clerk reported to Site Manager that road patching work deteriorating opposite CPS and broken pavement surfaces on Oakington Road where their vehicles parked during works there.**

Pavement Project

- **Lambs Lane/Victory Way/Stevens Close** – tactile crossing points installed, rest of works to be completed 13th – 16th April.
- **Beach Road** – works underway - expected completion 29th March.
- **High Street Zebra Crossing** (near to Green) - work to start 16th April - overnight road closure 19:30 to 06:00.

Traffic and Transport Strategy Working Group

Asst Clerk met with Police Speedwatch Co-ordinator and 4 locations for Speedwatch events now have Police approval. (Northern end of High Street, Beach Road, Histon Road and Oakington Road – Rampton Road couldn't be assessed due to ongoing gas works). **We now have 12 trained volunteers. Some of us met with the Histon and Impington Speedwatch Co-ordinator, who kindly gave us lots of advice and has agreed to show us how to use the equipment, which we will share with them. 2 sessions have been arranged: 14th and 21st April, at 72/89 High Street.**

MVAS trial - Unfortunately the data was not downloaded before the sign was moved to the next location – to be re-installed and data made available mid April.

Next T&T meeting 10th April 2018 - we will be defining the main objectives of the group and ways to portray the group in a positive way. We also plan to have regular updates in the Cottenham Newsletter. 45 residents in group.

Recreation ground

- The FA sign has been damaged.
- Issues with graffiti on skatepark being monitored.
- Clerk liaising with Groundsman regarding requirements for up to 5 new bins.
- Quote being obtained for repairs to tennis courts.
- Received notification that the RoSPA inspection is due April/May.
- **Swing damaged (4 bay). Groundsman has repaired however it was noted that the swing shackle was worn. Wicksteed have been contacted for quote for replacement to all 8 shackles.**
- **Groundsman to oversee 1st field and further pitch on 3rd field after final Colts game on 28th April. Pitches will need 'resting' for approx. 1 month but 1st field will be playable for Colts tournament at end of May. Some remedial seeding may be required after the event.**
- **Asst Clerk trying to juggle Colts training arrangements from April alongside existing users.**
- **Evidence of bonfires taking place next to the Pavilion and burn damage to the serving hatch sills. Cllr Morris checking CCTV. Crime ref: CRI/35/BP4S/2932018**

Village Hall

- **Deep clean undertaken 18th March. Oven clean scheduled for 17th April.**
- **Anti-climb paint works have been put on the Hall and Pavilion. Signs have been purchased and Groundsman to install.**

Misc admin

- March Issues log distributed separately – see appendix for summary.
- Les King Wood – Tree guards still require removal.
- Red Cross Emergency First Aid course – takers so far are: Day Centre, Bowls Club, Rugby Club. May want to consider opening up more widely.
- Residents in BGW are liaising directly with Brian Heffernan (County) re. maintenance to the ditch on the estate and TDS regarding maintenance of vegetation etc. Some confusion with Taylor Wimpey as to what part of the treebelt they own. They have only been maintaining a very small section at the College end behind 3 houses at the College end. TW don't believe they own the treebelt/hedge adjacent to the ditch from near Sovereign Way up to Beach Road, this appears to differ from our own records. TW would like to know whether the Council wish to take over the 600mm strip. Brian Heffernan is prepared to act as go between with TW and CPC. Meeting took place on 13th October. Further meeting being arranged. **Cllr Morris has emailed Brian Heffernan and is waiting response.**
- 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 the next month.
- **Treeworks to remove damaged limb from weeping ash on The Pond completed by Groundsman. However Eastern Landscapes have also removed the remaining limb. Waiting call back from Eastern with explanation.**

- Some treeworks needed to section alongside Bullfinch Way with several trees showing signs of decay. One severely rotted branch and dead trunk to be removed to groundsman asap. NB: none of the trees are of good quality, being tall and spindly due to overcrowding.
- **Broken tree branch removed from area in front of The Dunnocks.**
- Contacted Bovis re. getting broken streetlight on Tenison Manor estate repaired. Will be advised of timescales. Chased 16/1/18 and told they are still trying to obtain details from a contractor (first contacted 15 weeks ago). Chased again 28/2.
- Defib – BT Payphones has confirmed that the Denmark Road kiosk does have a power supply. BT Payphones work closely with The Community Heartbeat Trust and recommend them to supply defibrillators due to their compliance to BS7671 electrical safety standards. If we go via another route for the defibrillator then we would need to ensure that the defibrillator cabinet is class 2 and compliant to BS7671-416/417 in its construction and manufactured by a ISO 9001/2 certified manufacturer. When the cabinet has been installed we need to let BT know and they will guarantee the power supply for 7 years. Have contacted CHT for advice. They have said that our £1500 + VAT budget may fall a bit short and we may need to consider increasing slightly. CHT will register the box and get written confirmation from the ambulance service, run a training seminar for residents, provide signage (to change 'telephone' to 'defibrillator', provide online governance system for checks, counselling service for anyone who is involved in a situation whereby the equipment is used plus backup and support as required. Can use our own electrician to install but they need to provide a certificate of installation. CHT can meet with us to go through suitable options to match our requirements and will send written proposal.
- Have contacted web hosts regarding upgrading our package. Waiting response.
- Work started in office on clearing old paperwork prior to GDPR. NALC has provided a 'toolkit' with some useful templates.
- **Histon Road cycle path (Histon end) has been swept.**
- Incident at the Moat has left an area of turf needing replacement. Groundsman to action in the spring. NB: Appears that children have been using metal detectors and digging in the scheduled area of the Moat.
- Clerk & RFO booked to attend CiLCA training on 11th April, 16th May, 13th June and 11th July.
- **Rec and Village Green tree surveys undertaken 14/15th March.**
- **Groundsman has put road planings in entrance to Moat to reduce slub.**
- **WWI Centenary working party meeting being convened.**
- **Up to 6 sessions of the Connections Bus have been booked for the summer holidays. NB: Wednesday not Thursday.**
- **Working with Ladybirds re. applying for SCDC energy grant towards roof insulation. All 3 District Cllrs have pledged support for the grant.**
- **Issue with Cadent contractor vehicles parking on the Village Green. Asst Clerk spoke to them directly and complaint has been lodged with Triio customer services.**
- **Emergency works carried out by Groundsman (+ contractor in conjunction with Cllr Graves) to rear of Fen Reeves. Cllr Graves has inspected and work is satisfactory.**
- **Noticeboard repairs (Village Green and the Pond) will be undertaken in next 2 weeks.**
- **GDPR checklist has been produced and staff now working through it accordingly to be compliant by 25th May. NB: NALC are pressing MPs to mitigate the impact of parish councils having to appoint a Data Protection Officer when the debate on the Data Protection Bill takes place.**
- **Various Neighbourhood Plan marketing material ordered and will arrive around 4th April.**

Facebook

- 936 likes/987 follows.

Major developments

Bellway Homes (50 homes off Oakington Road) have obtained full planning permission following their successful Reserved Matters submission.

Gladman Developments site (up to 200 homes and 70 residential care places) sale is imminent; a Reserved Matters application will follow in due course.

Persimmon Homes (up to 126 homes off Rampton Road) has outline permission; a Reserved Matters application has been submitted; CPC reviewing this week.

County Council (up to 154 homes off Rampton Road) appeal is under way; Inspector due to report by mid-April. Some issues with the s106.

Manor Oak Homes (up to 50 homes off Beach Road) has not yet been considered by SCDC, possibly May? Lau (23 homes off Oakington Road) consideration by SCDC imminent, possibly April?

Neighbourhood Plan

Following the endorsement by the Parish Council of the key policies within the draft Neighbourhood Plan, the Working Party has developed various formats to convey the policies within the plan in a more digestible form.

They are considering the consultation timetable taking account, in particular, of:

- possible outcome of the Planning Appeal by the County Council
- consequences of the environmental impact screening

Regulation 14 consultation likely to begin on 5th May.

Village Hall & Nursery

We had a good briefing meeting with the Case Officer, Urban Designer and County Highways.

- Highways have to look in more detail at our proposed management plan for access and parking but have not raised any new issues since our last meeting. We'll need to be sure the provision of cycle stands is maintained during the build.
- Urban Designer has a few minor issues about the "end-on" appearance of the Hall but thinks they can be resolved.
- There appear to be no issues with the Nursery, but we will need an ecology report for that site.

If things proceed as expected (cross fingers now), we should get a positive pre-app report within April. It may be possible to review this at CALF and/or Planning within this Council term.

- 1) Our architects will provide us with a quote to take the design through a Full Planning Application.
- 2) They will also update the estimate of building costs.
- 3) I need to look again at the financing aspects.

Anticipate that the decision whether or not to proceed to Full Permission will be taken at an Extra Ordinary Council Meeting in mid-May, probably after the APM.

High Street Post Box update

From House of Commons Hansard, 22nd March 2018: Observations from the Parliamentary Under-Secretary of State for Business, Energy and Industrial Strategy (Andrew Griffiths):

Royal Mail is an independent business regulated by Ofcom, the independent sector regulator. The Government do not play any role in Royal Mail's day-to-day operations.

Under Ofcom's regulatory framework, Royal Mail is required to provide post boxes within half a mile (805 meters) of at least 98% of households and business premises across the UK.

We are informed by Royal Mail that, following the relocation of the Post Office in Cottenham from 230 High Street to 145 High Street, the owner of the vacated property asked that the post box be removed as it is located on private property. If requested, Royal Mail will remove post boxes that are on private land.

Royal Mail informed us that it investigated the possibility of re-siting the post box at various locations along the High Street; however the narrow public footpaths or the presence of existing underground utilities at potential sites meant these locations failed its standard suitability checks. Royal Mail has therefore decided to re-site the post box outside the new Post Office premises.

With the relocation of the post box to the new Post Office site, there are five post boxes in the immediate vicinity of the site of the former Post Office, at distances ranging between 400 meters to 800 meters.

18/071. Street naming

We've received a letter from 3C Shared Services asking for our comments/agreement on the street names 'Two Mill Field' and 'Further Field' proposed by Bellway for their development.

18/072. Summer Reading Challenge

Grant Request Form in regard to Summer Reading Challenge

Cottenham Parish Council has generously supported the library in recent years and I am emailing to request a further grant this year.

The purpose of the grant is to help fund the annual Summer Reading Challenge at Cottenham Library and to support events and activities promoting the library and reading held during the year. The Summer Reading Challenge is a national initiative co-ordinated by The Reading Agency. Children are challenged to read at least 6 books during the summer holidays. Children who join the scheme are issued with a membership folder on which they can record details of the books they have read. They are issued with stickers and other materials as incentives and library staff and volunteers are on hand to talk to children about what they have read and to recommend other books. This is a particularly valuable aspect of the challenge. All children who complete 6 books are awarded a medal and certificate at a special presentation ceremony after school in the library and, to which council members are warmly invited. I am delighted to report that last year **84** children took part in the Summer Reading Challenge at Cottenham Library

In previous years, the Parish Council has generously supported us with grants of **£200**. Cambridgeshire Libraries will fund the Summer Reading Challenge stationery, promotional materials and award certificates and medals. Your donation will help fund additional staff hours to promote and deliver the challenge and pay for supporting activities, which add to the value of the experience. If we are successful in this application, your contribution, will be acknowledged in promotional material and at the certificate presentation ceremony. Should you be able to increase your support, then we would be able to develop our offer of events and activities throughout the year - including visits by authors, illustrators, storytellers and artists...events which add to the value and experience of the library service and help foster a love of reading, lifelong learning and support community cohesion and participation.

Kind regards,
Sue Batchelor
Community Participation Officer/Bookstart Coordinator
Library Development Team – Hunts District
Community and Cultural Services

18/073. Cottenham Fun Run stall

The Fen Edge Community Association are once again organising the **Cottenham Fun Run**. Last year's event was well supported and raised £850 for local charity Twinkle Star Children's Trust.

This year's Fun Run takes place on **Saturday 5th May** at **Cottenham Village College** and the funds raised will be donated to the Cambridgeshire branch of the **Motor Neurone Disease Association**.

In 2017 over 200 runners, adults and children, took part in the Fun Run and they were supported by many family members and friends; we estimate that over 500 attended the event. To keep runners and supporters entertained we are once again organising a **Morning Market** and we would like to invite your group to run a stall to promote your activities. It will be **FREE** of charge to do so but any donation you wish to make to the Motor Neurone Disease Association would be gratefully received.

18/074. Training & Development policy

TRAINING AND DEVELOPMENT POLICY

Introduction

Cottenham Parish Council is committed to developing its staff and elected members in order to assist the Council in achieving its aims and priorities. Development and training is a joint commitment between staff and elected Members and by working in partnership, appropriate investment in relevant training and development will be identified and resourced.

Cottenham Parish Council recognises that continued investment and commitment to training and development is essential if quality services are to be provided, maintained and continually improved.

Councillor and Staff Training Commitment

Training and Development is for all members of staff and elected members. It includes on-the job training and attendance at courses e.g. those run by the County Training Partnership or the Society of Local Council Clerks and attendance at conferences.

Councillor Training

- All new councillors will receive an induction file providing information to allow them to commence their duties.
- Newly elected members (rather than re-elected members) will attend new Councillor Development Training.
- All councillors will be required to attend training which enhances their ability to participate in the running of the council i.e. Chairmanship Training

Clerk Training

- The Clerk will be expected to hold ILCA (Introduction to Local Council Administration) or obtain the qualification within 6 months of joining.
- The Clerk will be expected to hold (or be working towards) CiLCA (Certificate in Local Council Administration).
- Attendance at SLCC (or other body) courses as needs are recognised.
- The Clerk will maintain their own CPD training record.

Training and Development Budget

Cottenham Parish Council will set aside a sum of money annually for training and development within their budget. This sum will take into account:-

1. The identified training and development needs of staff and elected members.
2. Training and development needs that are essential to improve and progress the agreed policies of the council.
3. The cost of training, development and learning.

Responsibilities

- The Clerk to inform all councillors of information on courses received. To include courses run by CAPALC and others that may be appropriate.
- Councillors to evaluate their own needs for the forthcoming year.

18/075. Year end

FLAC has estimated our year-end financial position based on estimated or known commitments.

- Essentially, although our Management Accounts show balances (columns 1 and 2 below), including reserves, of around £702,000, this is reduced to an effective uncommitted sum of around £608,000 (columns 3, 4 and 5 below) as a result of:

~£30,000 committed to County Highways for the current pavements project	(from "other reserve")
~£20,000 committed to Dissenters's CIO for their fencing project	(from "s106 OS reserve")
~£15,000 for the land purchase and re-fencing etc. at 60 Lambs Lane	(from "s106 OS reserve")
£13,000 committed to CCC for their improvement project	(from "s106 CF reserve")
~£4,000 for salaries etc	
~£3,000 for Groundsmans fees	
~£2,400 repayment of unused NP grant	(from "NP grant")
~£2,000 legal fees for Harlestones Road land transfer and CCC Inquiry attendance	
£1,300 due to CCC as advanced payment on licence for use of the Office.	
~£1,500 for defibrillator	
~£1,000 committed for tree works	
~£800 for LPG delivered to CSP	
~£800 for CSP electricity	

- There are some errors of allocation to / charge from reserves (column 6) in the existing accounts that have no effect on the overall balances but do allow the use of some s106 funds to be recorded properly.
- Finally we should clear our operating/current surplus into reserves and ensure our reserves at the start of 2018/9 are "fit for purpose" mostly by transferring funds (column 7) between reserves ("viring"):
 - Retaining £100,000 in the General Reserve
 - Retaining unspent £74,045 in the s106 Open Space reserve
 - Viring £18,572 from the s106 CF reserve into a specific "Hall/Nursery" Capital Fund.
 - Retaining unspent £4,364 in the s106 Public Art reserve (may be used in VH?)
 - Retaining £0 in the NP Grant Fund (we expect another grant later in year)
 - Viring £234,911 from "Other reserve" into "Hall/Nursery" Fund retaining £29,729 there.
 - Viring £146,517 from the "current surplus" into the "Hall/Nursery" Capital Fund.
 - This creates a £400,000 project fund to initiate the Hall / Nursery project if / when authorised.

These amendments and viring actions have no effect on the overall balance but do need formal Council approval by resolution.

1	2	3	4	5	6	7	8
Reserve account	February balance	March possible	March outgoing (estimates)	EOY possible	Reserve corrections	Viring	SOY recommendation
General Reserve	100,000			100,000	0	0	100,000
S106 Open Space	128,045	(35000)	60Lambs Lane, Dissenters	93,045	(19,000)	0	74,045
S106 Indoor Community	15,072	(13000)	CCC	2,072	16,500	(18,572)	0

S106 Public Art	4,364			4,364	0	0	4,364
NP Grant	2,367	(2,367)	Grant refund	0		0	0
Other Reserve	294,640	(30000)	Highways project	264,640	0	(234,911)	29,729
Hall/Nursery Fund					0	400,000	400,000
Current surplus	158,017	(14000)	Month (7K admin, 4K OS,3K other)	144,017	2,500	(146,517)	0
	702,505			608,138	0	0	608,138

Suggested resolution:

“Council approves the creation of a £400,000 CF Capital Fund by viring necessary funds from the s106 Community Facility Reserve, other reserve and current surplus.”

18/076. Tree survey report

The tree survey report undertaken by Argenta has highlighted the following:

The Green:

- 19 trees are recommended for surgery or further, detailed investigation.
- Of those 19, one is recommended for felling within the next 6 weeks and 13 require deadwood removing within the next 6 weeks. The complication is that we’re now within nesting season.
- 2 trees on the require further investigation using a PICUS test. Argenta have provided a quote of £515.50 + VAT from Haydens Arboricultural Consultants. This would include testing, data analysis and safety report.

Recreation Ground:

13 trees are recommended for tree surgery.

Of those, 3 are recommended for felling (not urgent); one requires a branch removing within the next 6 weeks

The full report has been circulated separately.

18/077. Tree survey (2)

Now that we’ve undertaken a report for the Green and Recreation Ground should we consider undertaking a similar survey of Crowlands Moat, Tenison Manor, Brenda Gautrey Way and The Pond?

18/078. Fence repairs

CPS have provided a quote for repairs to the fence between the school and Rec for damage caused during the most recent storm (when the telegraph pole fell on it). The cost is £330+ VAT (to dispose of wire mesh and replace).

In addition a quote to realign the posts which have been pushed out of line by cars in the social club car park is: £200 +VAT (Realign and re-concrete 9 posts which are currently out of line).

18/081. Bank reconciliation

Reconciled on 20th March 2018 by RFO and Cllr McCarthy

Council's Bank Accounts were reconciled to our Sage system and are in order.

In summary:

£712,335.47	Cash at Bank (as of the 28 th February 2018)
- £6950.67	Creditors
+ £1045.80	Debtors
£706,430.60	Net balance on bank reconciliation

+ VAT owed £2825

+ Salary Control Account £546

Minus: £2000 Accruals

Minus: £796.31 PAYE

Minus: £4500 CLT (Suspense Account)

Net assets: £702,505.29

Creditors

- AJ King - £3950
- Anglian Water - £153.34
- Browns of Burwell - £834.44
- BCS - £33.60
- Cottenham Community Centre - £1300
- CSA - £47.88
- RFO- £17.22
- Green & Purple - £60
- Assistant Clerk - £5
- Southern Electric - £549.19

TOTAL £6950.67

Debtors

- Cottenham Community Land Trust - £90
- Aerobic instructor - £82.80
- Thurstons - £244.20 (OVERDUE)
- Village Hall Hire - £90
- Overpower fitness - £43.20
- SCDC - £165
- Town Ground Rent - £330.60

TOTAL £1045.80

Appendix 1: Issues log

Date	Issue	Further details	Follow up
02/03/2018	Tenison Manor roadworks	Manholes have been dug up but cones have been removed, leaving holes exposed.	Have contacted Persimmon for an update
05/03/2018	High St closure	Concerned that gas works are due to go up the High St and will disrupt and patching works	Confirmed that High St won't be affected.
05/03/2018	Traffic queues	Serious traffic delays this morning	Due to emergency water works
05/03/2018	Traffic queues	Serious traffic delays this morning	Due to emergency water works
05/03/2018	Histon Rd cycle path	Pathway is covered in debris	Have requested an emergency clean
05/03/2018	Planning application	Objection re. planning application	Advice given accordingly
05/03/2018	BGW dog bin	Dog bin is overflowing	Should be emptied today
05/03/2018	Histon Rd cycle path	Cycle path is covered in debris	Have requested an emergency clean
06/03/2018	Roadworks	How much longer are the roadworks continuing in the village?	AC to respond
06/03/2018	Twentypence Road	Pathway along road is seriously overgrown and has been narrowed by approx 1ft	Reported to Highways several years ago. Mentioned to County Cllr
07/03/2018	Broken tree branch	Branch has snapped on tree alongside The Dunnocks	Groundsman to check
08/03/2018	Traffic queues	Long queues on Oakington Rd caused by Cadent traffic lights. Struggling to exit Orchard Close.	Spoke to Cadent
09/03/2018	Fly tipping	Fly tipping on Oakington Rd by old layby	Reported to Envirocrime
13/03/2018	Glass at Moat	Broken glass somewhere in the longer grass which has resulted in cut dog paw	Groundsman to check
13/03/2018	Cold callers	Cold callers knocking and causing nuisance	Details of signage sent
14/03/2018	Beach Rd proposals	Concerned about the positioning of the proposed traffic calming	AC to respond
14/03/2018	Boundary dispute	Boundary issue with neighbouring Council tenant	Advised to contact SCDC.
15/03/2018	Malary & Amey	What can be done about smells/noise	Advised to contact EA hotline
16/03/2018	Double yellows	Car permanently parked on double yellows at top of Margett Street.	Resident has already reported to police several times. Have spoken to PCSO.
16/03/2018	Bin collections	Bins not collected from Oakington Rd, Worland Way, Orchard Close	
16/03/2018	Cold callers	Concerned about cold caller	Resident to contact police

22/03/2018	Potholes	When are Rooks St potholes being repaired	Referred to Highways
27/03/2018	Potholes	Rooks St - when are they being repaired?	Referred to Highways
27/03/2018	Coolidge Gardens	Why being dug up when only just resurfaced	
27/03/2018	Planning issues	4 houses due for completion in Ivatt St however concerned about boundary not in correct place. Also what are the details to deal with land contamination	Referred to DC's. Appears that contamination, surface water, foul water and road improvement conditions haven't yet been agreed (refused Sept 17)
27/03/2018	Bin at Rec	Blue bin in north field overflowing	Groundsman to empty
27/03/2018	Pollution	Oily film noted on water in ditch to back of Fen Reeves	EA contacted (Ref: 1600582)
28/03/2018	Damaged telegraph Pole	Witnessed lorry hitting pole outside Watson's Yard	Gave details of BT reporting number
28/03/2018	Traffic queues	Traffic queuing back from Cottenham Green to Histon due to the traffic lights.	Additional traffic through village due to A14 accident. Cadent/traffic management were contacted to ask them to change lights to allow more traffic through.
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28/03/2018	Potholes	When are holes on Broad Lane going to be fixed? Could farming community be used to assist?	