

**AGENDA REPORTS PACK**

**FULL COUNCIL MEETING**

**AUGUST 2018**

**DRAFT Full Parish Council Meeting Minutes**

To be held in the Village Hall, Lambs Lane, Cottenham on Tuesday 3<sup>rd</sup> July 2018 at 7.15pm

**Present:** Cllrs Morris (Chair), Collinson, Dewey, Graves, Kidston, McCarthy, Smith, Ward and Wilson and the Clerk, Asst Clerk and RFO

**18/134. Chairman's Introduction and Apologies for absence** – Apologies accepted from Cllrs Bolitho (sick), Gledhill (sick), Mudd (sick), Wotherspoon (work), Young (work) and SCDC Cllr Wilson (late)

**18/135. To accept Declarations of Interest and Dispensations** – none given.

**18/136. Minutes** - Resolution that the minutes of the meeting of the Full Council meeting held on the 5<sup>th</sup> June 2018 be signed as a correct record. **RESOLVED** (with minor amend under 18/117 – SCDC report)

**18/137. Public participation** – None present.

**18/138. Reports**

- **CCC** – Councillors expressed disappointment that no report had been received.
- **Clerk** – Abandoned car in The Pound; Clerk has located owner and will write requesting them to move (Groundman needs to undertake some maintenance works). Getting advice from SLCC on the process. Cottenham Cup – Groundsman has raised concerns regarding the state of the grass Clerk to add to next CALF agenda. SCDC Cllr Wilson is looking into enforcement issue on Denmark Road and will revert. FECA grant – not received confirmation of receipt; Clerk to follow up. Beach Road – concerns regarding it melting again in the prolonged heat. Asst Clerk confirmed that it was being constantly chased with County Highways and via CCC Cllr Wotherspoon.
- **Major developments** – Cllr Morris has written on behalf of our Planning Committee to SCDC regarding the lack of enforcement and enforceability. CCC – need to chase up meeting with This Land.
- **Village Hall & Nursery** – As per report. Cllr Smith queried the funding and whether it was possible to reword text regarding S106 monies. Cllr Morris confirmed that in principle, assuming we get the capital borrowing, it is affordable and essentially the £400k S106 money means we can reduce the precept more quickly. NB: it is possible that some of the early years contribution will be an up front payment.
- **Neighbourhood Plan** – Copy of the full Plan and a pocket version distributed to members. Cllr Morris ran through the report.
- **Cottenham Flood Risk Forum** – Cllr Morris outlined the report and the meeting was considered worthwhile. Flood Plan group to be prompted to meet after the next quarterly Forum meeting. Cllr Graves stated that the biggest worry is there is no run off protection from the A14 until near completion.
- **Brenda Gautrey Way ditch/trees** – Cllr Morris outlined the background. Ditch can't be left any longer and we are meeting with the IDB and Brian Heffernan (County) this week to get a quote for the clearance works (was last slubbed out in 2015). We may have to do the work ourselves then charge back to the landowners accordingly. There is some flytipping which needs addressing. Once the 'green strip' and ditch are in order we can consider negotiating a commuted sum and taking over maintenance/ ownership. SCDC Cllr Wilson arrived at 7.50pm. Standing Orders suspended 7.52pm.
- **SCDC** – Oakington Hub workshop noted and 2 members of the GCP are coming to our August meeting. Attended meeting at Amey last week and now trying to encourage residents to report smells. Unhappy with the current reporting process and SCDC Cllr Gough has sent Amey a suggested alternative proforma. Standing Orders reinstated 7.54pm.

**18/139. SLCC membership** – Resolution to renew SLCC membership at a cost of £185. **RESOLVED.**

**18/140. Tree surveys** – Review of surveys carried out on WARG Field, BGW, Tenison Manor, Moat, Pond and Old Recreation Ground – Cllrs Bolitho and McCarthy to devise a 3 year phased programme of works. Clerk to arrange quotes for urgent works.

**18/141. Highways Improvements update** – Resolution that CPC authorises Cllr Morris, with the assistance of the Assistant Clerk, to submit an expression of interest in a LHI project based around improvements to speed management on Histon Road – **RESOLVED**.

**18/142. Finance**

<b>Income</b>	<b>Description</b>	<b>Net</b>	<b>Gross</b>	
Aerobics instructor	Invoice payment for April and May 2018	£103.50	£124.20	
Kids Club	Invoice payment	£898.92	£1,078.70	
Whyatts	Invoice payment	£593.70	£712.44	
HMRC	Vat payment	-	£3,082.93	
Overpower Fitness	Invoice payment	£45.00	£54.00	
King and Co	Return of duplicate payment re Fencing from the purchase of 60 Lambs Lane	£2,406.00	£2,406.00	
		<b>£4,047.12</b>	<b>£7,458.27</b>	
<b>Expenses over £500</b>	<b>Description</b>	<b>Net</b>	<b>Gross</b>	<b>code</b>
Salaries	Salary costs for July 18	£4,186.06	£4,186.06	-
HMRC	Tax and NI for June 18 (month 3)	£1,115.55	£1,115.55	-
C'ham Community Centre	Six months rent to September 2018	£1,300.00	£1,300.00	1170
Shire Trees Ltd	Tree works Broad Lane/Dunlocks/Moat	£1,615.00	£1,938.00	1181
AGB Environmental	Environmental study and method statement for Decommissioning of fuel tank	£1,050.00	£1,260.00	1185
Argenta Tree Surveys	Tree survey and plotting on a digital map	£701.46	£701.46	1186
Online Playgrounds	7 X Swing hangers for 4-bay swings + tool for fitting	£478.50	£574.20	1188/ 1189
Road Data Services	Traffic survey – Histon Road	£590.00	£708.00	
		<b>£11,036.57</b>	<b>£11,783.27</b>	
<b>Expenses under £500</b>	<b>Description</b>	<b>Net</b>	<b>Gross</b>	<b>code</b>
Legal and General	Pension costs (July 18)	£193.01	£193.01	
AJ King	Additional work - Cricket Square on the Rec ground	£40.00	£48.00	1167
RFO	Expenses - Sim Card for the Pavilion	£8.64	£10.37	1168
Green and Purple Ltd	Monthly accountancy support	£50.00	£60.00	1169
Watchthedot	Premium hosting for our website	£120.00	£120.00	1171
CSA	Toilet rolls and Dispenser	£71.80	£86.16	1172
SCDC	Costs incurred in the administration of uncontested Parish election	£225.00	£225.00	1173
RFO	Ink Cartridge XL and stationary items	£62.47	£74.97	1174
CSA	Toilet Cleaner & Freshener x 6 for Pavilion	£11.82	£14.18	1175
FECA	Annual Membership fee	£15.00	£15.00	1176
Staples	Ink Cartridge for clerk	£26.57	£31.88	1177
SSE- Electric	Electric bill for the Sports Pavilion	£349.53	£419.43	1178
Cambridge Water Business	6 monthly water bill for the Bowls Club/Allotments.	£332.08	£332.08	1179
Cambridge Water Business	6 monthly water bill for the Sports and Social Club/VH	£475.98	£475.98	1180
Business Consultancy	Payroll processing	£65.80	£78.96	1182
Assistant Clerk	Phone topup and Ink Cartridge	£23.55	£23.55	1183/ 1184
SLCC	Annual Membership fee	£185.00	£185.00	1187
Clerk	Exps re Mileage (to/from CiLCA training) 31 miles	£13.95	£13.95	
Assistant Clerk	Replacement HP laptop battery	£34.99	£34.99	
		<b>£2,305.19</b>	<b>£2,442.51</b>	

Noted that Road Data Services invoice was for traffic measurement only – data now being analysed separately. Resolution to pay these invoices. **RESOLVED.**

- 18/143. Management accounts** – to review the monthly management accounts – Noted. £4500 CLT money can now be transferred – got their bank account today.
- 18/144. Bank reconciliation** – to review monthly bank reconciliation – Noted. RFO explained that the £1500 had now been accounted for (Mobile Warden Scheme). Duplicate payment due back.
- 18/145. Matters for consideration at the next meeting** – Time banking (Cllr Ward), website document transparency (Cllr Dewey) and Oakington Hub presentation.
- 18/146. Dates of next meetings** – Planning 5<sup>th</sup> July, CALF 17<sup>th</sup> July, Planning 19<sup>th</sup> July, FLAC 24<sup>th</sup> July, Highways 26<sup>th</sup> July, Full 7<sup>th</sup> August
- 18/147. Close of Meeting** – 8.04pm.

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

## 18/153. Reports

### CLERKS REPORT – July 2018

Anything in bold is new or an update.

#### Highways

(HO = Highways Officer, AC = Assistant Clerk)

- **Rooks St** - HCVs ignoring advisory signs 4/4 - Resolution at Highways Meeting on 18th Jan 2018 to explore differences between types of weight restrictions (e.g. access only/except for loading), cost implications and to liaise with Derek Crosby (Police Traffic Management Officer) regarding feasibility. Cllr Wotherspoon has learned that such a crossing may be under consideration as part of traffic management associated with development in the area.
- **Rooks Street** - HO has put forward Rooks St for the slurry scheme; with Network Management to inspect & to state if included in program.
- **Wilkin Walk** (High St end) – overgrown laurel and brambles. These are the responsibility of Cambridgeshire County Council; HO needs to speak to the vegetation manager about getting them on an annual cut back and if they need to get them done it will be August due to bird nesting season. 31/5/18 requested urgent action as causing a nuisance. **Bushes to be removed in Autumn 2018**
- **Leopold Walk** (Pathway to High St) – overgrown trees/shrubs, blocking light. Asst Clerk to ascertain ownership/responsibility for the section beyond 315's boundary. 1/6/18 Hedge letters sent to homes we believe are responsible. Area is within CA and SCDC to be notified by householders responsible and works will be carried out after nesting.
- **Beach Road** – Awaiting remedial works by Eurovia to fix issues caused by the substandard surface dressing last year, still waiting for update. - **Martin Gowler, Network Management Officer, Highways Service at Cambridgeshire County Council, has recently gone out to the site with Skanska to mark up extra patching to be target costed and added to the remedial patching already marked up by Eurovia, with a view to having all the works done at the same time. Martin has chased the contractor for the target cost so that an order can be placed for the CCC element of the work, and again requested a program date for it to be done. As soon as he's heard back from the contractor, he will let us know.**
- **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 due; Telegraph St to Co-op, 5th March 2018, but was cancelled due to emergency water main burst, to be rescheduled, date TBC. 28/06/18 LHO is waiting for permission to carry out the works on a Sunday (not so much HCV traffic). **Works to be completed 5<sup>th</sup> August 2018 during road closure, resident accesses will be maintained throughout.**
- **Lambs Lane** - HO hoping to get patched next financial year, during a school holiday (aiming for Whitsun) - school zig zags will get repainted then (not quite at 70% faded at the moment). Potholes marked out 4<sup>th</sup> May for repair. Road closure planned 20<sup>th</sup> to 29<sup>th</sup> August 09:30-15:30, resident accesses will be maintained throughout.
- **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). Works cancelled 25<sup>th</sup> May as new surfacing has solved issue (AC not convinced and will monitor).
- **Footpath from Pelham Way through to High St** – 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. Still not at intervention levels.
- **Denmark Road white lining** – should have been done when Coolidge Gardens was resurfaced; rescheduled to 5th March 2018 (during High Street road closure). Road marking program (white lining) planned for early 2018/19 – concentrating on junctions. Road marking survey due July 2018. **Hope to be repainted during Beach Road Works.**
- **Histon Road Cycle/Foot path** – some lighting studs not working –following the Histon Road Cycle path tidy up on 13th Jan 2018, one of the participants has offered to mark out broken light studs and report to Asst Clerk to report to CCC Cycle Project Team.
- **Cycleway linking Oakington & Westwick and Cottenham** – Cllr Wotherspoon to set up a joint working group to push project forward. Oakington is currently giving priority to its link with Girton. However, Cllr Wotherspoon has made contact with the transport group which is part of their community plan set-up.

He has also been working closely with the district and county councillors for Landbeach and Waterbeach, with a view to exploring improved links to the railway station there. It is possible that a proper cycleway to Cottenham could be part of the travel planning associated with the new town there.

- **Cadent Gas** – Works were put on hold during school Eater holidays, to allow for High St Zebra crossing works. There have been a few traffic management issues and we have liaised directly with Cadent as and when. Current phase completed 4<sup>th</sup> May. Cadent have advised us that they have received another project from where they finished outside 34 Histon Road, up towards Histon for the best part of 2km. This should be a lot easier on traffic as only two-way lights. Dates TBC. List of several areas that were damaged during the first phase submitted to Cadent 30/04/18 and 14/05/18 – awaiting response. (copied to CCC Cllr Wotherspoon) Forwarded details to Streetworks 20/06/18
- LED lamp replacement works scheduled for Leopold Walk, Paxton Close and Worland Way on 18/6.
- **Overhanging Trees** – CVC & 345 High Street – requests to cut back sent 1<sup>st</sup> June. 345 High St cut back 4/6/18, nothing heard from CVC. **Tree order received for CVC works (CPC Planning meeting 19<sup>th</sup> July 2018)**
- **Histon Road Traffic Survey** – Following on from a 7 day traffic survey carried out in July 2018 and seeking advice from a traffic consultant, the Highways Committee has submitted an LHI bid to reinforce existing speed reduction measures using a combination of:
  - supplementing the VAS with a MVAS mountable nearer to the 30 mph signage
  - emphasising the 30mph entry point with a yellow backboard and gate feature
  - emphasising the "cyclists crossing" warning with a yellow backboard
  - adding more virtual islands to narrow the perceived road width, and
  - including a "3-2-1 countdown" feature on the approach to indicate 300 metres etc to the 30mph area.

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

- **Beach Road** – speed cushions and give way feature to be installed week commencing 13<sup>th</sup> August 2018
- **Long Drove** – blue advisory "single track road with passing places" signs installed (Beach Rd end) 3<sup>rd</sup> August 2018, post needed at Twentypence Rd end – on order.

#### Recreation ground

- The FA sign has been damaged.
- Issues with graffiti on skatepark being monitored.
- **4 new bins have been ordered – 3 for the Rec and 1 for the Moat. Delivery TBC.**
- **Pump inspection undertaken 2<sup>nd</sup> July.**
- **Broken tree branch on Poplar will be removed 3<sup>rd</sup> August.**
- Fenland Leisure have been to inspect broken zip wire. The wire itself appears fine but a new cassette is needed and replacement board on the ramp. **Quote accepted by CALF. Works completed 26/7/18.**
- **Signs to go up in toddler area stating age range. Gate requires repair.**
- **Issues with fence on 3<sup>rd</sup> field which adjoins neighbours – has been repeatedly damaged.**
- **Shockwave works have been ordered for 2x pitches on second field plus training area. Date TBC.**
- **Groundsman looking into 'stress recovery package' for the grass to aid improvement following drought.**

#### Misc admin

- July Issues log distributed separately – see appendix for summary.
- Les King Wood – Tree guards still require removal.
- 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.
- Contacted Bovis re. getting broken streetlight on Tenison Manor estate repaired 21/11/17. 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. No response so chased again 17/4. Response 30/4 to say contractor is still being chased by Bovis.

- Incident at the Moat has left an area of turf needing replacement. Groundsman to action. NB: Appears that children have been using metal detectors and digging in the scheduled area of the Moat.
- WWI Centenary working party met 21<sup>st</sup> May. Piper confirmed and provisional timetable of events scheduled, including an exhibition in the Community Centre and afternoon tea. Planning application needs submitting for addition of eyelets on the railings to secure wreaths.
- Working with Ladybirds re. applying for SCDC energy grant towards roof insulation. Waiting for quotes from Ladybirds before we take forward. NB: Community Energy grant scheme has been temporarily closed to allow members to review the eligibility criteria.
- Suggestion by Centenary working party to replant an English oak on the Green as part of the events and look into using the public art money to install a commemorative tree guard.
- Grant application has been submitted to FECA for money towards the defibrillator. **Waiting outcome.**
- **Basketball hoop/board has been installed.**
- New public footpath from Broad Lane to Les King Wood – seeded w/c 21<sup>st</sup> May. Will be inspected mid-June before a decision on when it will be formally opened.
- Cllrs have been issued with new email addresses for GDPR compliance and setup is ongoing.
- **Treeworks have been ordered to fell the Red Oak and Lime on the Green plus remove a dead branch on the Rec. CALF decided to defer decision on dead wooding on the Green. Works to be undertaken 3<sup>rd</sup> August by Atlas Tree Surgery.**
- Pond has been created on Brenda Gautrey Way near the Leopold Walk end. Groundsman has confirmed that it doesn't inhibit grass cutting. Will be monitored going forward.
- Cllr Dewey booked on Councillor training course in September.
- Met with Eco Control Solutions at The Pound on 28/6/18 re. weed problem. Quote due w/c 2<sup>nd</sup> July. Looking at approx. 2 ½ years work and we'd receive a 10 year guarantee when completed. See item
- **Cllrs Dewey & Ward and Assistant Clerk attended Oakington Rural Travel Hub workshop on 24<sup>th</sup> July**
- **Cllrs Kidston & Wilson booked to attend new Cllr training on 13<sup>th</sup> October.**
- **Clerk and Cllr Morris met with Will Birkin from the New Life on the Old West project to discuss green spaces around the village for improvement. Their vision is to enhance the area's priority habitats and species, and create resilience. Discussions included everything from formal planting on the Green to pond creation (Old Rec?) and tree planting (WARG Field?). They are looking to finalise projects this autumn and produce maps/maintenance details etc. with delivery starting Sept 2019 and lasting 3 years.**

#### Correspondence

- Invitation to attend time banking presentation at SCDC on 15<sup>th</sup> August

#### Facebook

- 986 likes/1056 follows.

## Major developments

- Bellway Homes continue to cause problems for site neighbours by ignoring their planning obligation or conditions and, following a Planning Committee resolution, is one of the subjects raised directly with SCDC's CEO.
- Persimmon's Reserved Matters application has been discussed by CPC's Planning Committee but not yet by SCDC.
- Gladman Developments remains under the radar as regards any sale or Reserved Matters application.
- County Council – a constructive meeting with the Creative Director and Architect at This Land which is buying the site from the County Council

## Village Hall & Nursery

Planning permission has now been applied for and SCDC has allocated reference numbers for comments.

- [S/2702/18/FL](#) – Village Hall
- [S/2705/18/FL](#) – Nursery

The applications are on our Planning Committee agenda this week with determination expected within 8 weeks.

As many Members of the current Parish Council may not have experienced large construction projects either directly or indirectly; here is an outline of what is likely to happen if we proceed and our previous successful experience.

All projects have three conflicting pressures – cost, specification and timescale - and it will always be necessary to decide the relative importance of these three pressures when making key decisions, especially in later stages of the project when any variation, for whatever reason, may have an effect on prices, specifications or timescales. We will need to take a view on this balance as a Council.

We are currently at RIBA stage #3 - obtaining planning permission for the Nursery and Village Hall based on what is known as a “developed design” for both buildings. If we obtain permission and decide to proceed, the next stage (RIBA stage #4) is to commission (and pay for) a “technical design”, including the specifications on which to invite competitive tenders from invited pre-qualified builders. This stage, which might be fundable from our reserves, involves a number of engineering consultants working with our architects to create a detailed design which meets our requirements - this does involve trade-offs which can require significant decision input from us. This is also the time during which we formally apply to the Secretary of State for permission to borrow the necessary finance for construction and pre-qualify a number of builders who we will invite to tender for the project. The competitive tender process is prescribed in our Financial Regulations and Standing Orders; it involves independent production of a Tender Report on sealed bids and possible further negotiation with a preferred bidder before any contract is placed. It is usual to delegate this stage to a small group including the Clerk and Architect within a framework that allows some flexibility. This will need several Council decisions, possibly within an Extra Ordinary Meeting in September.

Whether let eventually as one or two (or more) construction contracts in RIBA stage #5, it is likely that one or other of the industry-standard “JCT Model Forms of Contract” will be used as the delegation framework – probably the JCT Standard Building Contract. This allows a “cut and paste” approach to be used in setting out all the relevant contract terms and the roles of the various parties, including the Quantity Surveyor who must independently assess the validity of each cost claim from the builder, certifying it for payment – which must be paid unconditionally. Oversight is usually achieved by a monthly day-time on-site minuted project meeting during which the Architect will lead the representatives of the key parties, including us as Client, through progress on the contract and issues arising which are usually addressed during or immediately after the



meeting. Apart from interaction during formal and ad-hoc on-site meetings, the Client representatives will need to ensure the financial arrangements are in order – this may involve timely call-down of cash from PWLB against the borrowing permission in order to service the invoices. Short monthly reports to Council and/or CALF and FLAC will be necessary, as will summaries vis FB and the Newsletter.

This is not new to some of us. David, Debbie and I supervised both the Sports Pavilion and Skate Park construction projects in 2014/5 using one or other of the JCT model forms of contract and aligning grant payments within the invoice settlement timescales. There were regular updates to Council, CALF and FLAC.

#### ▪ **Neighbourhood Plan**

Some comments have been received on the draft plan following the various exhibitions and publicity. There are no doubt many reasons for a low response rate but Parish Councillors, in particular, should be better represented among the commentators, especially as the results will be published if we proceed to the next “Submission” stage.

The consultation closes at midnight on 7<sup>th</sup> August so there is still time to scan the plan at [www.tinyurl.com/ctmpln](http://www.tinyurl.com/ctmpln) and comment at [www.tinyurl.com./ctmnpbx](http://www.tinyurl.com./ctmnpbx)

#### ▪ **Cottenham Flood Risk Forum**

Following the successful meeting assisted by Heidi Allen, MP, the inaugural meeting of the Forum has been called for 11<sup>th</sup> September here in Cottenham.

#### ▪ **Brenda Gautrey Way ditch/trees – Cllr Morris**

Surface water from the Brenda Gautrey Way development flows into the ditch to the south, as does other surface water from the Denmark Road area; all of which then flows via a culvert and ditch into the Old West Internal Drainage Board catchment alongside Long Drove. The ditch has been and remains a flood risk. The upstream part, above the surface water outfalls, presents less risk.

Unfortunately ownership and maintenance responsibility for the ditch itself is disputed.

An outline plan has been formulated to deal with the issue in four “strips”:

1. Our Public Open Space which has become overgrown at the edge limiting accessibility of the ditch; we have asked A J King to quote to restore this.
2. The protective “sliver” of land, definitively owned by TW, separating the POS from the ditch bank; TW is preparing to undertake this work.
3. The unregistered northern bank of the ditch which we assert is owned by TW – letter to TW refers.
4. The ditch itself and the southern bank which we assert is owned by the various adjacent field owners. Currently we also have a quote from the IDB to clear the downstream sections of the ditch and banks. Item 18/160 considers the necessary actions.

## **District Councillors' Report for Cottenham and Rampton – July 2018**

### **Enforcement**

We have dealt with queries about potential non-compliance with planning conditions. A resident raised concerns about building works at 2 Denmark Rd. HGVs parked on the pavement were causing an obstruction and obliging pedestrians to walk in the road. We asked for officers to intervene and site visits resulted in the construction company undertaking to make sure that the Traffic Management Order would be complied with.

The Bellway construction site continues to create issues of non-compliance. Following residents' complaints, we raised the issues with the Environmental Health team relating to odours emanating from the site. At our request, officers made a site visit on July 30. The report indicated that there was no evidence of contamination. Please let us know of any further issues and we will raise with the contractors and Bellway.

Plans to address the fly-tipping issues on Setchel Drove are being progressed. We will be pleased to provide a verbal update at the meeting. The Environmental enforcement team investigated a very good lead from a local resident but unfortunately the visual identification of the vehicle could not be confirmed against records.

### **Brighter Days Summer House 18 Festival - Ramphill Farm on 18 August**

We were alerted to a music festival being planned for 18 August at Ramphill Farm, Rampton Road, Cottenham but no details of the arrangements had been shared with residents or local representatives. When contacted, the SCDC Licensing Team advised that the organisers had submitted a temporary event notice back in February which had not been opposed by the Police. The Licensing Team has since been working with the organisers to refine their traffic management, health and safety and security plans to cause the least disruption to residents. A flyer has been distributed to neighbours of Ramphill Farm alerting them to the event and SCDC Licensing are satisfied that appropriate arrangements are now in place. An emergency number will be made available to Councillors on the day.

### **Planning**

We have received a number of queries from individual householders on planning matters. These are still ongoing, but we are chasing up regularly. Our aim is to make sure that residents who have outstanding planning questions will, in future, receive a responsive and prompt service.

### **Councillor drop-in sessions**

We held our second drop-in session on 17 July. We won't be able to hold one in August because of Cottenham Community Centre's closure for building work but we will start again in September, including Saturday mornings and other times to suit various working patterns. The sessions are publicised on our Facebook page.

### **Facebook**

We have a dedicated Councillor Facebook page @CottenhamRampton. We are promoting this so that it becomes a route for residents to contact us as well as a means for us to pass information on to residents. We do keep an eye on other relevant Facebook pages such as

the Cottenham page and the Cottenham Parish Council page for any issues that we might be able to help with e.g. the HGVs using the villages as a shortcut around the A14 diversions.

### **Greater Cambridge Partnership – Rural Travel Hubs and Greenways**

The Greater Cambridge Partnership has been considering Oakington as one of the first test sites for the Rural Travel Hubs (RTH) project and the intention is that it will allow the residents of Cottenham and Rampton to connect to the guided bus. Another project, Greenways, would provide better, local cycling facilities.

Up to now, the plans and thinking have evolved without engagement with residents in Cottenham and Rampton. A stakeholder workshop on the proposed RTH at Oakington was held in Cottenham on 24 July. It was acknowledged that the lack of engagement with residents has been a problem. The RTH Team will be taking on board the points raised at that meeting before going ahead with proposed consultation in September.

A proposed RTH pilot scheme in Sawston has received largely negative response from residents and Councillors (District and County).

GCP representatives attended Rampton Parish Council on 2 July and outlined plans for an improved cycle path from Rampton to the Guided Busway. They will be at the Cottenham Parish Council meeting on 7 August to outline plans for a Cottenham to Oakington cycle path as well as the proposed Oakington RTH.

### **GCP and Combined Authority**

Following a 'pause' on a number of projects to ensure they were aligned with the Mayor's future transport vision, members of the Combined Authority approved the GCP's current approach subject to a number of small changes at its meeting on Wednesday 25 July.

As a result, the GCP will now progress plans to significantly increase Park & Ride capacity in key locations, as well as plans for improved public transport journeys between Haverhill and Cambridge – in addition to other plans for improved bus journeys and cycling and walking routes in and around the city.

The GCP will continue to work with the Combined Authority through to September on the issue of improved public transport journeys between Cambourne and Cambridge, and to explore means for delivering new Park & Ride more cost effectively and quickly.

A new joint group will also examine plans for a new metro system for Greater Cambridge.

### **Cottenham Neighbourhood Plan**

Lastly, we would like to congratulate Cottenham Parish Council for reaching the Pre-Submission stage of the Neighbourhood Plan. This is an impressive Plan. We are seeking to meet with the Planning team reviewing the Plan and look forward to assisting in the final stages of the process.

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

**To follow**

## 18/154. Cricket nets

Suggested resolution(s):

**TODAY “Cricket nets – consider taking all necessary steps, with the support of Cottenham Cricket Club, to prepare a proposal to install a cricket practice facility mostly to the rear of the Sports Pavilion at the Recreation ground for a total cost, including possible grants, of around £35,000+VAT.”**

- The need – future of cricket in Cottenham, teams, players, matches, gender etc. (summary)
- The likely solution – n-track, fully-enclosed, secure facility with arrangements for some public access
- Clarify potential future ownership – probably CPC infrastructure and therefore an insured asset of CPC?
- Clarify charging regime – probably an additional chargeable facility on the club charge “tariff” with discount depending on grant %age obtained by CCC?
- Preparation of a development plan for cricket in Cottenham – how demand (and revenue) is likely to increase as facilities improve.
- Clarify probable financing - grant sources and /or use of s.106 contributions?
- Clarification of need for planning permission – it may be regarded as “section 12 permitted development” if led by CPC.
- Preparation of outline requirement and pre-qualification questions for publication on “Source Cambridgeshire” followed by invitation to “express interest.”

**SEPTEMBER/OCTOBER? “Cricket nets - consider taking all necessary steps, with the support of Cottenham Cricket Club, to invite competitive tenders to install a cricket practice facility mostly to the rear of the Sports Pavilion at the Recreation ground for a total cost, including possible grants, of around £35,000+VAT.”**

- Council check-point #2 (September/October?) – proposition, budget, planning requirements etc.
- Preparation of supplier selection criteria to ensure value for money and fitness for purpose.
- Agreement on contract regime – CDM requirement etc.
- Formal invitation to tender and evaluation of tenders to inform decision

**NOVEMBER? “Cricket nets - consider taking all necessary steps, with the support of Cottenham Cricket Club, to to install a cricket practice facility mostly to the rear of the Sports Pavilion at the Recreation ground for a total cost, including possible grants, of around £35,000+VAT.”**

- tender report > go-ahead.
- Project and site management arrangements

## 18/156. Insurance renewal

Our insurance is due for renewal on the 10<sup>th</sup> September 2018. Our current annual premium is: £3357.80 with Zurich. We have sourced 2 quotes as follows:

**Zurich (our current insurers)** - The annual premium for a 1-year term is £3527.49 including tax. The premium for year 1 if entering a long-term agreement is £3213.91 including tax.

**Came and Company** - The annual premium for a 1-year term is £4474.

The RFO has emailed Zurich to let them know about our two potential projects (Village Hall and Nursery) and is awaiting a response.

From FLAC: Resolution to recommend to full council that we renew our insurance with Zurich for one year at a cost of £3527.49 on existing grounds – **RESOLVED**

## 18/157. Annual Asset Inventory check

This needs two volunteer Councillors to identify, locate and photograph key items within our Asset Register.

## 18/159. Financial Regulations

The proposal is to add an enabling regulation within our Financial Regulations:

“Any Debit Card issued for use will be specifically restricted to the Clerk, Assistant Clerk and RFO and will also be restricted to a single transaction maximum value of £100 within a monthly payments total of £300 unless authorised by Council or FLAC in writing before any order is placed.”

## 18/160. Brenda Gautrey Way maintenance phase 1

A J King Quote:

### Ref: Brenda Gautrey Way – Tree Work

To cut down self set trees  
To cut ivy around tree bases  
To cut one side of the hedge  
To cut down some trees within the hedge  
To cut back limbs on Laurel tree  
To strim some areas where needed  
To thin out the hedge

**£ 1500.00 + VAT**

IDB quotation covers clearing of the downstream section at a cost of **£1,158.**

## 18/161. The Pound

As we know, Japanese Knotweed is a seriously pervasive weed which we have an obligation to clear as a matter of urgency once detected.

We have a quotation which, being less than one obtained several years ago, appears good value for money.

In situ Japanese knotweed eradication programme (as per the proposal document) including the necessary vegetation clearances - £2,800.00 excl. vat

Accounts to be settled within 30 days of invoice: Invoicing stages are as follows:

1<sup>st</sup> visit 2018– 40% of the contract total  
1<sup>st</sup> visit 2019 – 20% of the contract total  
1<sup>st</sup> visit 2020 – 20% of the contract total  
Final visit 2020 – 20% of the contract total

### Separately underwritten Insurance Backed Guarantees.

On completion of all Japanese Knotweed eradication works ECS will issue a 10-year warrantee, whilst also implementing a post treatment monitoring schedule. Please refer to **page 10** of the proposal document which outline the **IBG's** which ECS can also offer on this project.

Cost of the separate IBG as per page 10 of the proposal document - £650.00 excl. vat

Cost of the Building Insurance as per page 10 of the proposal document - £530.00 excl. vat

## 18/162. Pitches on Recreation Ground

Following a risk assessment, our position remains that the pitches are currently unplayable for two reasons, both in line with the drought advice and guidance from Sport England passed to us by Joanne Bull:

- 1 the playing areas are too hard for player safety, and
- 2 the grass on pitch areas is so fragile that match-play would cause long term damage.

As a result we will not mark out any pitches until the situation has improved, a few weeks after significant rainfall. We cannot predict when this weather-dependent situation will improve, although we are taking steps to restore some form of normal operation by early September at the latest.

The stressed pitches will require remedial action once the drought is ended.

All three fields are affected to some degree.

We are not in a position to irrigate the main pitch adequately but are taking steps to accelerate pitch recovery once there has been enough rain to soften the main pitch sufficiently; this involves a chemical treatment (around £800+VAT) and verti-draining (around £250+VAT) which should allow the pitch to be marked out and playable about two weeks later.

The pitch areas on our second field, which have been over-seeded earlier in the year, are also hard and currently committed to cricket until the end of August and, subject to rainfall, will be treated by "shockwave" and back-fill (earlier CALF resolution) to improve their condition. If necessary, by

additional irrigation measures, we expect to be able to make at least one pitch available on this field in September.

The pitch areas on our third field are currently compacted as a result of use as a car park earlier in the year and will be verti-drained (around £500+VAT) once softened by rain.

### **18/163. Gambling consultation**

Consider if, how and by whom any draft response is prepared for referral back to Council.

### **18/164. Licensing consultation**

Consider if, how and by whom any draft response is prepared for referral back to Council.

### **18/167. Bank reconciliation**

**Reconciled on 9<sup>th</sup> July 2018 by RFO and Cllr McCarthy**

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

In summary:

£799,384.39	Cash at Bank (as of the 30 <sup>th</sup> June 2018)
- £11,472.22	Creditors
+ £3412.20	Debtors
£791,324.37	Net balance on bank reconciliation

**+ VAT owed £686**

**Minus: £85,142 Accruals**

**+ used on land purchase £12,847**

**+ Duplicate payment £1129.24**

**Minus: £1116**

**Net assets: £719,728.61**

#### **Creditors**

- AGB Environmental Ltd - £1260 (22/06/18)
- AJ King - £48.00 - Additional work on the Cricket pitch (02/06/18)
- Argenta tree surveys - £701.46 (19/06/18)
- BCS - £78.96 - payroll (31/05/18)
- Cambridge Water Business - £808.06 – 6 monthly water costs (18/06/18)
- Cottenham Community Centre - £1300 - Rent (01/04/18)
- CSA - £100.24 (Cleaning equipment) (18/06/18)



- RFO - £10.37 (Expenses) (01/06/18)
- Fen Edge Community Association - £15 - Annual Membership (18/06/18)
- Green & Purple - £60 (01/06/18)
- Clerk - £13.95 - Expenses - (28/06/18)
- Online Playgrounds - £574.20 - part for the swings (27/06/18)
- Assistant Clerk - £58.54 - Expenses
- South Cambridgeshire District Council - £225 Election costs (06/06/18)
- Shire Trees - £1938 – Tree Survey (11/06/18)
- SLCC - £185 – Annual Membership (27/06/18)
- Staples - £31.88 (Stationery items) (13/06/18)
- Watch the Dot - £120 – Website/email domain costs (04/06/18)
- WAVE - £143.46 Sewerage costs (21/06/18) DD

(all of the above invoices have now been paid)

**TOTAL £11,472.22**

#### **Debtors**

- Cottenham Community Land Trust - £90 (invoice 18/12/17)
- Cottenham Sports and Social Club - £3120 (invoice 30/06/18)
- Aerobics instructor - £69 (Invoice 30/06/18)
- Village Hall Hire - £90 (Invoice 20/02/18) but not renting hall until July 18
- Overpower fitness - £43.20 (invoice 30/06/18)

**TOTAL £3,412.20**

## Appendix 1: Issues log

There were 14 reported incidents during June.

Issues log July 2018			
Date	Issue	Further details	Follow up
03/07/2018	Building works	Lorry deliveries are taking place during school run on Denmark Rd and forcing kids to cross the road	No details of traffic management plan on planning system. SCDC Cllr Wilson investigating conditions
06/07/2018	Green dots	Green dot on ground outside house. What is it for?	Asst Clerk checking with County Highways/Streetworks
06/07/2018	Green dots	Green dot on ground outside house. What is it for?	Asst Clerk checking with County Highways/Streetworks
16/07/2018	Playground gate	Gate broken and can't be closed	Groundsman to repair
17/07/2018	Moat	Rubbish left in Moat as well as noise and disturbance by teenagers	Bin is on order. PSCO to visit site
18/07/2018	3rd Field	Fence broken adjacent to residents property	Asst Clerk to ascertain ownership
19/07/2018	Moat	Rubbish left in Moat as well as noise and disturbance by teenagers	Bin is on order. PSCO to visit site
21/07/2018	Moat	Rubbish left in Moat as well as noise and disturbance by teenagers	Bin is on order. PSCO to visit site
23/07/2018	Hosepipes	Neighbours are using hosepipes during drought	No ban is currently in place
23/07/2018	Green Dots	New Rd - what are they for?	County Highways suspect telecoms
23/07/2018	Moat	rubbish left in Moat as well as noise and disturbance by teenagers	Party was going on at neighbouring property
25/07/2018	Ivy	Ivy from Dissenters cemetery is impeding view for cars exiting road to rear of site	Contacted Dissenters accordingly
26/07/2018	Bellway	Smell coming from Bellway site	Resident reported to EA. Could also be Enforcement issue.
28/07/2018	Moat	Shouting and music from teenagers after 11.00pm	Advised to contact EH for noise and 101 for ASB