

COTTENHAM PARISH COUNCIL

AGENDA REPORTS PACK

FULL COUNCIL

AUGUST 2014

COTTENHAM PARISH COUNCIL

Full Council Minutes

Held in the Village Hall, Lambs Lane, Cottenham on Tuesday 1st July 2014 at 7.15pm

Present: Cllrs Leeks (Chair), Beckford, Berenger, Collinson, Heydon, Morris, Mudd, Nicholas, Richards, Ward, Wotherspoon, Young, CCC Cllr Jenkins, SCDC Cllrs Edwards and Harford, Clerk Jo Brook and RFO Debbie Seabright

In attendance: 10 members of the public + 2 SCDC Officers

14/205. Chairman's Introduction and Apologies – Cllr Leeks highlighted the litter pick which was taking place on 5th July and the current vacancy. He has met with fellow Chairs from neighbouring villages with a view to setting up a meeting to share ideas across the Parishes. Cllr Nicholas was congratulated on his recent milestone birthday! Apologies received from Cllrs Bolitho (business), Collier (business) and CCC Cllr Mason (business).

14/206. Guest speakers: Jane Green, Head of New Communities and Ian Lorman, Tree Officer, SCDC were welcomed; they had been invited to speak about the removal of the Lime trees outside 333 High Street. Jane started by saying that she has been overseeing trees and conversation since February 2014 and Ian joined only a few months ago. A TPO went to the SCDC Planning Committee in April where it was agreed to let it lapse. The County Council then submitted a tree felling application. The TPO lapsed on 2nd April and there is then a 28 day period for people to comment. It was the opinion of the conservation officer that there was an affect on the wall. Residents who had previously owned the property argued that the wall hadn't changed for 80 years. The question was asked as to why was there such undue haste in removing the trees. Jane stated that this was a question for County to answer and she is trying to meet with the County Trees Officer. It was also asked why there was no consultation with neighbouring residents. SCDC thought this had been done. Resident asked why tree orders weren't available on the SCDC website in the same way as planning applications since this limits the ability of the public to know about these orders. Cllr Richards asked whether a structural engineers report regarding the wall was available but Ian responded that District hadn't carried one out. Cllr Collinson commented that it sounded like it was just a brief visual inspection of the wall rather than anything more in-depth. He was also surprised that neither our District or County Cllrs mentioned anything about the situation prior to the removal of the trees. Cllr Young said that he found the situation incredulous and questioned what was 'nuisance actionable by law'? Ian said it was the likelihood of damage to the wall and that advice was taken from the Conservation Officer. The owner of the wall had also needed to provide a structural report to back up his claim regarding damage but this hadn't been seen by District and it was between County and the owner. Ian had to take the opinion of a professional officer, in this instance the Conservation Officer, before the decision to revoke the tree order was made. Cllr Leeks said that it was obvious there was a strong depth of feeling within the village on the issue of the removal of the trees. Cllr Mudd mentioned that 2 trees had previously been removed from the same site and the PC had been consulted and was involved in meetings so wanted to know why we hadn't been invited to site visits on this occasion. Also it was asked if the trees were checked for nesting birds but the District Officers were unable to answer and the question should be directed to County.

Cllr Leeks mentioned that replacement trees had been offered by County. A summary of the questions will be compiled and circulated. Jane requested that the questions were sent to both County and District.

14/207. Public participation – Standing Orders to be suspended – No questions.

14/208. To accept Declarations of Interest - To receive disclosures of pecuniary and non-pecuniary interests from Councillors on matters to be considered at the meeting – Cllr Collinson declared a pecuniary interest in item 14/220.

14/209. Minutes - To resolve that the minutes (circulated to members) of the meetings of the Council/committee be signed as correct: 3rd June (Ordinary meeting) – Cllr Bristow removed from list of those present. Proposed by Cllr Mudd and seconded by Cllr Richards. **RESOLVED.** 5th June (Planning) proposed by Cllr Nicholas and seconded by Cllr Morris. **RESOLVED.** 19th June (Planning) proposed by Cllr Nicholas and seconded by Cllr Berenger. **RESOLVED.**

14/210. Reports

- **SCDC** – report circulated prior to the meeting. Cllr Edwards gave an update regarding a briefing he attended in Waterbeach which may affect many areas of Cambridgeshire. The 5 year housing supply is ‘shared’ with City and whilst a lot of development has been going on there, very little has been done in South Cambs. The Inspector has concluding that this joint arrangement isn’t acceptable and therefore SCDC only have a 3 ½ year supply. This is extremely significant and the net result is that it may mean development outside village frameworks. He is still waiting to hear whether SCDC can appear. Cllr Collinson asked if a developer could challenge the Local Plan. In terms of the enquiry the Inspector will look at it holistically. Cllr Edwards stated that everywhere is at risk if it is sustainable. Cllr Leeks asked if other districts were affected or just SCDC and it would appear that other districts are affected. Cllr Harford also highlighted that the Inspector used a different calculation for the housing supply. Further news on this issue when available.
- **CCC** – report circulated prior to the meeting. Cllr Ward asked about the loss of the 106 bus. Last year there had been discussion re. the Histon & Impington mini bus there were also talks about speaking to Stagecoach re. going down as far as Brookfields to serve the far end of the village. Cllr Jenkins responded that if we express an interest then a meeting could be set up with Stagecoach. There is funding available via the Cambridge Future Transport fund which may help and he will look into this.
- **Police** – no report received.
- **Clerk** – report circulated prior to the meeting. Further traffic updates given. Cllr Mudd suggested looking at claiming on the insurance for the cost of the inclusive boat swing; Finance Committee to discuss.
- **Northstowe** – report circulated prior to the meeting.
- **Cottenham Festival** – Cllr Beckford gave a verbal report. The Festival went extremely well with 23 groups/organisations from the village involved. The Vision Plan questionnaire was launched and we received lots of questions on our stall. On the downside there had been parking issues on Lambs Lane and some clubs had been missed. To date we have made approx. £500 which we should look to invest in some facilities asap. Residents have asked for another event to be held. Cllr Beckford was thanked for the huge effort he had put into the event.

14/211. Finance

Income	Description	Net	Gross
Debbie Prince	Rent for May	24	24
Jane Williams	Rent for April/May	240	240
Michelle Plowman	Rent for April	820	820
Cottenham United FC	Annual charge for use of the Recreation grounds	1250	1250

Cottenham Day Centre	Rent for May	240	240
Ladybird Pre-school	Recouped Utility costs	352.09	352.09
	TOTAL	2,926	2,926

FESTIVAL

Cottenham Festival	Sale of tickets for the dance	730	730
Cottenham Festival	For use of a stall at Cottenham festival	200	200
Bowls Club	Donation to the Parish council re Cottenham Festival	10	10
Cricket Club	Donation to the Parish council re Cottenham Festival	30	30
Womens Institute	Donation to the Parish council re Cottenham Festival	5	5
Kebab Van	Donation to the Parish council re Cottenham Festival	60	60
Tony's Ices	Donation to the Parish council re Cottenham Festival	80	80
Fair ground	Donation to the Parish council re Cottenham Festival	40	40
Raffle	Raffle at the Cottenham Festival	129	129
Skate Park Raffle	Raffle at the Cottenham Festival	83	83
	TOTAL	1,367	1,367

Expenses	Description	Net	Gross
Eight Associates Limited	Works up to tender stage re Changing rooms	450	540
Debbie Seabright	Receipt book and envelopes	6.88	6.88
Staples	Stationery	71	85.2
Travis Perkins	Pack of Washers	1.18	1.42
Cromwell Fire Ltd	Fire Alarm and Emergency Lighting service	94	112.8
Collier Turf	Weedkiller	467	560.4
Bob Hopper and Co Ltd	Call out and temporary fix of the oven at Village Hall	69.5	83.4
King and Co Solicitors	Legal costs - Football Foundation & registration of CPC land	1324	1604
The BC Group Trust	Crowlands Manor Site	268	321.6
The BC Group Trust	Tree felling, de-ivying over two days	300	360.6
Acacia Tree Surgery	Removal of tree on BGW	420	504
Old West Internal Drainage	Annual costs	72.48	72.48
EON	Electricity bill for The Green (DD) Monthly	18.07	18.97
EON	Electricity bill for The Rec (DD) Monthly	433.06	519.67
AJ King	Mileage expenses	9.6	9.6
AJ King	Invoices re Hire of Equipment	490	588
Salaries	Salaries for July 14	3987.28	3987.28
HMRC	Tax/NI for July 14	1183.83	1183.83
Nick West	Cleaning April 14 + mouse traps & rodent killer	670.3	670.3
CSA	Toilet paper (£39.90)/Hoover bags and soap	51.64	61.97
Travis Perkins	Sealant/Handwash/ Flat Packers Bags/Hinges	36.63	36.63
Jo Brook	Expenses - Toner for printer	15	15
T-Mobile	Office phone - June (DD)	10.72	2.15
SLCC	Membership fees	147	147
FESTIVAL			
Dean Minter	PA and Kids Disco for the Cottenham Festival	250	250
Steve Buttercase	Band for Saturday at the Cottenham Festival	250	250
		11097.17	11993.18

Cllr Mudd once against raised the rent arrears by Kids Only and this is being looked at. Cllr Ward asked if it was possible to amend the format to show decimal points; RFO to investigate. Resolution to pay these invoices. **RESOLVED.**

- 14/212. Removal of Lime trees outside 333 High Street** – To consider PC response following removal of the trees – Cllr Leeks requested that the item was moved up the agenda and this was agreed. Cllr Mudd requested that any replacement trees should be mature and he also suggested that some of the replacement trees should go on The Pond. Cllr Collinson queried why there had been no comment from CPC regarding the application heard at our meeting on 8th May and Cllr Heydon outlined. She also mentioned that no comments had been received from residents or other councillors regarding the application. It would have been too late to move to the next meeting and had we been notified earlier it would have been ok. Cllr Nicholas said that with a planning application the neighbours would have been written to. What is apparent here is that given that the trees were significant (as highlighted in the SCDC report) that the neighbours should have been consulted. Cllr Young said that given the public reaction we should look at replacements on the verge nearest the location and we should consult with the nearby residents. Residents were asked to submit their questions to the Clerk which will be amalgamated and sent to SCDC and County for a response. Cllr Collinson stated that County need to answer questions and they had been irresponsible in this matter. Clerk to ascertain the size of the replacement trees being offered and we need to get advice on the type of trees.
- 14/213. Terms of Reference** – To consider approval of Terms of Reference for the following committees: Finance, Admin & Legal, Highways, Amenities, Planning, Complaints – Cllr Leeks thanked Cllr Morris for his work on the Terms. Minor amends were made to some of the documents which Cllr Morris will circulate. Resolution that subject to amends all Terms of Reference are adopted. **RESOLVED.** Cllr Nicholas queried why this exercise had been done and what difference it would make to residents. Cllrs Beckford and Morris explained that it should speed up the decision-making process.
- 14/214. Skate Park** – To consider feedback from issues raised at May meeting – Cllr Beckford reported that a) no planning permission was required; b) the power cable under the area was not a main cable but he is waiting written confirmation; c) have received an excellent reference for Wheelscape and Cllrs Morris and Young are working on contracts; and d) Cllr Collier is preparing a funding report for the Finance Committee to consider.
- 14/215. Adopt a phone box** – To receive and consider adoption of the phone box on the High Street (near Denmark Road at a cost of £1 – Clerk circulated information prior to the meeting. Question raised re. on-going costs. Item deferred to Community Facilities Committee.
- 14/216. Crowlands Manor** – To consider quotes for new signage for the Moat following name change – Cllr Mudd circulated the quotes prior to the meeting. Resolution that quote 1 from Urban Signcraft be accepted. **RESOLVED.** Cllr Mudd to action.
- 14/217. Adoption of gifted land to rear of Icen Homes development** – To consider adoption of land between 108-122 Histon Road, to be known as WARG Field, gifted by Tony Fry. Estimated legal costs £350 + VAT – Cllr Leeks attended the official opening event. Resolution to adopt land between 108-122 Histon Road, to be known as WARG Field. **RESOLVED.**
- 14/218. Water connection to land rear of Icen Homes development** – To consider additional costs for installation of water meter to WARG Field over and above the £2k initially agreed (for water pipe and meter) – Clerk gave update to state that the meter wasn't included in the original figures. This item would be supplied by the water company anyway. No decision.
- 14/219. Appointment of members to committees** – Resolution that Cllrs Bolitho and Wotherspoon join the Traffic Committee (Cllr Nicholas stepping down). **RESOLVED.** Resolution that Cllr Morris joins the Amenities Committee. **RESOLVED.**
- 14/220. Appointment of member as representative to Primary School Governors** – To appoint representative for post of Governor – Cllrs Leeks and Beckford have met with the school. The Governor's have decided that they don't require a PC representative and instead termly meetings will be held with the school.
- 14/221. Appointment of Trustees to Cottenham Charities** – To consider re-appointment of Lynda Harford and Robert Clarke to the post of Trustee at Cottenham Charities – Clerk outlined that a request had

been received from Malcolm Dee. The Trustees are a Parish appointment and this is a term of the Charity. **RESOLVED.**

- 14/222. Fen Edge Membership** – Resolution that membership of FECA is renewed at a cost of £15. **RESOLVED.**
- 14/223. Payroll** – To approve the outsourcing of our payroll – Cllr Young and the RFO outlined the rationale and considerable time saving to the RFO. One quote already at £25 + VAT. There may be issues with signatories and this needs to be looked into further. There was no objection in principle. Further quotes needed. Item deferred.
- 14/224. Banking arrangements** – To approve moving CPC monies into 5 separate accounts – RFO outlined the proposition to find the most appropriate accounts to safeguard monies and get better interest (we aren't covered by the FSCS scheme). Cllr Collinson asked if it would complicate payments but there would still be a primary account that payments were made from. Cllr Richards queried whether there would be extra costs but there are no extra costs incurred. Item deferred for further investigation.
- 14/225. Account signatories** – Resolution to change of account signatories to Cllrs Young, Mudd and Nicholas. **RESOLVED.**
- 14/226. Chair Training** – To consider arranging CAPALC outsourcing course for Chair and Vice-Chair (as budgeted) – Defer until course syllabus obtained.
- 14/227. Exclusion of public** – To exclude the public from the meeting because of the confidential nature of the business to be discussed. *It is hereby resolved in accordance with section 1 (2) of the Public Bodies (Admission to Meeting) Act 1960 that as publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted at the next agenda item (s) the Chairman asks that in the public interest the public and press are temporarily excluded from this meeting and are herewith instructed to withdraw.* **RESOLVED.** Meeting closed at 9.25pm
- 14/228. Changing rooms** – To consider statement regarding tenders (closed item)
- 14/228. Matters for consideration at the next meeting** – Minor Highways Improvement Grant. Cllr Collinson gave his apologies.
- 14/229. Dates of next meetings** – Planning Meeting 3rd July, Planning Meeting 17th July, Ordinary Meeting 5th August.
- 14/230. Close of Meeting** – 10.03pm.

Signed _____ (Chair) Date _____

Item 14/235

SCDC report – no report for August

Police report – to follow

Monthly report for parish and community council July 2014

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

David Jenkins www.chilibdems.co.uk 07739 748859

ccc@davidjenkins.org.uk 01223 236232

Full Council meeting

There was a busy council meeting in July. The only item of significance was a constitutional proposal to the Boundaries Commission to reduce the number of councillors from 69 to 63. I was a part of the committee which developed the proposal which also included a firm position against two member divisions. A Lib Dem amendment to increase the number of councillors to 71 on workload grounds was rejected. The main motion was easily carried with just the Lib Dems opposing (shock horror: I voted in favour). There were also three financial items from the General Purposes Committee and four motions which I'm sorry were all largely of the motherhood variety. They were all carried by massive majorities and served democracy little. There needs to be some debate!

In oral questions I raised the issue of expected entry numbers for Histon Primary School which needs to be addressed in a way which means that we do not have to bus 5 year old children to schools in other villages. This is an issue which I plan to push hard in the coming months.

General Purposes

The committee met early in July and the decision summary has been published. There were no key decisions. It's a largely financial and resource focussed committee so its deliberations tend to be of less immediate interest than those of the service committees. However this time it did agree to go ahead with the Northstowe joint venture with SCDC and the Homes & Communities Agency.

I met officers to review the question I had raised at the last council meeting relating to the incomplete reporting of payments in March. It seems that there is nothing sinister but processes have not been as effective as they should be. There will be a follow up meeting in August.

No new issues have been raised on www.shapeyourplace.org during the month. There were just 2 issues for the whole of South Cambs.

Adults & Wellbeing

The committee met in July and the decision summary has been posted. There were no key decisions.

Children & Young People

The committee met in July and a summary of the decisions has been published. There were two key decisions but neither has an immediate direct impact on CH&I.

I met officers to review school capacity planning. In general there are no problems although there won't be much spare capacity. The exception is Histon Primary which could be short several places in September 2015.

Economy & Environment

I attended the committee meeting in July. There was a key decision relating to the provision of secondary school capacity for Cambridge and South Cambs to support their respective local plans. This is work in progress.

There was a petition regarding a possible change to the Guided Bus extension to Chesterton Station which would provide an easier access for HCVs to the Nuffield Road trading estate and reduce heavy traffic along Shirley Road and Green End Road. It makes sense but is difficult to implement.

The committee approved the cycling scheme for Huntingdon Road and Hills Road. I had reviewed the plans with members of the Cycling Campaign beforehand and it seems that, despite the Twitter storm, the rethink has been worthwhile. Disappointingly the committee delayed another scheme viz lighting on the urban stretches of the cycle path alongside the Guided Bus which includes the stretch south of the A14 through Orchard Park. This will also come back to a later meeting.

Network rail has advised that it is to take the lead on the East West rail link. It has confirmed that it will be worked up so that it can be a part of the 2017 Rail Investment Strategy.

I met officers concerning the Long Term Transport Strategy to ensure that the B1049 remains on their radar despite the strategy itself regarding it as a part of the 'A10 corridor'.

I attended the confidential Guided Bus briefing.

There will be a consultation on the Household waste recycling service. It will run between 15 Aug and 16 Sep 14 (<http://bit.ly/1sn5ljf>)

The council has also sent around a request for information about local flooding. The initial time allowed was just a week but this has been extended to 30 Sep 14 which seems a little more sensible.

I attended a meeting of the Northstowe Joint Development Committee meeting at which the committee approved the discharge of the condition regarding primary road junctions. Some excellent work has been done but sadly it is incomplete and a qualification to the approval to finish it off was agreed. An interesting and useful urban design workshop was run in the morning.

I attended a meeting of the Planning Committee. It was a short agenda with only one item regarding a recycling plant on the Cambridgeshire side of the A505 Royston by-pass. The Ely Southern By-Pass item is on the agenda for September

Health

I attended the committee meeting in July. There were no key decisions. However it did agree a (supportive) response to the Government's consultation on plain packaging for cigarettes which is a pretty major policy position to take.

The council is surveying residents to determine the best way to deliver its new Lifestyle Service which will focus on helping people to lose weight and stop smoking and so reduce the risks of heart disease and diabetes (<http://bit.ly/1zNPSvj>)

Highways & Community Infrastructure

The committee met in July and the decision summary has been posted. There were no key decisions.

A number of Traffic Regulation Orders (one of which will result in a strengthening of bus lane enforcement in Cambridge, <http://bit.ly/WWIL5S>) were processed and moved on and it was decided to set up a charitable trust to run the Cromwell Museum in Huntingdon.

Parking charges are now in place at the Cambridge P&R sites.

The Cambridgeshire Future Transport consultation seems to have been running for ever but it will come to a close 30 Sep 14 (<http://bit.ly/WWEkYB>)

More local matters

Invitations for projects to be funded under the Minor Highways Improvements scheme have gone out (<http://bit.ly/1o6zWl0>). The deadline is 12 Sep 14.

I met officers to review cycling project plans for Histon Road. It's important to maintain a watching brief on this because it falls between two county councillors for city divisions who have little interest

but it is a route much used by cyclists from CH&I.

I will be meeting officers to review additional bus options for Rampton and Cottenham during August

Diary (public meetings)

13 Aug 1800 Northstowe Transport Working Group SCDC, Cambourne

19 Aug 1000 Highways & Community Infrastructure Committee Shire Hall, Cambridge

There are no other CCC meetings in August.

And finally ... I was in Yorkshire in the middle of the month helping my daughter and son-in-law to move house to Wetherby. That seems a pleasant place to live and I was impressed by the continuing evidence of the Tour de France. The bunting is still out and there are score of yellow bicycles along the route. I know that Leeds paid big money to attract the Tour but it also seems to have invested in it in a big way. By contrast it was all rather low key in Cambridge. It was a good day, thank goodness the sun shone, but I was really surprised how easy it was to get a good vantage point to watch the race and then that there was no difficulty in finding a place for lunch straight afterwards. I know we had a commitment not to spend any money but when you think that it was a once in a life time opportunity maybe we should have done a little more. All we had were a 100 or so lamp post banners which have since been sold off at £40 each.

CLERKS REPORT – August 2014

Highways

- Lambs Lane–gully near Cottenham Club & end of Crowlands cleared 7th July.
- Telegraph Street - unsuitable for HCV's sign now to be installed by the end of August. Waiting for confirmation of installation date from Martin Allen.
- High Street – blocked gullies near Frameworks cleared 7th July.
- Twentypence Road – gullies cleared 7th July.
- Village green – gullies cleared 7th July.
- Damaged bollard near Co-op reported. It has now been removed and the hole filled; don't know at this stage whether Highways have any intention of replacing.
- Have chased up reports made in April & May re. Rampton Road (missing white & yellow lines) and Beach Road (various). None have yet been actioned and I'm waiting a further response from Highways.
- Denmark Road – the blockage to the pipe running from Denmark Road to BGW was scheduled for clearance w/c 28th July following resident complaint (see below). Waiting confirmation from Martin Allen that the work has been completed.
- Histon Road has now been surface-dressed. Markings to follow. The road/cycle path should have been swept after 24 and 72 hours + 7 days. It doesn't appear that this was done and I have reported back to Martin Gowler, Network Management Officer. Additionally the section by Cottenham Skips wasn't completed due to excess mud on the road which the contractors were unable to clean sufficiently. A jetting team is due out 31st July/1st Aug with a view to dressing on Saturday 2nd Aug (weather permitting). Some drains are also full of chippings and need jetting.
- Waiting restriction signs (x2) have been requested for the 2 unmarked bays on the High Street (from post office to Hopbine). Without the signs the police are unable to enforce waiting restrictions. Jonathan Clarke is looking into this for us.
- Disappointing conversation with the County Rights of Way Officer, Peter Gaskin re. Footpath 8 (public footpath from the Cut bridge to Smithy Fen). According to the cutting schedule this path is not included this year, nor was it last year. He is trying to squeeze the work into another job, otherwise we'll have to wait to see whether it can be included as part of a quote for work to be done in September. The needs following up to find out why the footpath isn't on the schedule.
- Notification received of a road closure on Rook St during October.

Village Hall

- Village Hall road sign will be erected in August; waiting confirmation of installation date.
- New extractor fan has been fitted in the kitchen but the work needs finishing off.
- Redundant cooker hood in the kitchen has been removed.
- Mike Overall has repaired the guttering on the side of the building (near the tunnel/Ladybirds)

Recreation ground

- Groundsman has fixed the 'd-ring' on the Himalayan play unit.
- Inclusive boat seat and new aerial runway seat/chain have been ordered. There is a supplier delay of approx. 4 weeks (mid August).
- Connections Bus will be in situ for 5 Tuesdays from 29th July onwards. They have agreed to take some of the Vision Plan questionnaires for the users to complete.

- 8 car parking spaces are to be reserved for use by the primary school contractors. Restrictions have been placed on hours to minimise disruption around school drop-off/collection times and on safety grounds.

Misc admin

- July Issues log distributed separately.
- SCDC Cllr Harford is now chasing up the issue of missing dogbins. District has informed us of a programme which is being rolled out from September however some bins have been missing for over a year and quicker action is required. Rampton Road (near the allotments) has just been replaced in the past week. In summary: Coolidge Gardens – bin reported missing summer 2013, Wilkin Walk – bin has been on the ground approx. 7 months since the street lighting works, Rampton Road – additional bin by Les King Wood was requested last summer.
- 2 Envirocrimes have been reported on Pelham Close and Harlestons Road.
- Have been in touch with Barker Storey Matthews re. getting the hedges around the Brookfields Business Park trimmed following complaint from someone on the site that visibility joining the Twentypence Road was impeded. They have instructed their contractor to do the necessary maintenance.
- For the next Cottenham Newsletter I am intending to write a piece giving more details about our new committees (essentially a brief summary of the ToR's). I am also writing an FAQ article to 'demystify' the PC which covers topics such as public participation at meetings, disclosable pecuniary interests, FOI requests, complaints etc.
- Awaiting details from CAPALC re. course details for Chairmanship training.
- Cllr training has been booked for Oct/Nov.
- Ladybirds have reported 2 separate leaks to the roof. Waiting response from ABCO.

Correspondance

- Email received from resident thanking us for our support of the Tour de Cottenham.
- Email received from resident complaining about flooding on Denmark Road. This is an on-going issue and has been forwarded to Highways.
- Various emails received regarding HCV's in the village which were directed to Highways Committee (see issues log).

Facebook

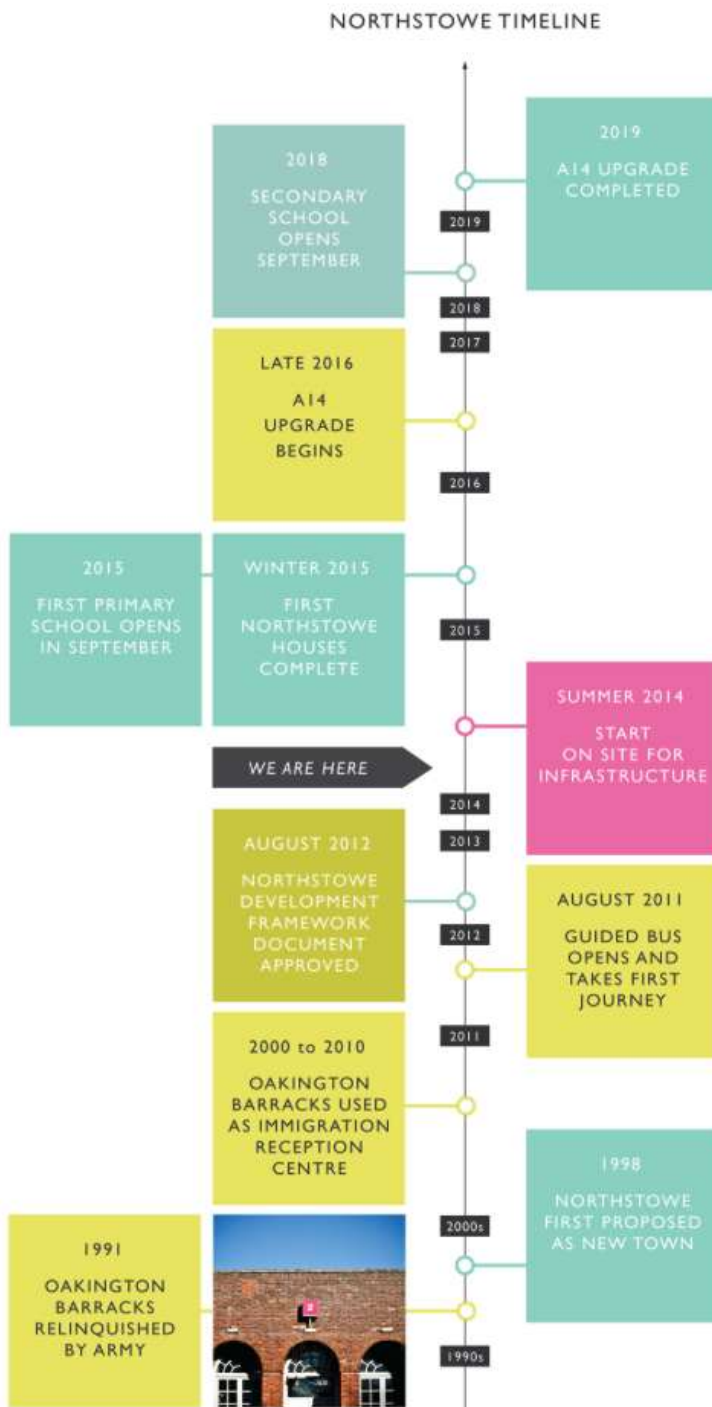
290 likes.

Northstowe Parish Forum, 16th July 2014 – Update, Kate Heydon.

- Construction stages:

These tie in with the schematic diagram on, ref: <http://www.northstowe.com/timeline>

<http://www.northstowe.com/timeline>



Phase 1 Planning Condition, primary roads and busway network.

Which was decided in the Northstowe Joint Development control Committee at SCDC on Wednesday 30th July 2014.

Quote ref: <http://scams.moderngov.co.uk/documents/g6269/Decisions%20Wednesday%2030-Jul-2014%2014.00%20Northstowe%20Joint%20Development%20Control%20Committee.pdf?T=2>

NORTHSTOWE JOINT DEVELOPMENT CONTROL COMMITTEE

WEDNESDAY, 30 JULY 2014

DECISION

Set out below is a summary of the decision taken at the Northstowe Joint Development Control Committee held on Wednesday, 30 July 2014. The wording used does not necessarily reflect the actual wording that will appear in the minutes.

If you have any queries about any matters referred to in this decision sheet please contact Ian Senior.

- 4. Reserved Matters Submission for "Primary Roads and Dedicated Busways" Pertaining to S/0388/12/OL Outline Planning Permission for Phase 1 of Northstowe Comprising of up to 1,500 Dwellings**
- The Northstowe Joint Development Control Committee approved the Reserved Matters submission Ref. S/1131/14/RM for 'primary roads and dedicated busway' pertaining to S/0388/12/OL Outline planning permission for phase 1 of Northstowe comprising of up to 1,500 dwellings; a primary school; a mixed-use local centre (including a community building and provision for non-residential institutions, financial and professional services, shops, cafes and restaurants, drinking establishments and hot food takeaways); leisure, community, residential institutions, cultural, health and employment provision (business, general industry and storage and distribution) including a household recycling centre; formal and informal recreational space and landscaped areas; and infrastructure works including site re-profiling and associated drainage works, foul and surface water pumping stations, two flood attenuation ponds on land east of Hatton's Road; and associated works including the demolition of existing buildings and structures. This approval was subject to a Condition requiring typical details of the primary/secondary road junctions to include levels and cycle path treatments shall be submitted to and approved by Northstowe Joint Development Control Committee prior to commencement of the works at those primary/secondary junctions. Development shall be carried out in accordance with the approved details.
- (Reason - In the interests of safety of pedestrians, cyclists and other highway users.)

NB I gave my advance apologies and I was unable to attend the 16th July meeting as I was on holiday in Denmark.

Cottenham Speedwatch Update 31st July 2014, Kate Heydon.

Community Speedwatch

Incident No:	462/25 July 2014
Location of Check:	Rampton Road, Cottenham, Cambridgeshire CB24 8JT (northbound).
Date + Time of Check:	25/07/2014 19:01 start, 20:02 finish.
Speed Limit:	30mph
Speedwatch volunteers:	2
Total number of vehicles monitored in this speed check:	112
Total number of vehicles recorded above the ACPO limit:	25
Total number of vehicles recorded 15 mph or more above the ACPO limit:	0

Community Speedwatch

Incident No:	143/26 July 2014
Location of Check:	Rampton Road, Cottenham, Cambridgeshire CB24 8JT (northbound).
Date + Time of Check:	26/07/2014 08:07 start, 09:07 finish.
Speed Limit:	30mph
Speedwatch volunteers:	2
Total number of vehicles monitored in this speed check:	110
Total number of vehicles recorded above the ACPO limit:	28

Item 14/239

Pavement licence for The Chequers

Proposal for the addition of 3 benches/tables to the front of the building. NB: to be in situ during the summer only.



Item 14/240

Lime tree responses – ITEM TO BE DEFERRED UNTIL FULL RESPONSES RECEIVED

Our Ref: RC/CTIL_108986



Chairman Alan John Leeks
Cottenham Parish Council
Community Centre,
250a High Street,
Cottenham,
CB24 8FZ

Waldon Telecom Ltd

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Pyford Road
West Byfleet
Surrey
KT14 6RA

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01932 411011

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VIA EMAIL

23rd July 2014

Dear Chairman Alan John Leeks,

**PROPOSED UPGRADE OF EXISTING BASE STATION INSTALLATION CTIL_108986 AT
S.H. WATSON & CO, 172 HIGH STREET, COTTENHAM, CAMBRIDGE,
CAMBRIDGESHIRE, CB24 8RX (E: 544886, N: 267909)**

Telefónica UK Limited has entered into an agreement with Vodafone Limited pursuant to which the two companies plan to jointly operate and manage a single network grid across the UK. These arrangements will be overseen by Cornerstone Telecommunications Infrastructure Ltd (CTIL) which is a joint venture company owned by Telefónica UK Limited and Vodafone Limited.

This agreement allows both organisations to:

- Pool their basic network infrastructure, while running two, independent, nationwide networks
- Maximise opportunities to consolidate the number of base stations
- significantly reduce the environmental impact of network development.

Vodafone and Telefónica are in the process of progressing a suitable upgrade in the Cottenham area. The purpose of this letter is to consult with you and seek your views on our proposal before proceeding with the works. We understand that you are not always able to provide site specific comments, however, Vodafone and Telefónica are committed to consultation with communities on our mobile telecommunications proposals and as such would encourage you to respond.

As part of Vodafone's and Telefónica's continued network improvement program, there is a specific requirement for an upgrade to the radio base station at this location to enhance current network coverage and to facilitate new 4G coverage.

Mobiles can only work with a network of base stations in place where people want to use their mobile phones or other wireless devices. Without base stations, the mobile phones and other devices we rely on simply won't work.

Registered in UK
No. 4022809
VAT Registration
No. 962 518021

Registered Office
Phoenix House
Pyford Road
West Byfleet
Surrey
KT14 6RA

Please find below the details of the proposed site upgrade.

Our technical network requirement is as follows:

- CTIL_108986 / VF_4214 / TEF_070873 – at 172 High Street.
- There is a specific requirement to upgrade the existing coverage in this area. To meet this demand and improve the quality of the service, it is proposed to upgrade an existing base station.

A number of options have been assessed in respect of the site search process and we consider the best solution is as follows:

- Site reference CTIL_108986 located on S.H. Watson & Co, 172 High Street, Cottenham, Cambridge, Cambridgeshire, CB24 8RX (NGR: 544886, 267909).
- The upgrade will consist of removing the existing 15m monopole and dipole antennas (17.7m to top) to be replaced with a new monopole and headframe (17.5m) supporting 3no antennas. The existing cabinet will also be removed and replaced with 1no new cabinet, with development ancillary thereto.
- This proposal is considered the best solution as the site already has existing equipment which can be upgraded. It negates the need to develop an additional base station in the area.

The Local Planning Authority must register and our records of other potential sites have already been reviewed, the policies in the Development Plan have been taken into account and the planning history of the site has been examined.

All Vodafone and Telefónica installations are designed to be fully compliant with the public exposure guidelines established by the International Commission on Non-Ionizing Radiation Protection (ICNIRP). These guidelines have the support of UK Government, the European Union and they also have the formal backing of the World Health Organisation. A certificate of ICNIRP compliance will be included within the planning submission.

In order to give you time to send your comments or request further information, we commit to allow at least 14 days before an application is submitted to the Local Planning Authority. This 14 day period starts from the date at the top of this letter.

We would also be grateful if you could please advise of any local stakeholders or groups that might like to make comments.

We look forward to receiving any comments you may have on the proposal.

Yours Sincerely,

R.Coulter
Rachel Coulter
Waldon Telecom Ltd
DD: 01932 411 024
Rachel.Coulter@waldontelecom.com
(for and on behalf of CTIL, Vodafone Ltd and Telefónica UK Limited)

Additional information received from Rachel Coulter:

1. I can confirm that a full planning application will be submitted to South Cambridgeshire District Council in due course.
2. A full technical justification will be provided with planning application.
3. Currently this site is only 2G operational, using the G900 frequency, the site will become 2G/3G/4G capable and will use G900, U900 and L800. The maximum licensed power used is 35dBW, however it is currently much lower than this and will remain lower than this after the upgrade although I cannot confirm the exact power at this stage. Most installations operate substantially below the maximum licensed power level.
4. The upgrade will not render existing working handsets obsolete.
5. This site was deemed the best option as it is an upgrade to the existing installation, other nearby installations were considered although they were unable to provide the same level of

coverage in the area required. This solution adheres to paragraph 43 of the UK Government's National Planning Policy Framework as it utilises an existing installation, preventing the need for a wholly new installation elsewhere in the surrounding area.

6. It is not possible to comment on individual user experiences however the upgrade will not result in interference with the existing 3G coverage. Overall the experience for users in the area would be improved.
7. The build work usually takes a couple of days, but any period with loss of signal will be limited to what is absolutely required. There may not be a full loss of coverage as signal may be received from installations further away.

Item 14/243

Highways Committee Consultation

1 Purpose

To advise the Parish Council that the Highways Committee is consulting various parties to inform two activities:

1. A longer-term strategy for highways-related improvements as we identified in our CPC Highways Committee terms of reference
2. Possible bid for Local Highways Initiative funding by ourselves or others, with or without our financial support.

Consulted parties include around 20 community groups in Cottenham, about 20 “known-interested” individuals, our local District and County Councillors and Cambridgeshire Constabulary’s Traffic Monitoring Officer. We have had some feedback ranging from specific ideas to general support.

A possible context is that, in the assumed absence of significant new housing developments, Cottenham will experience an ageing population over the next years which may make local mobility a bigger issue than traffic which may stabilise through changes in technology.

2 Themes

Our five themes are:

1. **help the elderly and less mobile** move about the village, whether by levelling some pavements, adding crossing points, improving pavement lighting or dropping more kerb edges, especially on the pedestrian / mobility scooter routes linking Coolidge Gardens, Franklin Gardens and Stevens Close with the High Street and Lamb’s Lane.
2. **help children** walk or cycle to and from school more safely, whether by improving visibility (possibly by convex mirrors supported with “look, listen, live” signage) near junctions, adding crossing points (especially near Shaun’s Newsagent, either side of the Co-op corner, the Lamb’s Lane junction, and somewhere south of the Green) , reinforcing parking or speed restrictions (signage), especially on pedestrian and cycle routes linking Cottenham Primary School and Cottenham Village College via the High Street, Lamb’s Lane and Rampton Road.
3. **help drivers** by providing more “short-stay” street-side parking bays (possibly by partially “notching” pavements where 1.8m width can still be maintained) along the High Street, especially near Shaun’s Newsagents (North-bound), the Co-op (both sides), the Co-op Pharmacy (North-bound) and the Chinese TakeAway (North-bound).
4. **help residents** by:
 - a. introducing further (or modified) traffic-calming measures on our main roads, including additional crossing points, informal “look, listen, live” signage, and speed cushion schemes especially along the High Street, Beach Road, Denmark Road, Histon Road, Oakington Road, Rampton Road and TwentyPence Road
 - b. introducing further traffic-management measures on the narrow residential roads, (including 20mph and/or one-way traffic management) especially along Corbett Street, Denmark Road, Margett Street, Rook’s Street, and Telegraph Steet
5. **help bus users** by encouraging operators to vary their routes and vehicles to ensure better accessibility and coverage, including more bus shelters, especially linking the North end of the village, Coolidge Gardens, Franklin Gardens and Stevens Close with the Citi8 route to Cambridge and 106 route to Ely.

Item 14/245

Report to Cottenham PC meeting 5 August 2014 from the CPC Finance, Admin and Legal Committee on the Changing Rooms project

1. Background to the report

1.1 This report was requested by Cottenham Parish Council (CPC) for their meeting on 5 August 2014 to outline the current position with regard to the development of the Changing Rooms project in relation to the areas of responsibilities covered by the Financial, Administration and Legal committee of Cottenham Parish Council.

1.2. Thus review will not cover the history of this project but will focus on the current financial and legal position.

1.3 An outstanding issue is formulating a financial structure such that VAT can be reclaimed on the project. The narrative below assumes that this can be achieved though time scales for achieving this have not been estimated. CPC will need to register for VAT and charge VAT to the users of the new facility. Whilst over time the VAT outlaid will be recovered this will have cash flow implications.

1.4 This report does not cover issues relating to the internal fittings of the changing rooms. The existing specification is of a higher standard than the minimum required by the Football Association. However at this stage the savings that could be achieved through a more basic specification have not been established.

1.5 There are indications that the professional advisors (Wilby and Burnett) currently engaged in the development of this project have not fully met the needs of CPC. It would be prudent to review the nature of the engagement. Current understanding is that the terms of engagement are covered in an exchange of correspondence and clarification of this is currently being sought. Once this has been undertaken it is proposed to hold a meeting with Wilby and Burnett to assess the way in which their future engagement will be conducted. It will then be for CPC to consider if any alternative or additional professional advice/support is required.

2. Grant funding

2.1 The following grants have been obtained:

£300,000 Football foundation
£ 40,000 South Cambridgeshire District Council (SCDC)
£. 50,000 Sports England

2.2 The Football Foundation (FF) grant requires the building erected to meet a minimum specification and this would satisfy the standard of the current men's football team league (tier 7), however wider changes such as floodlights etc would be needed to meet the next level (tier 6). The FF grant approval is in relation to the current planning consent though FF would agree to the internal fittings being changed to a much more basic standard. FF have indicated verbally that the existing grant remains valid until November 2014 and could be extended beyond that if there was evidence that the construction was very close to starting. FF have indicated that if this grant lapses any future funding by grant for another scheme would be at a much lower level possibly in the region of £100,000.

2.3 The SCDC grant was approved on 28 March 2013 at a Leaders Portfolio meeting. It does not appear to be conditional but other information given at the time on funding was that other grant funding of £315,000 was being received and CPC were committing £185,000 to the project.

2.4 The Sports England grant has expired though verbally they have confirmed that they remain committed to providing this funding. Following the CPC meeting on 5th August an update of the position needs to be provided to Sport England.

3. Tender process

3.1 The initial tender process did not produce a bid within the proposed project budget of £560,000.

3.2 The second tender process was not conducted in accordance with CPC procedures and there is advice that this process is not valid.

3.3 At present there is no tender within the approved budget of £560,000 and so no accepted bid.

4. Financial position

4.1 The latest assessment available is contained in the May 2013 Business Case. Information from this report can be found at Appendix 1 of that report. In summary the project is:

4.2 A capital budget of £560,000 has been approved by CPC along with a resolution to borrow £250,000 from the Public Loan Works Board over 15 years. The remainder being funded from grants of £390,000 see 2.1 above. £80,000 intended to fund fees which has been partly utilised.

4.3 Assuming a £250,000 loan capital payments will be £16,667 per annum over 15 years plus an interest charge of 3.5% (indicative rate). This rate is not certain and is only fixed when the loan is agreed.

4.4 Annual running costs from the business case are estimated at £12,300 in year 1 rising to £15,661 in year 5. However Business rates have not been included in these costings and needs to be determined.

4.5 Annual income in the business plan is estimated to be £5,500 in year 1 rising to £7,004 in year 5. A prudent measure would be to base future income on the that from the 12/13 Parish accounts of £3,429 (5% annual uplift projected for illustrative purposes).

	Year1	year2	year3	year4	year5	total over 15 years
Total income (Based on 13/14 accounts)	3,594	3,773	3,962	4,160	4,369	77,559
Est operating Costs (Business plan)	12,300	13,530	14,200	14,916	15,661	194,918
Annual deficit	8,706	9,757	10,238	10,756	11,292	117,359

4.6 Based on the estimates above the project could generate an operating loss of £117,359 over 15 years.

4.7 If loan funding is taken out an indicative profile of loan repayment over 15 years is given below:

	Year1	year2	year3	year4	year5	total over 15 years
Capital	16,667	16,667	16,667	16,667	16,667	250,000
Interest (Assumed at 3.5%)	8,458	7,875	7,292	6,708	6,125	65,625
Total costs	25,125	24,542	23,959	23,375	22,792	315,625

4.8 Based on the estimates above with a £250,000 loan over 15 years and grant funding the total capital and interest costs could be £315,625.

4.9 CPC annual accounts for 13/14 show that £125,000 has been earmarked for this project. This could potentially reduce the loan from £250,000 to £125,000 and there is then scope to shorten the loan term to say 5 years to significantly reduce the interest charge. An illustrative example is given below:

Capital	25,000	25,000	25,000	25,000	25,000	125,000
Interest (Assumed at 3.5%)	3,938	3,062	2,187	1,312	437	10,938
Capital and interest costs	28,938	28,062	27,187	26,312	25,437	135,938
CPC capital injection						125,000
Total Costs						270,938

4.10 Based on the above estimates for a 15 year term loan of £250,000 the total cost to CPC over this period (taking into account the annual operating loss projections) is currently estimated as being in the region of £432,984. For illustrative purposes this equates to an average funding of £28,865 per annum required from CPC.

4.11 Based on a 5 year loan term for £125,000 the total cost to CPC over 15 years (taking into account the operating loss projections) is currently estimated to be in the region of £388,297. For illustrative purposes this equates to an average funding of £25,886 per annum required from CPC. Though this is heavily front loaded with the capital injection towards construction costs.

4.12 Based on the above scenarios CPC will need to commit, on average, in the region of 10% of the annual precept to funding this project over the next 15 years.

4.13 Going out beyond 15 years there will continue to be an annual cost to CPC as based on current/projected usage of the facility there will be an operating loss which from the current income profile increases year on year. It could also be anticipated that beyond 15 years there will be additional maintenance and refurbishment costs associated with an aging building. It is not realistic to predict the annual costs arising after the 15 year point at this time.

5. Options

5.1 CPC have 3 main options:

- 1. Continue with the project as scoped accepting the annual funding requirement and the potential indefinite nature of the need for such funding.**
- 2. Abandon the current plans, resulting in the loss of the grant funding currently in place.**
- 3. Continue with the project as scoped seeking alternative funding arrangements involving changing room user groups and/or other third parties to reduce/offset the annual funding requirement from CPC. This could include sponsorship arrangements.**

Finally there are significant time pressures on making a decision given that the FF grant funding is not guaranteed beyond November 2014 as covered at 2.2 above and the decision can not be delayed.

Item 14/245

Proposed New Wheeled Sports Facility

1 Proposals

In order to progress both grant applications and contract discussions with Wheelscape, for whom we have now received four references with only minor learning points, we need a clearer mandate from CPC to commit up to £90,000+VAT (£108,000 total) to this project through a series of contracts.

Following positive reviews by both the Community & Leisure Facilities Committee and Finance, Legal & Administrative Committee, and advice on the proposed contract form and administration from King & Co, the following motions are to be proposed to supersede an older, incomplete motion:

- a) “Cottenham Parish Council to enter a contract with Wheelscape Limited for delivery of a new Wheeled Sports Facility for a lump sum of £80,000+VAT over a 4-6 week period using a form of the Joint Contracts Tribunal Minor Works Building Contract (with Contractor’s design) administered by a Contract Administrator and/or Contract Design & Management Co-ordinator.”
- b) “Cottenham Parish Council to enter contracts, in accordance with CPC Financial Regulations, with various suppliers to oversee (Contract Administration and/or Contract Design and Management Co-ordinator) the Wheeled Sports Facility contract with Wheelscape to a value not to exceed £8,000+VAT.
- c) “Cottenham Parish Council to enter contracts, in accordance with CPC Financial Regulations, with various suppliers to supplement the Wheeled Sports Facility contract (minor variations including signage and cosmetic/durability enhancement) to a value not to exceed £2,000+VAT.

2 Finance

It is proposed to offset the project cost from three principal sources:

- a) £18,000 VAT will be recoverable in full on this project provided we do not charge for its use and advise HMRC that it is a non-business activity. (We currently operate under a “partial exemption” for VAT which allows us to recover up to an average of £7,500 a year on our business activities despite not charging VAT on those services. We have the template for the formal letter to HMRC).
- b) £45,000 from WREN
 - i. Grant of up to £40,000 from WREN (Waste Recycle Environmental Limited) if we can get out application, including “community support evidence” assembled and submitted by August 20th.
 - ii. Contributing Third Party funding of up to £5,000 to “release” above WREN funding.
- c) £45,000 from S106 reserves

If we miss the WREN deadline, applications will also be submitted:

- £18,000 / £2,000 to AmeyCespa’s Community Fund supported by a Third Party Contributor)
- £10,000 Big Lottery / Awards for All
- £15,000 more from s106 reserves

Smaller donations and grants are also very welcome.