

AGENDA REPORTS PACK

FULL COUNCIL

DECEMBER 2015

Minutes of the Full Parish Council Meeting

Held in the Village Hall, Lambs Lane, Cottenham on Tuesday 3rd November 2015 at 7.15pm

Present: Cllrs Morris (Chair), Bolitho, Collier, Collinson, Heydon, McCarthy, Mudd, Nicholas, SCDC Cllrs Harford and Edwards, CCC Cllr Jenkins, Clerk, Assistant Clerk and RFO

- 15/263. Chairman's Introduction and Apologies for absence** – Cllr Morris stated that Jigs had signed Post Office contract today. Apologies accepted from Cllrs Berenger (personal), Ward (holiday), Wotherspoon (personal), CCC Cllr Mason (illness). Cllr Richards to arrive late.
- 15/264. Public participation – Standing Orders to be suspended** – none present.
- 15/265. To accept Declarations of Interest and Dispensations** – none received.
- 15/266. Minutes** – Cllr Young arrived at 7.18pm. Amendment made to item 15/254. Resolution that the minutes of the meeting of the Full Council meeting held on the 6th October be signed as a correct record. **RESOLVED.**
- 15/267. Reports**
- **SCDC** – report circulated prior to the meeting – no comments.
 - **CCC** – report circulated prior to the meeting. Clerk to send CCC Cllr Jenkins an up to date Cllr list. Cllr Jenkins queried comment from previous minutes on failure of County re. Addenbrookes. He stated that when it went into special measures they immediately put out a press release saying that it wasn't their fault; Cllr Jenkins was not happy with this response. Cllr Heydon queried whether the police report to County; Cllr Jenkins confirmed that they didn't. Cllr Morris queried comment from previous report about land swap however Cllr Jenkins was unable to expand further about development at this time. The Committee are meeting this Friday so there may be further information following that meeting.
 - **Clerk** – report circulated prior to the meeting to highlight matters on agenda & update on matters arising since last meeting – Cllr Richards arrived at 7.28pm. We have received an invite from CPS to the formal opening event at the School. Have met with a parent following an assault on the Rec. Cllr Nicholas mentioned that the Harlestons Road potholes are reopening.
 - **Northstowe Community Forum** – report circulated prior to the meeting – no comments.
 - **Histon Area Police Panel update** – report circulated prior to the meeting - Cllr Heydon clarified the term 'skeleton crime' – calls logged before validating rather than the other way round and crimes can't be deleted from the system which has led to an error in the reporting figures. No further information on the village bobby scheme yet. Cllr Collinson asked re. community parking. We have got the power to spend money on crime prevention. Power of Competence could come into consideration here. Cllr Jenkins said there was a similar conversation happening in Histon & Impington so we may want to consider liaising in future.
 - **Connections Bus AGM update** – report circulated prior to the meeting – no comments.
 - **Sports Pavilion** – update on contract and early user experience – Cllr Morris stated that the internal temperature is now under control. Snagging list is being worked through.
 - **Village Hall replacement** – update on user contracts and appointment of architects – no comments.
 - **Major development applications** - update on current and imminent planning applications – SCDC Cllr Harford stated that the Planning Committee won't be discussing the Cottenham applications in December. Cllr Nicholas queried whether CPC would hold another public meeting if we changed our mind following details of mitigation items. Cllr Morris has spoken to Philip Kratz but we are now waiting for the Officer report. Cllr Harford clarified that the report would come to us in advance of the Committee meeting. Cllr Morris to advise Philip Kratz of the delay. Cllr Collinson commented that given the former public feeling it would be important to hold a public meeting. Cllr Harford advised there is another challenge to S106 and if the

application comes through on appeal some previous agreements/mitigations have been drastically cut.

15/268. Finance

Income	Description	Net	Gross	
Jane Williams	Hall hire for September 15	£ 149.50	£ 179.40	
Cottenham Day Centre	Rent for September 15	£ 250.00	£ 300.00	
Debbie Prince	Rent for August 15	£ 21.00	£ 25.20	
UK Power Networks	Wayleave rent for cable at rec ground	£ 38.05	£ 38.05	
VAT payment	VAT payment for August 2015	-	£ 17,398.45	
Cricket Club	Annual invoice payment	£ 840.00	£ 1,008.00	
Cricket Club	Donation towards furniture in the Pavilion	£ 1,000.00	£ 1,000.00	
		£ 2,298.55	£ 19,949.10	
Expenses over £500				
Beneficiary	Description	Net	Gross	code
Salaries	Salary costs for November 15	£ 3,076.70	£ 3,076.70	
HMRC	Tax and NI for November 15	£ 631.48	£ 631.48	
A Mappedoram	Work on Floodlights at Recreation ground	£ 683.00	£ 819.60	370
CUSSC	Contract services July-Sept 2015	£ 1,080.00	£ 1,080.00	371
Calor gas	Tank installation	£ 500.00	£ 525.00	375
Cottenham Primary School	£106 monies for Public Art project at the School	£ 8,000.00	£ 8,000.00	
The BC Group Trust	Monthly cost for work at Crowlands manor	£ 560.00	£ 560.00	379
Calor Gas Ltd	Bulk Propane delivery for Changing rooms	£ 659.65	£ 692.63	382
Collier Turf Care Ltd	Grass seed for new pavilion	£ 539.00	£ 539.00	384
Cottenham Community Centre	Six monthly fee to 31st March 2016 for Office space	£ 1,300.00	£ 1,300.00	385
Thomson, Webb & Corfield Solicitors	Advice re Settlement agreement with Groundsman	£ 500.00	£ 600.00	387
SCDC	Fly tipping removal and disposal costs	£ 700.00	£ 700.00	388
Northmore Associates	Two invoices - Building consultancy services	£ 1,990.00	£ 2,388.00	391
Nick West	Cleaning costs for the Village hall - Labour	£ 621.00	£ 621.00	393
Durman Stearn Ltd	Works carried out re Certificate no 5	£ 40,123.39	£ 48,148.07	396
AJ King	Monthly cost for Groundsman contract	£ 2,536.24	£ 3,043.48	399
		£ 63,500.46	£ 72,724.96	
Expenses under £500				
Beneficiary	Description	Net	Gross	code
Goldfinch environmental	Visit and testing of soil by Engineer - NCR	£ 365.00	£ 438.00	372
Aquarius Liquid engineering	clear a blocked pipe at the recreation ground	£ 162.00	£ 194.40	373
Travis Perkins	Parts for dishwasher and sink - NCR	£ 13.62	£ 16.35	374
SSE - Southern Electric	Quarterly electric bill for the green DD	£ 51.60	£ 54.18	376
Cambs county council	For Traffic Regulation Order (TRO)	£ 250.00	£ 250.00	377
Sam McManners	Expenses re Ink cartridge and stamps	£ 4.43	£ 4.43	378
The BC Group Trust	Additional work - Clear trees within tree belt	£ 372.60	£ 372.60	380
Cutting Edge PC	Repair to Clerks Laptop	£ 40.00	£ 40.00	381
Scott's of Cambridge	Photography charge for opening event	£ 75.00	£ 75.00	383
Melsop Rare Breeds Farm Park	Reindeer for the carol concert	£ 350.00	£ 420.00	
BT Payphones	Adoption of phone box	£ 1.00	£ 1.00	

Debbie Seabright	Stamps	£ 12.96	£ 12.96	386
Cambridge Web Solutions	Online booking form and calendar setup	£ 180.00	£ 216.00	389
Cromwell Fire Ltd	Fire extinguisher for the Pavilion	£ 349.44	£ 419.33	390
SJB Electrical contracting	9 hand dryers for the Pavilion	£155	£ 185.51	392
Nick West	Toilet rolls/Batteries/Bleach/Cleaner/Air fresheners	£ 61.50	£ 61.50	394
Nick West	Light bulbs x 10	£ 11.00	£ 13.20	395
Fen Edge Plumbing & Heating	Fix water heater in Kitchen and new thermostat	£ 166.20	£ 166.20	397
Chequers Catering Co	Catering for opening of Pavilion	£ 333.33	£ 400.00	398
Sam McManners	Stamps	£ 4.73	£ 4.73	400
Jo Brook	Mileage - 50miles (PC World, Hobbycraft, Tesco)	£ 22.50	£ 22.50	
Jo Brook	Red ribbon (£3.75), mugs/teaspoons (£34) - pavilion	£ 37.75	£ 37.75	
		£ 3,019.25	£ 3,405.64	

CCC Cllr Jenkins left the meeting at 7.55pm. RFO has met with Kids Only who assured that they would get up to date with their payments. Following the meeting we only received June's payment and a further letter was sent resulting in July's payment and a promise to get up to date by the end of November. The direct debit can't be set up until they are up to speed with payments. Cllr Collier queried penalty clause; we need to check whether this is mandatory. Cllr Young took a harder line that this was a recurring issue and penalties should be raised. CPS cheque to be held for the moment. Cllr Bolitho queried purchase of grass seed; although it has been sown late it has taken well due to the mild weather. RFO stated that there was a Northmore credit included within the amount on the spreadsheet. Resolution to pay these invoices. **RESOLVED.**

15/269. Management accounts – to review the monthly management accounts – Figures to be reviewed at FLAC meeting on 10th November.

15/270. Bank reconciliation – to review monthly bank reconciliation – Cllr McCarthy outlined latest figures. RFO to check accruals.

15/271. Neighbourhood Plan – to receive an update on area designation, agreement with SCDC, engagement with community and appointment of survey consultants – Cllr Morris summarised. The consultation has now closed and will go to the Portfolio Holders meeting on 17th November. We have received three quotes from consultants. These have been reviewed by the working party and only one did what we required however they are also the most expensive. Surveys could be completed online which would be cheaper than the paper ones. Concerns were raised with using volunteers so using a reply envelope would be better. We can apply for a grant of £8k. Cllr Young suggested a payment incentive to get a higher response rate. Cllr Heydon raised the issue that not all Cllrs had seen the consultant information and going forward we need to ensure that information is shared. Resolution to negotiate contract with Enventure to go ahead with a view to receiving questionnaire results by the end of February 2016. **RESOLVED.**

15/277. Account signatories – Resolution to add Cllr Morris as additional account signatory. **RESOLVED.**

15/279. BT phone box adoption – Resolution to sign contract for sale & purchase of phone box on High Street/Denmark Road. **RESOLVED.**

15/274. Financial Regulations amendment - consider proposed modification of Financial Regulations to cover governance of grants to third parties either in small amounts from Cottenham Chest or in larger amounts drawn from s106 or CIL receipts – Cllr Heydon suggested donation in kind amendment to 16.5 in future. Cllr Morris summarised the amends. Cllr Collinson raised concerns regarding the figure of 30 members as this may be a big high; Cllr Morris said that 16.1 may be used. 16.2 amended to read 20. Resolution to adopt modification of Financial Regulations. **RESOLVED.** NB: it was clarified that 'NNNN' on section 16.4 is on a case by case basis. Cllr Morris stated that the CPS agreement was being drawn up.

15/272. Furniture for Pavilion – Resolution to purchase two additional tables at a cost of £180. **RESOLVED.**

- 15/273. CPS Remembrance Project** – Resolution to allow Cottenham Primary School to place Remembrance stones (painted with poppies as part of whole school project) on the War Memorial. **RESOLVED.**
- 15/275. Connections Bus** – to consider provision of safe and appropriate parking for the Bus – Cllr McCarthy outlined. Cllr Collier has put signs in the car park and will be on site to cone the area. It was initially the users who said they like the Bus to be at the Rec. The drivers are skilled and can manoeuvre past the kebab van but it isn't possible to park round the corner towards the bowls club. Disappointment was expressed at other Rec users moving the cones. Situation to be monitored. Cllr Richards suggested cones with retractable tape be used. Resolution to spend up to £200 on additional cones for the Recreation Ground car park. **RESOLVED.**
- 15/276. Ladybirds fencing** – Resolution to accept quote from A King for replacement Ladybirds fence. **RESOLVED.**
- 15/278. Racecourse View public space** – to consider whether to assume responsibility for on-going maintenance of site under s106 agreement – Cllr Morris outlined. The sum was generally considered to be inadequate for the amount of work that will be necessary. Cllr Nicholas left the room at 8.50pm. Cllr Bolitho queried whether the amount was indexed linked. Cllr Nicholas returned to the room at 8.53pm. Cllr Mudd asked if the work was included within the groundsman contract; not formally. It was noted that we would also acquire riparian rights to the ditch alongside the development. Clerk to write to decline offer on current terms. Resolution to accept proposition that CPC maintain public space on Racecourse View in perpetuity. **RESOLUTION FALLS.**
- 15/280. Councillor training** – Cllr Heydon to attend session 2 only of CAPALC courses.
- 15/281. Gambling Act consultation** – Resolution to respond to consultation (by 12th November). **RESOLUTION FALLS.** No comments to be offered. RFO left the meeting at 9pm.
- 15/282. Northstowe Parish Forum Workshop** – Resolution that Cllr Heydon attends event on 18th November. **RESOLVED.**
- 15/283. Caretaker appointment** – to consider HR working party recommendation for post of caretaker – Cllr Morris outlined. Candidate has adequate experience and we are now going through the process of checking references. Contract being drawn up. The plan is that groundsman would cover during weekdays. Resolution that caretaker appointed. **RESOLVED.**
- 15/284. Matters for consideration at the next meeting** – Cleaning bus shelters, update on major developments, Carol Concert, Northstowe update, Pavements, Neighbourhood Plan update.
- 15/285. Dates of next meetings** – Planning 5th November, FLAC 10th Nov, CALF 17th Nov, Planning 19th Nov, FLAC 26th Nov, Full 1st December
- 15/286. Close of Meeting** – 9.15pm.

Signed _____ (Chair) Date _____

Item 15/239 - Reports

South Cambridgeshire District Councillors' Report to Parish Councils November 2015

Council

There was a meeting of full Council on 26 November at which a report on Ermine Street Housing was considered. When the pilot project was approved by Council in November 2013 [it went live in May 2014] it was agreed that a detailed business case would be brought back to Council in autumn 2015 in order that future activity of the company could be approved. Council approved the recommendation from Cabinet to expand the portfolio over a five year business plan period, investing approximately £100,000,000 with the aim of owning and managing 500 properties by the end of that period.

Council also approved the recommendation of the Planning PfH that the Northstowe Joint Development Control Committee be de-commissioned. Further consideration will be given to committee arrangements for the new settlements when there is more clarity about the timing of the relevant strategic decisions. In the meanwhile any Northstowe applications that come forward will be considered by SCambs Planning Committee. Agenda: <http://tinyurl.com/h2s8qvj>

There will also be an extraordinary meeting of Council on 30 November for consideration of the Planning PfH recommendation regarding the Local Plan. Details are included under Planning PfH meeting.

Finance

In the last few days we have heard the Chancellor set out his spending plan for the length of this Parliament through the Government's Spending Review and Autumn Statement. There is, however, a great deal of information to digest and we still await details of next month's settlement to understand exactly what it will mean for SCambs. Initial response is that it could have been worse but that managing a 24% reduction over the period to 2020 will still be challenging. We await the outcome of the Government's consultation on reforms to the New Homes Bonus, including means of sharpening the incentive to reward communities for additional homes [whatever that means] and reducing the length of payments from six years to four years. At least SCambs decision to use this source of revenue to fund only non recurring items will leave it in a better position to deal with the changes than some other councils although the impact of any changes will be over and above the headline 24% cut. The move to 100% Business Rates retention is positive but is also tempered by councils' liability for business rate appeals. There are currently 300,000 outstanding business rates appeals nationally and it is seen as vital that the appeal system is reformed. This, too is something that Government will be consulting on. It is to be hoped that any changes will ensure a significant reduction in the amount of provision local authorities have to make for appeals.

Cabinet:

the agenda for November's meeting included review of the corporate plan and the strategic risk register. Changes to the register included the addition of a new risk regarding increased uncertainty in budget setting due to the exposure of commercial activities to market competition/commodity price trends. This could lead to variations in the forecast for the Medium Term Financial Strategy [MTFS]. Cabinet also considered a report reviewing the MTFS. The meeting was held prior to the Chancellor's statement and the forecast anticipated a continuing contraction in central government financial support for the authority and acknowledged the uncertainty of the actual level of funding for 2016/17. Full details: <http://tinyurl.com/nnx2s2n>

At his November meeting the Leader approved the eligibility criteria for applications to the Community Chest 2015/17. This is a very popular scheme and again this year the available funds have been exhausted well before year end. The existing criteria are to be maintained with the following amendments: Community Speedwatch Schemes and other traffic initiatives will not qualify, each parish can receive up to 3 awards or a maximum of £4,500 and the condition that projects involving work to community or historic buildings, monuments or memorials can only receive the grant once work has commenced will be removed. Agenda: <http://tinyurl.com/j22tzeh>

Decisions made by the Planning PfH included the designation of Neighbourhood Areas for Cottenham, Foxton and West Wickham. Cottenham has now appointed a contractor to carry out consultation on its Neighbourhood Plan with the intention that the results will be available when the planning applications for land off Oakington/Rampton Roads are considered in the new year. On this local level Oakington continues to work on its Community Plan and recent achievements include the submission of a detailed proposal for the upgrade of the cycle path between Oakington and Girton. There is \$106 money for Northstowe Phase 2 to provide this upgrade.

The PfH also considered a report on the further work and consequential modifications to the Local Plan. He agreed to recommend to full Council that the consultation document with proposed modifications and sustainability appraisal and subject to some revised wording be approved for public consultation 2 December 2015 to 25 January 2016. This will be considered by Council at its extraordinary meeting on 30 November. Agenda and supplements: <http://tinyurl.com/ppy8kmx>

SCambs has appointed a new Head of Development Control, Julie Baird and 5 new Planning Project Officers. Arrangements for the recruitment of a new post are being made which will see SCambs and the City councils share a head of service for their planning functions. This is the prelude to the proposal of a move to a shared planning service between the two councils. Meanwhile as the changes to the planning portal are being bedded in, there are some minor issues that need to be ironed out. I am grateful for the feedback that has already been provided and welcome further comment on your experience using the new system. I am working with relevant officers and the Planning PfH on addressing issues and making improvements.

There were no applications of direct local interest on November's Planning Committee agenda. Speculative applications continue to be made which do, in the current climate, have to be considered. Committee did, however, refuse an application for 29 dwellings in Gamlingay where members felt that there were sufficiently good reasons for refusal. Agenda: <http://tinyurl.com/ox6xcd>

Scrutiny & Overview Committee reviewed the Council's Corporate Plan and recommended amendments that included one that Section 9, Wellbeing should refer to both mental and physical health. The committee also recommended that Cabinet endorse the final recommendations of the working group that has been reviewing the Orchard Park recommendations of 2007.

Environmental Services: following the establishment of a joint waste collection service in August, Cambridge City Council's fleet of 27 bin lorries have now begun operating from Waterbeach depot where SCambs' waste operations were already based. The shared management team are now working on integrating the bin collection rounds across the two districts to make efficiency savings on fuel and vehicles. It is expected the annual savings achieved by the move to a shared waste service will be around £700,000. As last year, collection of green bin waste will be changing to monthly intervals over the winter when far less compostable waste is put out for collection. The revised schedule will start at the end of November and fortnightly collections will resume in March. Further details: <http://tinyurl.com/qzsd8fp>

Boundary Review: the Local Government Boundary Commission has approved the Council's proposal that the number of SCambs councillors be reduced from 57 to 45. Work is underway on which villages will be included in each of the new 45 wards.

We look forward to your meetings and welcome your comments or questions.

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Monthly Report for Parish and Community Councils November 2015

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

TO FOLLOW

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CLERKS REPORT – November 2015

Highways

Anything in bold is new or an update. NB: Gavin Wiseman has now left and is not being replaced.

- Histon Road –Gavin Wiseman is going to inspect the road during wet weather to ascertain whether anything can be done regarding the puddling and water not draining into gullies. Waiting update.
- Telegraph Street - tarmacking at the base of the HCV signs hasn't been done well. Matter has been reported to County and they will inspect.
- Harlestones Road – Have been informed that it is likely that the road will be included in 2016/17 budget for micro asphalt resurfacing.
- 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. David Lines is looking into this for us. Waiting update.
- Routine jetting has been carried out around the village over the past month. Some have been missed (Clerk & Assistant Clerk witnessed works being undertaken and noted several gullies completely blocked on Beach Road which were omitted). AC following up with Highways.
- **Streetlights – works have now restarted around the Village Green.**
- There has been an ongoing issue since May 2014 whereby a couple of residents have been directly liaising with County regarding a filled in ditch on Histon Road, in front of the new affordable houses. Response now received from Sass Pledger and I am awaiting residents feedback. CCC Cllr Mason has advised that the location is on the boundary of the Old West IDB catchment area.
- Graham Armstrong are conducting an inspection of Landbeach Road to look at sinking at the sides which may have contributed to recent car accidents. Awaiting report. Waiting update.
- TRO has been submitted for works on Lambs Lane.
- Beach Road: Orders will be made active at the end of October.
- Sign for Long Drove has been knocked down and left in the verge; reported. Showing as closed but work not done. Waiting update from Graham.
- Damaged railings on the crossing near the College are being replaced completely – the existing ones aren't made any more and there are no spares available. Waiting update.
- Safety Barrier, Cottenham Lode is broken again and some of the railings are missing: NM-94440. Showing as closed but work not done. Waiting update from Gavin/Graham.
- Bus Lay by opposite Cost Cutters, faded keep clear road markings: NM94445. Showing as closed but work not done. Waiting update from Graham.
- **'Dragon' being used on 27th November for patching work on Smithy Fen and Broad Lane.**

Village Hall

- Plumber called to check on radiators not working – reported by Day Centre.
- **Day Centre Christmas lunch on 15th December. BBC Radio Cambridgeshire will also be there and it would be helpful to have some more volunteers if any Cllrs are available. Will also advertise on Facebook.**
- **Damage sustained to men's toilets on 28th Nov during morning matches.**

Recreation ground

- County Farms has been contacted regarding getting damaged fence on 3rd field repaired. No response received to date. Chased again and enquiry has now been passed to Lorna Thomsen.
- Items for repair are being looking at (as per safety inspection report) and manufacturers have been contacted accordingly.
- Need to install signage on new gate by Les King Wood to state no dogs on the rec.
- Issues with guttering to Ladybirds building + rotten windowsill. Abco investigating.
- **User meetings ongoing to finalise contracts.**
- **New fencing has been installed at Ladybirds.**
- **Repair/maintenance work due to be undertaken on picnic benches.**

- Situation on 22nd November re. a Rascals tournament which we hadn't been made aware of. This clashed with several Colts league matches. Despite being told Rascals were sharing the kitchen with the Colts there were problems which impeded the Colts usage. No marshalling of car park and we received several complaints from residents about the knock-on effect to local roads. Rascals were told only to use the 3rd field but used 2 football pitches on the 2nd field without prior permission. I have written to the Rascals but as yet received no response.
- Cromwell Fire have carried out annual inspection of extinguishers. No issues found but a couple of the units have been replaced due to being out of date.

Misc admin

- November Issues log distributed separately.
- Dog bin on Lyles Road was due to be installed in mid-October. Asst Clerk has chased Heidi Duffett for update.
- Fly tipping reported at Les King Wood and this has been reported to County. Car parking area is also badly rutted and needs attention. Waiting response.
- Thurstons Funfair would like to book Green for 29/30th Sept – 1st October 2016.
- Problems with upgraded SCDC Planning tool reported to Cllr Harford.
- Possible planning breaches at 2 High Street (Old Rectory) have been reported to SCDC Cllr Harford for checking – can't find any record of planning permission on the SCDC website for works to front gate and installation of velux window. Any issues would then need to go via our Planning Committee.
- Clerk/Assistant/RFO to start cull of paperwork in the office in the new year.
- Christmas tree arriving on 4th December. Will need some helpers with lights etc. if anyone is available?
- Attended meeting with Stagecoach with CCC Cllr David Jenkins and Histon Cllr David Legge. The decision to curtail the Citi8 journey was a done deal and the changes had already been registered so there was nothing we could do despite making various suggestions. Andy Campbell stated the problems were caused by congestion between the city centre and Addenbrookes and was scathing of changes to the road layouts by County i.e. floating bus stops and reducing the number of lanes on Hills Road bridge. The service may be resumed as part of the City Deal.
- Carol concert posters and banner have gone up.

Correspondence

- Thanks received from the Primary School for allowing the placing of Poppy Stones on the War Memorial. The service was conducted in conjunction with the RBL and has received wide praise from residents. RBL also very happy with how the event was run and both CPS and RBL have expressed an interest in doing the same again in the future.
- Cllr Collier has been invited to an All Party Parliamentary group on local democracy to showcase and raise the profile the Star Councils finalists in Parliament through a reception on February 2nd (2-4pm). The event is taking place at Portcullis House in the Houses of Parliament, Westminster. This will be NALC's first parliamentary reception for a few years and provides another opportunity to highlight and celebrate the achievements of the NALC Star Council finalists amongst an influential audience including ministers, shadow ministers, parliamentarians, MPs, peers and other NALC stakeholders. RSVP by 18th December.
- Post Office consultation has been announced and will run for 6 weeks from 24th November.
- Local Government Boundary Commission has written regarding electoral review consultation. End date 1st Feb 2016.

Facebook

539 likes.

Neighbourhood Plan update

- Milestone #2 achieved
 - SCDC approved our Area Designation
 - Draft survey developed and piloted
 - Locality grant for £6,500 applied for
- Milestone #3 work now in hand for completion around end February
 - Enventure appointed to manage the survey
 - Survey now finalised; distribution to begin next week
 - Desk research on key issues being initiated
 - Initial findings expected by 12th January
 - SCDC Service Level Agreement expected
 - Public meetings to be considered and arranged

Major development applications

- No substantive news
- Gladman and Endurance applications expected at SCDC January Planning Committee
- Philip Kratz advised of delayed consideration
- Persimmon application expected later this year
- County Farms may yet surprise us
- Gladman have offered to help with our Neighbourhood Plan

Update from Northstowe Parish Forum 18th November 2015 – Cllr Heydon

A Northstowe Parish forum workshop event was held at Cambourne from 6-7:45pm on 18th November 2015.

Phase 1

Primary School – school opening date:

The earthworks and primary school are progressing.

The primary school is due to be finished and would be ready to open by September 2016. However the first homes are likely to be delivered by early 2017; there has been some slippage in build out of phase 1.

Gallaghers are taking measures to address matters contributing to any delays in build out. National and Regional homebuilders were approached in late October 2015.

The Head Teacher has consequently not been appointed, as yet.

Concerns about any delay to delivery of the **secondary school**, was also raised, as potentially impacting on adjacent villages, Oakington and Longstanton, and impacts on capacity and forward planning for intake numbers at Swavesey Village College.

Earthworks – flood mitigation:

A question was asked in relation to flood mitigation infrastructure, specifically any delay on build out having impacts on delaying flood mitigation infrastructure delivery, and impacts on Oakington, adjacent villages.

The answer was that Hattons Road balancing ponds are due to be delivered half way through Phase 1, as intended.

Webs hole Sluice pump was queried, the work is being managed and is on course.

Transport:

The A14 works are on schedule.

A query was raised on whether the Transport Working Group planned to meet again. March and May were cancelled.

Answer, that the NTWG was set up alongside traffic monitoring as part of Section 106 condition for Phase 1, and so will continue to contribute.

Design and Coding for Phase 2:

Concerns that local representation would like to be included as part of the process. Local residents care about what is being delivered. Answer, refer to the Quality Panel. Concerns that the Quality Panel may not have access to local knowledge.

(My). Suggestion that the Quality Panel include consultation as part of their signing off process?

This idea was taken onboard, and NPF Chair keen to reference the process book that I referenced looking at how to streamline complex processes, by including key communication dates (between stakeholders.... Atul Gawande, The Checklist Manifesto).

15/295. Parking at Recreation Ground

For some time we have, to an extent, been burying our heads in the sand as parking problems at and around the Recreation Ground worsen as more people choose to drive to and from events on the Recreation Ground or use it as a convenient Car Park for the Primary School.

- We have taken steps to increase the waiting restrictions on Lambs Lane in an attempt to calm traffic in the immediate vicinity of the school at opening and closing times.
- The capacity of our own Car Park has been reduced at times due to the presence of construction traffic or the Kebab van and the Connexions Bus in the top end of the Car Park.
- The emergency access through the side Car Park can easily be compromised by selfish drivers parking carelessly when spaces are limited.
- And we seem to be hosting an increasing number of sports events each attracting more than 30 cars, whether for Bowls, Colts, Ladybirds or Rascals.

Like storage space in the Village Hall, there is no longer enough parking space for our usual cycle of events. This proposal suggests three levels of response:

1. Require all event organisers, including the Sports Clubs and Ladybirds, to seek advance Council permission for all events on the Recreation Ground that are likely to attract more than, say, 30 cars; those requests needing to include a description of satisfactory parking management arrangements.
2. CPC allocates the top Car Park principally for visitors to the Village Hall and the side Car Park principally for sports players and spectators.
3. As a matter of urgency we expand the capacity of the side Car Park to accommodate approximately twice the existing number of spaces by replacing the side hedge with a fence and the bund with bollards; possibly also moving the main football pitch a few metres and incorporating a set of movable goal posts to improve pitch maintenance.
4. We also consider expanding the capacity of the top Car Park; widening to add, say, 3 metres to allow better manoeuvring in the space.
5. In the longer term, add an alternative entrance and additional parking (see 15/296)

As we have the funds available, a possible resolution is: "consider obtaining competitive quotes, without commitment, to expand the capacity of the Village Hall and King George V Playing Field Car Parks."

15/296. Additional recreation land

In addition to the need for extra parking capacity, there is evidence that Cottenham's open space provision is not up to current recommended standards and the leased third field, while helpful, is too distant from either the Village Hall or new Sports Pavilion to bring into regular use, making investment in improved drainage difficult to justify.

A possible resolution is: "consider approaching Cambridgeshire County Council, without commitment, to acquire the use of land off Rampton Road between Rampton Farm and the allotments, by lease or purchase, to increase the provision of usable sports pitches and/or overflow parking space adjacent to the new Sports Pavilion."

15/297. Village Hall replacement

The Working Party has developed and tested a number of ideas for refurbishment and/or replacement of the Village Hall, which is approaching 50 years old and is approaching the point when it must be replaced rather than further refurbished. The current building is inflexible, energy-inefficient and lacks certain key facilities.

- A final series of refurbishment measures has been approved while work on a replacement has begun.
- An initial “expression of interest” round drew over 50 enquiries, 10 of whom submitted responses to our pre-qualification stage, from which three were invited to submit proposal to take a concept to outline planning permission.
- We now have three submissions and, if we are to proceed, must select one to work with over the next six months or so.

Council needs to advise the WP on how to proceed:

1. The Working Party (Alex, Chris, Frank, Sarah) have identified some criteria against which to judge the proposal and could now invite 1, 2 or all 3 bidders to present their approach so as to make a recommendation to Council so work can start early in the New Year.
2. The presentation meetings could be opened to observers, not necessarily just Councillors, with the recommendation staying with the WP (as they will be working most closely with the appointed firm).
3. In any case, we could hold a public meeting, including the chosen architect, to discuss broad design options, and possibly financing methods, at some stage in the New Year.

A possible resolution is: “consider the way forward in (a) selecting an architect and (b) outline requirements and/or design options for a New Village Hall”

15/298. Youth Provision (babysitting)

COTTENHAM BABYSITTING DRAFT QUOTE

Lead Youth Worker	£9.70 per hour	X 3.5 hours a week	X 12 weeks	£407.40
Youth Worker	£8.07 per hour	X 2.5 hours a week	X 12 weeks	£242.10
Venue hire	£10 per week	X 39 weeks		£390
Resources	£10 per week	X 39 weeks		£390
First Aid Training Fee	£200			£200
On costs	15%			£97.42
Management Fee	20%			£129.90
Parental Contribution	£10 each			-£150
Total				£1576.92

15/299. Youth Provision (self-defence)

The website for the self-defence course company recommended to me is:

<http://www.combatacademy.co.uk/about-us/what-we-teach-how-to-get-involved/>

This has been trialled and worked well in Histon & Impington through Andrea Cramp. The course is a 6 session course for £15 at a cost of £45 per person. The proposal is that we pay for the venue hire only.

15/301. Office space

As part of the budgeting process, we are reviewing options to achieve more office space to ensure safe keeping of documentation and, ideally, facilitate more Council and/or Committee meetings to be held in the same place.

Two main options are under serious consideration:

1. Complete transfer to Royal British Legion using upstairs as a Parish Office with meetings in the downstairs hall.
2. Partial move to the Sports Pavilion Club Room with larger meetings at RBL or in the VH.

Further financial and operational considerations are necessary prior to a recommendation in January.

15/302. S137 applications

FLAC has reviewed eight applications from

- Ladybirds made two requests:
 - Approx £899 towards additional educational toys which, since it benefits some 72 children over at least 3 years - approved in principle
 - Approx £700 towards iPads minis was thought to benefit too few children and did not therefore qualify for funding under s137 - rejected in principle.
- CUS&SC made a request for help funding around £2,500 for a replacement drinks cooler
 - With some 150 members and many more residents attending VH events possibly benefitting from the replacement, which will also reduce CPC's electricity costs, a 50% contribution (£1,200) - approved in principle.
- Holiday Club
 - Applied for £150 assistance towards costs benefitting some 160 children - approved in principle
- Jaguars Netball Club
 - Sought £1,225 for costs of club awards which benefit too few residents to consider under s137 – rejected in principle.
- Cottenham Day Centre
 - Asked for financial assistance running the weekly Day Centre benefitting some 40 residents and immediate family members. FLAC thought it would be more appropriate and more helpful to them financially if we were to reduce their hiring fee by 50% (under s137 max grant would be less than £1,000; a 50% reduction is worth about £2,500 to them yet costs us only £2,000 due to VAT).
- Fen Edge Twinning Association
 - Sought £500 towards costs of a twinning event in May 2016 involving 23 families (60 residents) – approved in principle.
- Cottenham Primary School
 - Sought £2,000 towards replacement of a piano in School Hall benefitting around 600 pupils – approved in principle.
- Cottenham Mobile Wardens
 - Sought £1,500 towards running costs. As this only benefits around 40 participants and their immediate families, the s137 limit would be exceeded. However a grant of £1,500 under s26 of the Local Government & Rating Act 1997 was approved in principle.

15/303. Sports club agreements

Specimen agreement circulated separately.

15/304. TTRO for Remembrance Sunday

The annual Remembrance service at the War Memorial is a major event in Cottenham's community with several hundred residents in attendance requiring closure of adjacent roads for a period to ensure pedestrian safety.

The Royal British Legion has in recent years undertaken responsibility for organising the road closure under a Temporary Traffic Regulation Order. This involves application for the TTRO, acquisition and deployment on the day of relevant signage, and supervision by a trained/licensed supervisor.

Age has wearied them, especially the current supervisor who would require revalidation of his licence, and the event has become more popular in recent times and it may be appropriate for the Parish Council to take over the management of the road closure as it did in the not-too-distant past.

A possible resolution is: "consider taking over management of the annual road closure in support of the Remembrance Service, including application – in early January - for the TTRO, acquisition of signage, training of a supervisor and management on the day with arrangements to be taken forward under our Highways Committee."

15/305. Tree maintenance on Village Green

Acacia

T1 Weeping Ash ~

Reduce back from road and raise to 2.5m (small growth only), **£ 75.00**

taking care to maintain weeping canopy effect;

T2

Trees on High Street on College side ~

£300.00

Prune to clear lamp columns and zebra crossing by 1 – 1.5m, as appropriate.

The above costs are quoted exclusive of but are subject to VAT.

Richardson Tree Surgery:

- Approximately 17 trees: cut back the epicormic growth and lift to clear the street lights and signs
- Lime tree next to the School sign: check the cable brace for signs of wear
- Weeping Ash: cut back and lift on the road side so that the traffic has a clear line of sight
- Lightly prune a Field Maple
- Remove all arisings leaving the site clean and tidy

Sub total: £595

VAT @ 20%: £119

Total: £714

Eastern Landscapes:

Lime Trees to east side of Green – prune to clear lamp columns, light splays, signs and zebra crossing bollards; remove major dead wood (2-3 trees only) and crown lift 5.5m over carriageway only

£850 + VAT

Weeping Ash – prune sympathetically to improve visibility at road junction

£100 + VAT

15/306. Gym equipment

Trial equipment to be located on Tenison Manor.

Fresh Air Fitness:

Total Equipment	£1,239.00
Installation	£504.00
Delivery	£180.00

Sub Total	£1,923.00
VAT @ 20 %	£384.60
TOTAL	£2,307.60



Wicksteed:

Supply - £2,730.00
Installation - £520.00



Fenland Leisure:

Space Walker	£2,730.00
Installation of Space Walker	£350.00
To supply and install safagrass matting to follow existing undulations of grass / turfed area including grass stabilisation mesh per m2 tested to EN1177	£116.25

Grand Total + VAT £3,196.25



Sovereign Play

Double Health Walker (installation only)	£1,558.21
Provide heras type fencing (as recommended by the Health & Safety Executive) and signage for the duration of the contract	£583.20
Project Total	£2,141.41 + VAT



15/307. Community Awards 2016

Nominations for South Cambs annual Community Awards are open for 2016.

The Community Awards are extremely popular, and an important way for communities and the District Council to acknowledge the incredible work done locally by individuals, organisations, and businesses. Parish councils and clerks are often the best placed people when it comes to recognising who is making a difference in our communities.

Our categories for 2016 are:

- Community Hero
- Parish Councillor of the Year
- Outstanding Youth Initiative
- Outstanding Local Service/Amenity
- Wellbeing Award
- Environment Award

Please nominate all of the deserving people and initiatives in your village!

For further information on the individual categories and for nomination forms please see

<https://www.scambs.gov.uk/community-awards> or contact me directly.

Nominations close on **Friday 15 January 2016**.

15/308. CALF Terms of Reference

The current Terms of Reference for CALF include limited financial delegation:

“When authorised by a Committee vote, the Committee may approve spending, up to 10% of the budget in a quarter on a delegated maintenance line item or approved project without referring to the Parish Council, provided that the Responsible Financial Officer (RFO) is notified.”

Issues arise use to the granularity of our budget which in many cases means the 10% limit is often breached, especially when funds have been donated for a specific “CALF-scope” purpose, requiring referral back to Council for approval.

A possible resolution is: “consider amending the CALF Terms of Reference 7c related to financial delegation to read -

“When authorised by a Committee vote, the Committee may approve spending, up to **25%** of the budget in a quarter on a delegated maintenance line item or approved project without referring to the Parish Council, provided that the Responsible Financial Officer (RFO) is notified. **In addition, any funds donated by third parties for a specific purpose within CALF’s scope can be applied in addition.**”

15/309. Playground embankment

The main slide sits on an embankment which is in a poor state. Some of the soil has broken away, and under the top of the slide there is a big hole, so the supports have to be questioned.

Originally the embankment was grassed, but for easy access to the top youngsters climb the embankment rather than use the steps at the side, thereby affecting the grass – there is none now in this area.

In addition to filling in the area under the slide it is thought that another piece of climbing equipment could be installed alongside the slide so that the embankment is not then affected. It would also be safer, and would look much better.

Mention has been made in the monthly Health & Safety reports which have been submitted to Council recently.

Examples:

Sovereign:



Playdale:



Playline:



15/308. County Farms consultation

Savills has been instructed by Cambridgeshire County Council to undertake a strategic review of the County Farms Estate (CFE). It is a legal requirement to undertake such a review every 5 years which then directs the strategy for the future management of the Estate.

As part of this process we would like to offer potential “stakeholders” the opportunity to give their views on the importance and value of the estate and how it should be managed in the future.

In order not to exclude any relevant parties from this process the following have been classed as stakeholders:

- Parish Councils with CFE land within the parish boundary;
- Organisations which represent the interests of farmers, landowners and environmental groups;
- Statutory bodies relevant to the management of land;
- Cambridgeshire County Council departments which may have an interest in the management of the CFE;
- Existing farm tenants

You have received this email as a potential stakeholder with an interest in this process. If you do believe you represent a stakeholder please would you follow the link below which will take you to a survey, which should only take 5 minutes to complete.

<https://savills.formstack.com/forms/ccccountyfarmsestatesurvey>

Please note that surveys must be completed by 20 December 2015. Unfortunately any responses received after this deadline will have to be ignored.

If you have any problems following the above link, or completing the form please email mmack@savills.com and we will do what we can to help.

Your support is greatly appreciated.

Kind regards

John Wootton FRICS FAAV
Director
Rural