

AGENDA REPORTS PACK

ORDINARY MEETING

DECEMBER 2016

Item 16/259.



Full Parish Council Meeting Minutes

Meeting held in the Village Hall, Lambs Lane, Cottenham on Tuesday 1st November 2016 at 7.15pm

Present: Cllrs Morris (Chair), Berenger, Collinson, Graves, Hodson, Mudd, Nicholas, Ward, Wilson, CCC Cllr Mason, the Clerk, Assistant Clerk and RFO

- 16/237. Chairman's Introduction and Apologies for absence** – apologies accepted from Cllrs Bolitho (personal), Collier (meeting), Richards (illness), Young (holiday), Wotherspoon (personal), SCDC Cllr Harford (meeting) and CCC Cllr Jenkins (meeting).
- 16/238. To accept Declarations of Interest and Dispensations** – *i. To receive disclosures of pecuniary & non-pecuniary interests from Councillors on matters to be considered at the meeting. ii. To receive written requests for dispensation. iii. To grant requests for dispensation as appropriate.* Cllr Berenger declared a pecuniary interest in item 16/241 (major developments) and will leave the room during discussions.
- 16/239. Minutes** – Full Council – amendment made to 16/219: Clerk – ‘Cllr Collinson commented on High Street bollard and nibs issues. 24 years ago they were marked with reflective paint and reflective strips and this was considered essential at the time of installation’. Resolution that the amended minutes of the meeting of the Full Council meeting held on the 4th October 2016 be signed as a correct record. **RESOLVED.** Cllr McCarthy arrived at 7.24pm. EOM – amendment under 16/240 Survey: proportionate changed to ‘statistically significant’. 16/240 General: benefits replaced with ‘the likely effect of a precept rise’ and ‘government’ amended to ‘government’s benefit cap’. Resolution that the amended minutes of the EOM held on the 20th October 2016 be signed as a correct record. **RESOLVED.**
- 16/240. Public participation – Standing Orders to be suspended** – no public present.
- 16/241. Reports**
- **SCDC** – report circulated prior to the meeting. Cllr Morris commented on the referendum cap.
 - **CCC** – report circulated prior to the meeting. It was a very contentious meeting. Cllr Collinson asked for clarification on the GPC second meeting; would it mean the government cutting £7.2m or giving a negative grant; confirmed it would be negative. CCC Cllr Mason stated that a pilot project was being undertaken to investigate the affect of the change and explained how the new 4 year settlement would work. The decision of the GPC was split. CCC Cllr Jenkins wanted an amendment to refuse the settlement and the government to explain what will replace it. This is a very important decision for Cambridgeshire. Cllr Nicholas asked about the split decision; CCC Cllr Mason confirmed that the Tories voted for and the other parties against. Cllr Collinson was pleased that the amendment had gone through. Concern is that Cambridge faces enormous pressures on infrastructure etc. due to huge growth. Potentially this change could make the situation worse.
 - **Clerk** – report circulated prior to the meeting. County Highways currently aren’t responding to emails. Cllr Mudd requested help from CCC Cllr Mason on this matter. CCC Cllr Mason responded that this was increasingly common and that there had also been a change of staff. Groundsman has suggested re-using the kissing gate from the Moat at WARG Field and will send quote accordingly. Received information about community buying energy scheme. Ladybirds alarm test due. Cllr Collinson requested Council to look at the matter of a crossing by the new Post Office (taken from issues log) additionally better signage for the Pavilion needed attention. Cllr Morris stated that work to the Kingfisher Way tree belt would be going ahead shortly; contractor has been chosen following the tender process.
 - **Major developments** – Cllr Berenger left the room at 7.40pm and took no part in discussions. Gladman 1 – nothing has changed. Gladman 2 – lots of new traffic information and they have

come up with a proposal that would potentially solve the traffic issues. This includes widening the Rampton/Oakington Road roundabout by 19m (which would steal space from the front of the almshouses) in addition to traffic calming measures on Rampton Road. Cllr Morris is liaising with almshouse trustees regarding these amends. It was commented that the proposed speed cushions wouldn't be very effective at slowing traffic. Accordingly County Highways have now removed their objection to the application. Gladman have also produced a strong rebuttal to the landscaping issue and amended the Design & Access statement to include a link to the Endurance and Persimmon sites; this would create a rat run through the sites to Rampton Road, therefore avoiding the roundabout. There will be an extra planning meeting on 10th November to discuss this application. County – application has now been validated. Cllr Berenger returned to the room at 7.50pm.

- **Tenison Manor adoption & maintenance** – Contractor will finish works to the ditch on Broad Lane this week. Persimmon and Bovis are discussing our request for a commuted sum.
- **Update on Neighbourhood Plan** – Cllrs Morris, Nicholas and SCDC Cllr Harford have met with the Planning Policy team and we are close to being able to get the Plan out for consultation.
- **Update on Remembrance Parade** – Cllr McCarthy has passed his training course. TTRO now received. Cllr McCarthy has spoken to Alan Stearn and he is lending us various items of equipment. Notices have been put up. Ann Scott has delivered the wreath. Resolution to appoint Cllr Nicholas to represent the Parish Council to lay wreath at Remembrance Parade. **RESOLVED.** Cllrs McCarthy and Nicholas were thanked.
- **Waterbeach Community Liaison Group** – feedback from meeting – Cllr Mudd attended Liaison Group meeting. Regarding odours there are 17 monitors which are checked every day. 2 points are relevant to Cottenham. He's looked the times and it appears that the monitors were all checked in the afternoon however the smells have been in the morning. Cllr Graves thought that the wind was NE on the day in question which means Cottenham would have been affected. Cllr Mudd awaiting further information from Amey Cespa.

- 16/242. S106 Indemnity** – Resolution to sign indemnity re. land r/o 18 Lambs Lane for £2244.90 (public open space) and £371 (community facilities). **RESOLVED.**
- 16/243. Postbox** – to consider update on request to Royal Mail for siting of additional post box on the High Street – Cllr Morris stated that in relation to the original request we have to wait another few weeks before the 12 week response period has been exhausted. There has now been a further request for a box closer to Oakington Road (sheltered houses at the bottom of Orchard Close are outside the recommended 500m limit set by Royal Mail). If further development takes place on Oakington Road then the number of residents outside the desired distance would increase significantly. Suggestion that we utilise MP if necessary to add weight to our request. No further action until we are outside the original request period.
- 16/244. Debts** – to consider action to be taken regarding outstanding rent payments owed to the Parish Council by Michelle Plowman – Cllr Morris outlined the situation. The operation with Kids Only has transferred successfully to Cambridge Kids Club but there is still an outstanding debt for hall rental. We've had no responses to emails over the past month. Doesn't appear to be a transfer of debt to the new company. Resolution to seek advice from King & Co and delegate decision making regarding further action to FLAC. **RESOLVED.**
- 16/245. Phone box consultation** – to consider response to draft decision regarding removal of BT phone boxes (closes 6th Nov) – CPC agree with the draft decision and therefore no action is required.
- 16/246. Childminders Big Breakfast** – Resolution to donate £100 from the Cottenham Chest towards Childminders Big Breakfast event on 15th December. **RESOLVED.**
- 16/247. WARG Field** – Resolution to accept quote for £350 + VAT to various tree works/tidying. **RESOLVED.**
- 16/248. Yesteryear Road Run 2017** – Resolution to permit use of the Village Green on 23rd April 2017 for the annual road run event. **RESOLVED.**
- 16/249. WWI Beacons of Light 11th November 2018** – Resolution to participate in principle in WWI Beacons of Light remembrance event on 11th November 2018. **RESOLVED.**

16/250. **Dog fouling** – to investigate the appointment of an 'authorised officer' or PCSO to enforce dog fouling rules – Item deferred

16/251. **Finance**

| Income | Description | Net | Gross | |
|---------------------------------|--|--------------------|--------------------|---------|
| Cottenham Day Centre | Invoice payment for September 16 | £ 100.00 | £ 120.00 | |
| Debbie Prince | Invoice payment for September 16 | £ 14.00 | £ 16.80 | |
| Jane Williams | Invoice payment for September 16 | £ 69.00 | £ 82.80 | |
| Ladybirds pre-school | Recharged utility costs | £ 115.79 | £ 115.79 | |
| Baby Clinic | Rent of village hall for clinic | £ 69.00 | £ 82.80 | |
| Cambridge Kids Club | Rent for October 16 (in advance) | £ 873.92 | £ 1,048.70 | |
| Thurstons Fair | Rent for the Green | £ 700.00 | £ 840.00 | |
| HMRC | VAT payment from HMRC | - | £ 3,720.24 | |
| | | £ 1,941.71 | £ 6,027.13 | |
| | | | | |
| | | | | |
| Expenses over £500 | | | | |
| Beneficiary | Description | Net | Gross | code |
| Salaries | Salary costs for November 16 | £ 3,322.06 | £ 3,322.06 | |
| HMRC | Tax £294 & NI £392.09 Oct 16 (month 7) | £ 686.09 | £ 686.09 | |
| SSE Southern Electric | Electricity bill for the Green | £ 552.67 | £ 663.20 | 695 |
| Community Centre | Six monthly fee 31/3/17 for office rent | £ 1,300.00 | £ 1,300.00 | 696 |
| 360 TSL Traffic Data Collection | Traffic survey in Cottenham Sept 16 | £ 960.00 | £ 1,152.00 | 698 |
| MTC Engineering | Professional charges re. Village Hall | £ 2,000.00 | £ 2,400.00 | 701 |
| The BC Group Trust | Maintenance work at Crowlands Manor | £ 620.00 | £ 620.00 | 703 |
| Hodgson & Hodgson | Noise impact assessment for Village hall | £ 1,350.00 | £ 1,620.00 | 706 |
| AJ King | Monthly contract cost | £ 2,536.24 | £ 3,043.48 | 708 |
| AJ King | Extra work - Third field BBQ pit & move water supply re Cricket Club | £ 600.00 | £ 720.00 | 709/710 |
| | | £ 13,927.06 | £ 15,526.83 | |
| | | | | |
| | | | | |
| Expenses under £500 | | | | |
| | Description | Net | Gross | code |
| Legal and General | Pension cost for October 16 (DD) | £ 48.73 | £ 48.73 | |
| Green and Purple Ltd | Monthly support of RFO | £ 50.00 | £ 60.00 | 697 |
| Debbie Seabright | Expenses re Dropbox (£79) & Sim card for the Pavilion (£9.72) | £ 88.72 | £ 88.72 | 699 |
| Business Consultancy Servs | Payroll processing & back dated pension paperwork updated | £ 126.67 | £ 152.00 | 700 |
| Travis Perkins | Pipes and Pipe liner | £ 48.13 | £ 57.75 | 702 |
| Peter Boyden | Expenses re Light bulbs for the Pavilion | £ 42.00 | £ 42.00 | 704 |
| SSE - Southern Electric | Electricity bill for the Pavilion | £ 206.15 | £ 247.38 | 705 |
| DRE Pest Control Ltd | Control of Wasps next at the Village hall | £ 60.00 | £ 72.00 | 707 |
| Calor Gas | Standing charge (DD) | £ 17.13 | £ 17.99 | 711 |
| HFE Signs | 5 signs and sign post clip | £ 211.75 | £ 254.10 | 712 |
| | | £ 899.28 | £ 1,040.67 | |

Cllr Mudd queried high BC Trust invoice. RFO confirmed that it was on a par with previous invoices for this period. Cllr Morris mentioned that the tender process for the Crowlands Manor site was underway so we may have a new supplier from January 2017.

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

- 16/252. Management accounts** – to review the monthly management accounts – No further comments.
- 16/253. Bank reconciliation** – to review monthly bank reconciliation – No further comments.
- 16/254. Matters for consideration at the next meeting** – dog fouling, pavilion signage (CALF), Post Office crossing (Highways).
- 16/255. Dates of next meetings** – Planning 3rd November, Highways 8th November, Extra-Planning 10th November, CALF 15th November, Planning 17th November, FLAC 21st November (office), Full 6th December.
- 16/256. Close of Meeting** – 8.27pm.

Signed _____ (Chair) Date _____

Item 16/261. - Reports

South Cambridgeshire District Councillors' Report to Parish Councils November 2016

It's been decided: we are to have a Mayor. All 7 constituent councils and the Local Enterprise Partnership have approved the Cambridgeshire & Peterborough Devolution Deal. SCambs voted in favour on 21 November and on the 22 the last two, Cambridgeshire County and Cambridge City Councils, also voted to approve. The deal will bring £20m a year for 30 years for infrastructure and £170m for delivery of at least 2,500 affordable homes in the next 5 years. This is seen as just the first step to accessing greater local power and funding. **Council** agenda pack: bit.ly/2gUDtpp

Both the **Greater Cambridge City Deal Joint Assembly and Executive Board** considered a report on progress of the Chisholm Trail project. The Board endorsed the Assembly's recommendations and approved construction of Phase 1. Subject to it gaining planning permission, delegated power was given for selection of contractors and the continuation of land negotiations. Both the Assembly and Board also received a progress report on building a locally responsive skills system and the Board approved continuation of the work that is being done on this. Agenda pack and decisions/minutes: Executive Board - bit.ly/2eRRIJi Assembly - bit.ly/2eRT5HP

There were 2 **Planning Committee** meetings in November. The agendas for both meetings included 5 year land supply applications. At the scheduled meeting members considered such applications for Papworth Everard [215], Swavesey [70] and Bassingbourn [30] and [26]. There is a growing resistance among committee members to accept officer recommendations of [delegated] approval for 5 year land supply applications which is resulting in some inconsistent decisions. After a very lengthy debate, the Papworth Everard application was only approved on the chairman's casting vote. The Swavesey application was refused against officer recommendation. Members agreed the reason for refusal as: "notwithstanding the proposal in the emerging Local Plan to upgrade Swavesey to a Minor Rural Settlement, there were significant infrastructure capacity issues (such as educational, drainage, highway and medical) because of cumulative development within the village, giving rise to concerns about sustainability". The first of the Bassingbourn applications was approved and the second refused on the grounds of "the proposal's unsustainability resulting from the cumulative adverse impact of development in Bassingbourn". The unease of committee members when considering unplanned development proposals for our villages, some of which are being unmercifully targeted, is understandable. Officers are finding it no less easy to produce reports for committee with recommendations of [delegated] approval that they know are strongly opposed by local people. However, the situation with the 5 year land supply remains unresolved and, with the examination of the local plan dragging on, is likely to continue for some time. It remains to be seen how many of the appeals that follow refusals will be allowed but indications are that most will. The recent dismissal of the appeal for Fulbourn was a hollow victory as it was dismissed not on any of committee's reasons for refusal but on a technicality. That technicality [connected to the S106] will be easily addressed and, on resubmission, the application will no doubt be approved. Inspectors are giving substantial weight to the benefit of the affordable housing that 5 year land supply sites bring forward and that principle having been articulated so clearly in the Melbourn appeal decision, it will doubtless continue to be a major consideration in future appeals. The extraordinary meeting considered 2 revised proposals for land at Waterbeach - same applicant for both. Having gained permission for 90 homes on appeal, the applicant was now seeking "to optimise the potential of the site for housing". The 2 applications increased the number of dwellings to 135. I understand that committee voted 7-5 to approve both. Agenda packs: Scheduled meeting: bit.ly/2g5YUQi Extraordinary meeting: bit.ly/2gl3RzI

As I have said the slow progress of the **Local Plan** examination continues. This week's sessions are on 'Delivering High Quality Homes' covering specific sites at Sawston, Histon & Impington, Hauxton and Linton as well as on policies for Housing Mix, Affordable Housing and Residential Space Standards for Market Housing.

At December's meeting planning committee will be asked to consider among other items, one relating to the S106 agreement for **Northstowe** Phase 2. 3 issues are considered to warrant committee's attention but the

one likely to provoke most debate relates to the affordable housing provision. I am sure you will recall that originally it was agreed that 20% affordable housing would be provided across the whole of the development. Following the government's announcement in January 2016 that Northstowe was to be one of the 5 pilot sites for its new Starter Homes scheme, the Homes & Communities Agency [HCA] is now seeking to revise that 20% provision to 40% starter homes and 10% affordable rented units. Public consultation is currently being carried out - closes Friday 02 December 2016. There is much to be taken into consideration on this and you will find some information and a link to the consultation at: <https://www.scambs.gov.uk/content/northstowe-news>

Thermal imaging cameras are once again available to borrow free of charge. Locally our 'Sustainable' groups will no doubt be offering residents their expertise in their use to identify where heat is being lost from their homes. Loan of a camera can be booked by calling 03450 450 063 or emailing reception@scambs.gov.uk. As always further details are available from Siobhan Mellon on siobhan.mellon@scambs.gov.uk or 01954 713395.

The soon-to-be-upon- us festive season with its bank holidays means that some bin collections will be a day or two later than normal and a small number may even be brought forward. SCambs is asking for help to encourage people locally to check out the dates on its website. The bin collection calendar on the website has recently been upgraded extending the number of weeks that can be viewed in advance. The council particularly appreciates your use of your own websites and social media to help with getting this message out. There will also be permanent changes to some bin collection days in the new year. In order to optimise productivity and save costs, rounds are being rationalised - more information to follow.

The Local Government Boundary Commission for England [LGBCE] has completed its review of South Cambridgeshire's electoral arrangements. The new ward boundaries can be viewed at: bit.ly/2g64p17 Currently there are 57 district councillors. This will reduce to 45 and elections will take place for the new wards in May 2018 and every 4 years after. Locally Oakington will join with Longstanton to form a new ward represented by 2 councillors and Cottenham and Rampton will remain together, again represented by 2 councillors.

The Boundary Commission for England (BCE) is now undertaking a review of parliamentary constituencies across the country. Their initial proposals show fairly significant changes to the constituencies covered within our area [South Cambridgeshire and South East Cambridgeshire]. If you wish to comment on the proposals you can do so at: <https://www.bce2018.org.uk> until 05 December. Changes will be implemented at the next scheduled general election in May 2020.

The council is consulting on the priorities it should focus on over the next 5 years. A draft Corporate Plan has been agreed for consultation by cabinet and the council is encouraging parish councils and local residents to use this as a basis for comment. The consultation opens on 01 December and closes on 20 January. Details: <https://www.scambs.gov.uk/council-aims-and-objectives>

A reminder that there is still time to nominate local people and organisations for SCambs' Community Awards. There are 6 categories: Village Hero, Parish Councillor of the Year, Outstanding Youth Initiative, Outstanding Local Service/Amenity, Environment Award, Wellbeing Award. Closing date is 20 January. Details at: <https://www.scambs.gov.uk/community-awards>

Finally, early good wishes from your district councillors to you all for Christmas and the New Year. We look forward to seeing you at your meetings. As always your questions/comments are welcome.

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Monthly report for parish and community councils November 2016

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

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CLERKS REPORT – November 2016

Highways

- Histon Road – Has been inspected during wet weather to ascertain whether anything can be done regarding the puddling and water not draining into gullies. Graham has identified a couple of areas that need further looking at and site visit done on 29th July and we're waiting on update. Site visit 29/07/16 ref flooding during heavy rainfall. Due to lack of rain lately nothing to report, and when we have had rain simply did not have time to visit but will monitor. Cycle path needs sweeping to clear the solar studs of mud/vegetation. Budgets are currently under pressure and this work would be very low on list of priorities. This would be an ideal job for volunteers (Community Highways Volunteering Scheme). **Sustainable Cottenham have a litter pick arranged for 14th January 2017 and they plan to tackle the cycle path from Cottenham to Histon - clearing plant growth/brambles and hopefully cleaning the solar studs. How much is achieved will be determined by how many volunteers turn up.**
- 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. Approx. £1000 - £1500. This would have to be 3rd party funded (current signage meets with legislation).
- TRO - High Street (Shaun's/Post Office) – signs ordered 29/09/16, timescales unknown. **AC chased 11/11/2016 "we are currently awaiting confirmations from utilities companies so the contractors don't drill into a utility" and 1/12/16 for update – awaiting response.**
- Gullies around the Green – are full again (College side) and overflow during heavy rain, these were jetted in August 2016 and then again when the annual works were done. Works to be carried out after leaf-fall. **Jetted 03/11/2016. AC has requested another sweep/jetting – awaiting response.**
- Leopold Walk – overgrown shrubs/trees. Graham will order works post-nesting season. Budgets are now such that Graham has to prioritise works and unfortunately this matter would be low on the list. Graham has suggested that it would be an ideal job for volunteers. As for the footway being covered in berries etc., this would be a matter for South Cambs District Council as they deal with all matters relating to street cleansing. Asst Clerk went back and stated that this is too big a job for volunteers and we have been requesting this for over a year. Answer: Unfortunately all funding for vegetation works has run out.
- **Pruning works to County tree on High St by bus shelter has been done.**
- Rear of Dissenters - (fallen tree/bush) - photographed and reported to County 28/7/16. Highways have responded to say it doesn't currently meet their criteria to do anything.
- Grass cutting undertaken w/c 22nd Aug. Land behind Dissenters now looks worse than before the cut! Asst Clerk has reported to Graham and is still awaiting comment.
- High Street/Rampton Road, Reference - Following repairs carried out in May 2016, some of the marked out areas were missed, markings had worn away before works started. The worst areas being the junction between the High St & Rampton Road and pothole opposite Cross Keys Court. Junction of High Street/Rampton Road. This has been fully resurfaced and is awaiting white lining (timescales unknown). Unable to locate a pothole opposite Cross Keys Court, however there is a sunken cover belonging to Cambridge Water Company. MANHOLES ARE RESPONSIBILITY OF ANGLIAN WATER. **Cambridge Water inspected 8/11/16, awaiting works order.**
- Village Maintenance carried out w/c 22/08/16 –Twenty Pence Road verges were NOT cut, lots of dead grass left behind (as it had been left so long since previous cut). Verges on Twenty Pence Road are outside the village centre and are cut on a separate rota (cut 23/08/16). In relation to straw in the road please contact South Cambs District Council as they deal with all matters relating to street cleansing.
- Wilkin Walk (High St End) – Overgrown weeds, brambles and hedges – Response: This is part of the village maintenance and is cut twice a year. This would be an ideal job for volunteers. Asst Clerk went back and stated that as these were now over 20ft and full of brambles, we can't expect volunteers to cut. Answer: Unfortunately all funding for vegetation works has run out.
- High Street – poor visibility of traffic calming bollards - Inspected 16/09/16, reflective strips to be cleaned/replaced 07/10/16. **Completed, highways will not be painting.**
- Pelham Way through to High Street Footpath – Uneven surface, bad puddling - Although unsightly nothing meets current intervention levels. Condition to be monitored.
- Various areas on Beach Road have been marked up for filling. **Works completed 23/11/2016.**

- Replacement child-designed road signs have been received. Waiting installation.
- Yellow zigzags outside CPS - AC requested repainting on 27/10/16, response from Highways 1/12/16 : I've looked at the school keep clear road markings on Lambs Lane and they are not sufficiently faded to meet the County Council's intervention levels. I appreciate that they look faint compared to the newly installed double yellow lines but they are still legible and will not be refreshed at the current time. Also lining is best carried out in the warmer spring/summer months when it can be applied to dry/warm roads. If it is done in the winter then it often requires that the road is heat dried which is not very good for the road surface. Depending on the condition of the markings in the spring, I will consider refreshing them then but not at the current time. Our intervention levels regarding lining requires them to be 70% faded before we refresh them and in certain situations (not this one) we may not reinstall lining at all. This lining is not yet 70% faded but may be in the spring when I will re-evaluate. Feel free to flag it up again then.
- LHI bid has been submitted: Speeding on Histon Road, Crossing near to Post Office and Pavement Improvements

Village Hall

- Cllr Richards arranging replacement door in men's toilets (to replace damaged door).
- Cllr Richards has purchased anti-climb paint (as agreed by CALF)
- Guttering between the high roof and flat roof has been damaged and requires repair. Handyman being contacted accordingly.
- Need to give kitchen keys to Bowls Club and Kids Only.
- Day Centre have reported problems with the cooker hob. No issues for other users. Electrician to inspect.
- **Ladybirds alarm test arranged for 5th December.**
- **Vermin issue in kitchen and store cupboard. DRE Pest Control have been contacted.**
- **Light cover in main hall has fallen down. Nick West to replace.**
- **Day Centre Christmas lunch on 13th December.**

Recreation ground

- Cars parked at own risk sign has been removed completely by vandals. The FA sign has also been damaged.
- Groundsman has reported major issue with foxes.
- **Groundsman has reported issues with vermin in the vicinity of the containers (coming from allotments). Traps have been set and DRE Pest Control also contacted.**
- **Pavilion fire extinguishers check arranged for 6th December.**

Misc admin

- November Issues log distributed separately.
- Fen Reeves - site looks like the trees need thinning and Cllr McCarthy is inspecting. Several dead trees at bottom near caravan site where it floods. Need to decide whether to remove or cut down and leave for wildlife. Lots of general deadwood which needs tidying.
- Les King Wood – Anna Hicks would like our opinion on the style/ piece of wood to the left of the kissing gate. Would this be better if a normal post and rail fence was created or would we prefer it left as it is? Anna is ordering a dog bin for the site, again would like our opinion please on the best location for this bin. Grass rides and maintenance - appointed a contractor who will carry out two seasonal cuts to the site. Tree guards- in the process of organising for these to be removed. Clerk to meet with her onsite.
- Huge amount of hedge/tree work required to the rear of Brenda Gautrey Way. **Works to be undertaken second week of January 2017.**
- Have contacted All Saints re. putting dog bin back following rebuilding of wall. They have requested replacement from SCDC but are still waiting. SCDC Cllr Harford following up.
- Carol concert – **Sponsorship money coming in. Longhorn Farmshop to provide bbq. Banner has been installed on the Green. Several stalls selling Christmas items/food will be there on the night. Lights have gone up on the Green and tree due for collection 6th December.**

- **Mobility gate for Moat has been ordered (available end of December). Recycle existing gate at WARG Field.**
- **Works undertaken on Kingfisher Way tree belt 28-30th November.**
- **Contractor appointed to undertake repairs to phone box on Denmark Road/High Street. Will probably be done in March when the temperatures are more conducive for painting outside.**
- **Cllr Morris attended the Parish Liaison meeting on 30th November.**
- **Several new planning enforcement issues have come in.**
- **Community hedge planting event at WARG Field not well attended by enjoyed by those who did. Groundsman has finished off remaining planting.**
- **Wings for Life 2017 will be taking place on Sunday 7th May and the route will come through Cottenham again (Oakington & Rampton Road only this time).**

Facebook

- **668 likes. Been a very busy month on social media with many posts being seen by over 1000 people and one nearly 5000!**

Major developments

1. Endurance estates had an application (S/1952/15) for 50 houses approved by SCDC earlier this year
2. Gladman Developments applied (S/1818/15) to build 225 homes plus 70 residential places with care off Rampton Road; it was turned down by SCDC but have applied for a Public Inquiry next May.
3. Gladman also applied (S/1411/16) for a slightly smaller development (220+70) on the same site, an application which has yet to be reviewed by SCDC Planning Committee.
4. Persimmon have applied (S/1606/16) for 126 homes off Oakington Road, an application which has yet to reach SCDC's Planning Committee.
5. Cambridgeshire County Council has recently applied (S/2876/16) to build 154 homes of Rampton Road, using part of the Recreation ground; this too has yet to be reviewed by SCDC's Planning Committee.

A chart showing the rough position and status of each of the above is now available.

All have serious issues on traffic and its mitigation, landscape impact, flood risk and mitigation etc.

Tenison Manor adoption & maintenance

- Persimmon preparing legal drawings to show ownerships and allow Anglian Water easement.
- Awaiting response from Vine Technical (for Bovis) on contribution to commuted sum.

Update on Neighbourhood Plan

1. Awaiting review feedback from SCDC meeting on October pre-submission draft
2. Meanwhile a mini-consultation is under way on some outstanding questions with NP Ambassadors and two drop-in sessions (Community Centre on 3rd December and Village Hall on 10th December)
3. Illustrated revised draft intended before year-end.

Village Hall

1. Planning application S/3163.16/OL has been validated with a determination deadline of 13th February 2017
2. Village "yes/no" ballot under way until 19th December with collection boxes around village
3. Path / Car Park extension being prepared for competitive tender via Contract Finder
4. Suggestions for additional uses and/or funding sources welcome.

16/264. CCTV

Six tenders have been received following a competitive call via Source Cambridgeshire.

A review of equalised* tenders has found:

1. One tender was non-compliant on communications
2. One equalised generally compliant tender was above £8,000
3. Two equalised generally compliant tenders were above £7,500
4. Two equalised generally compliant tenders were around £6,400

Recommend delegation of further consideration of the leading bids and placing contract(s) subject to a budget ceiling of £7,500.

*equalised – prices compensated for differences in warranty / free-maintenance periods, an additional camera to cover the approach area and cost of electrical installation.

16/265. Tenison Manor tree belt

Phase 1 of the Tree Belt (Broad Lane to the Tenison Manor gateway) has been let to the lowest bidder after competitive tender via Source Cambridgeshire for less than 30% of the delegated budget of £10,000.

Consider inviting the previous bidders to offer a similar service for the remaining section, retaining the existing £10,000 delegated budget as the overall ceiling for all the work.

16/266. Fen Reeves

We have had a couple of requests for use of Fen Reeves for various activities:

Tribal Bushcraft (<http://tribalbushcraft.co.uk/>) are looking for locations to run bushcraft courses in 2017. Their aim is to get people outdoors, enjoying and appreciating nature more. In return for the use of the woodland they would be very happy to pay. They could also provide themselves as volunteers for our use and would be interested in the possibility of helping out wherever needed.

Lucy Mutter, a childminder in Cottenham is very keen to try to establish a forest school for childminded children to take part in in the village. It is a great way to get kids outdoors, to challenge themselves and to gain confidence. They need a small area wooded area that they can use regularly, the minimum is 2 hours per week during term time and the summer. The types of activities involved are tree climbing, den building, natural sculptures, habitat building, wood whittling. (they looked at Les King Wood but it isn't suitable). Would like to start to fund raise soon and apply for grants to cover the cost of materials.

There is then the issue of Fen Reeves maintenance/improvements. To make the site more usable to all residents it would require a small car parking area, similar to that at Les King Wood. This would require the removal of some trees from the front area (the Bushcraft people may be able to help with this?) then laying down a loose aggregate surface i.e. 'crusher run' or crushed asphalt to create an area of hard standing. NB: tree works would need to be done before the end of February. There may be monies left in the CALF budget which could be diverted towards this work or alternatively given the type of project and interest in the site we could go for a grant (Community Chest in April) to go towards site improvements. The NP identifies the need for more accessible walks and with 68% of the NP responses saying it important to improve leisure and recreation facilities as a project this would go some way towards those improvements. NB: the site is used by Cub/Scouts so as well as benefiting their group they may be able to provide some support in terms of helping with any works.

16/267. Crowlands Moat

Five tenders were received and reviewed after competitive tendering via Source Cambridgeshire.

The bids ranged from over £7,000 to as low as £1,000 pa and varied in compliance of information provided, especially related to handling of the newt habitat. The current supplier's price was in the middle of the range.

The tender report has been reviewed by FLAC with a recommendation to accept the second lowest tender - £2,000pa - as "best value" due to better awareness of newt habitat issues than the lowest bid.

16/268. Slide

As well as being unsightly the slide bank has now dangerously worn away to expose the concrete which could be hazardous. The soil erodes badly due to the heavy sand mix (wrong soil was added in error many years ago). Additionally the children use the side of the slide as a short cut rather than the steps (which had to be located further away for H&S reasons).



The suggestion is to cut into the remaining bank and create 'terraces' in the earth then replace with the correct soil type. Matting would be laid over and the area turfed.

| | | |
|-----------------------|--|-----------------|
| To | Ref: Recreational Ground – Restore Slide Mound To restore slide mound with soil from site, double lay matting / netting (both under and over grass turf), supply and lay grass turf. | £ 600.00 |
| Vat | | £ 120.00 |
| Total Inc. VAT | | £ 720.00 |

16/269. Walking routes

We have been contacted by Stephen Conrad, County Assets (applicant for County planning application) about how the County might seek to help improve or create a wider path network at an appropriate point as the Rights of Way Team acknowledge that Cottenham is not particularly well served. One option he has suggested might be connecting Les King Wood to our treebelt behind Woodlark/Kingfisher and thence the Tenison Manor estate as that potentially might involve just one other landowner. James Stringer, the area Definitive Map Officer, would be the contact.

16/253. Bank reconciliation (to the end October 2016)

Council's Bank Accounts at end of October 16 were reconciled to our Sage system and are in order. In summary:

| | |
|-------------|------------------------------------|
| £687,598.82 | Cash at Bank |
| -£11,600.04 | creditors |
| + £7998.31 | Debtors |
| £683,997.09 | Net balance on bank reconciliation |

+ VAT owed £1190
+ Prepayments £1300
Minus: £2000 Accruals
Minus: £686 PAYE

Net assets: £683,801.09

Creditors

360 Traffic Data Collection
AJ King
BC Group
BCS
Calor Gas
Cambridgeshire District Council
Cottenham Community Centre
Debbie Seabright
DRE pest control
Green and Purple Ltd
HFE signs
Hodgson & Hodgson Ltd
MTC engineering
Peter Boyden
Travis Perkins
Wheelscape skateparks
TOTAL £11,600.04

Debtors

AG First Aid Training
Two Mill Fields Allotments
Baby Clinic
Cosworth Group
Cottenham United Sports and Social Club
Cottenham Day centre

Debbie Prince

Jane Williams

Michelle Plowman (over 3 months in arrears) £4399.20 + 20%

TOTAL £7998.31