

**AGENDA REPORTS PACK**

**FULL COUNCIL MEETING**

**DECEMBER 2017**

## Item 17/274.



### DRAFT Full Parish Council Meeting Minutes

Meeting held in the Village Hall, Lambs Lane, Cottenham on **Tuesday 7<sup>th</sup> November 2017 at 7.15pm**

**Present:** Cllrs Morris (Chair), Collinson, Dewey, McCarthy, Mudd, Nicholas, Ward, Wilson, Young, the Clerk and Assistant Clerk

- 17/250. Chairman's Introduction and Apologies for absence** – apologies accepted from Cllrs Bolitho (work), Collier (personal), Graves (work), Hodson (work) and Wotherspoon (holiday).
- 17/251. To accept Declarations of Interest and Dispensations** – none given. RFO arrived at 7.16pm.
- 17/252. Minutes** – Minor amend made to apologies. Resolution that the minutes of the meeting of the Full Council meeting held on the 3<sup>rd</sup> October 2017 be signed as a correct record. **RESOLVED.**
- 17/253. Public participation – Standing Orders to be suspended** – none present.
- 17/254. Reports**
- **SCDC** – Query whether the District Cllrs attended in rotation; Chair will ask.
  - **CCC** – report noted.
  - **Clerk** – Clerk read out letter from Tony Fry on behalf of WARG Associates. Clerk to pass cyclepath issues onto Cllr Ward. Issue with hedging plant on the Rec to be added to CALF agenda. Cllr Smith arrived at 7.23pm. Cllr Nicholas noted that the slide steps had now been cleared.
  - **Major developments** – report noted.
  - **Neighbourhood Plan** – 472 responses to the survey. No real surprises and the numbers will be entered into the draft plan. Need to communicate headline responses on the website/Facebook. Noted that NP independent examiner was now John Slater and not Ann Skippers; thorough report already completed and costs not altered. Formal resolution required at next meeting. Housing assessment due next week. Arranging date to meet with SCDC re. next steps. Cllr Dewey is looking at creating a cross platform application to gauge feedback on the NP and use later as a springboard for other things (branded as a CPC app initially). Need to think about what information the Committees want to consult on. Need to look further at the value of the app and why people would use it.
  - **Update on Highways projects** – report noted. Rampton PC have been offered a grant of £2k towards the installation of solar studs along the cycle path from Rampton to Cottenham. Query re. MVAS trial – Asst Clerk confirmed they will be installed and moved for us. Noted that Alan James is paying for the NO tubes, not Cllr Ward.
  - **High Street Postbox update** – report noted.
- 17/255. Remembrance Parade** – Resolution that Cllr Nicholas lay wreath on behalf of the Parish Council at Remembrance event on Sunday 12<sup>th</sup> November. **RESOLVED.**
- 17/256. External audit** – Consider feedback from the annual external audit – RFO reported that we had been given a clean bill of health by the auditor despite resident queries. Noted that as a result of these queries the auditor invoice was higher than usual. Cllr Smith recommends changing the wording of the Village Hall loan interest; RFO stated that this would be addressed at the FLAC meetings.
- 17/257. SLCC Branch meeting** – Resolution that admin staff attend SLCC Branch meeting on 8<sup>th</sup> December; will include data protection training at a cost of £50. **RESOLVED.**
- 17/258. Town & Parish Council Development Plan Consultation** – Consider response to consultation (by 10<sup>th</sup> November) – Noted.
- 17/260. Office Christmas opening hours** – Consider closing the office between the Christmas and New Year period (25<sup>th</sup> Dec- 29<sup>th</sup> Dec) – Discussion as to how emergencies would be covered; as per the norm, staff would be available and emails will be checked periodically. Resolution to close the office

between 22<sup>nd</sup> December and 2<sup>nd</sup> January with the proviso that time off in lieu be granted if excessive work is required. **RESOLVED.**

- 17/261. Highways signage** – Resolution to fund the installation of 2 advisory single carriage road with passing places signs; 1 at each end of Long Drove, at a cost of £99.39 including installation. **RESOLVED.**
- 17/262. Tenison Manor Tree belt** – Resolution to award contract for Phase 3 of the Tenison Manor Tree Belt to Lowther at £2,075 + VAT in accordance with the Tender Report. **RESOLVED.**
- 17/263. Consultation on potential sale of land behind Orchard Close** – Consider response to consultation by SCDC – Cllr Smith declared a pecuniary interest and left the room at 8.12pm. Resolution that CPC has no objection to the sale of land by SCDC. **RESOLVED.** Cllr Smith returned to the room at 8.17pm.
- 17/264. Battle’s Over: Remembrance Event 2018** – Consider setting up working party and budget for 100 years of Remembrance on 11<sup>th</sup> November 2018 – Working party to consist of Cllrs Dewey, Mudd and Smith. Will need to get church and other village organisations involved. Suggestion of putting something in the newsletter asking for ideas and help. Cllr Morris to contact All Saint’s vicar to ask her to mention 2018 event this Sunday. Cllr Collinson flagged future anniversary of the war memorial itself. NB: the new church altar rails are available to view on 17<sup>th</sup> November at 3.00pm.
- 17/265. S/3551/17/OL planning application S106 meeting(s)** – consider request by SCDC to participate in meeting(s), possibly including the applicant, regarding the impact on the Recreation Ground and other s.106 issues arising from S/3551/17/OL – Cllr Morris outlined. Need to make clear the basis for our involvement so there is no ambiguity. Resolution that ‘without prejudice’ wording is sent to SCDC to make clear our position in relation to agreeing a meeting regarding the impact on the Recreation Ground and other s.106 issues arising from S/3551/17/OL. **RESOLVED.** Resolution that up to 3 members of the Development/NP working party (consisting Cllrs Collinson, Morris, Mudd, Nicholas, Ward, Young plus the Clerk) attend meeting with SCDC and CCC regarding the impact on the Recreation Ground and other s.106 issues arising from S/3551/17/OL. **RESOLVED.**
- 17/265. Greater Cambridgeshire Partnership workshop** – Resolution for Cllrs Morris and Young to attend Future Funding Plans event on 16<sup>th</sup> November. **RESOLVED.**
- 17/266. Finance**

Income	Description	Net	Gross	
Cambridge Kids Club	Invoice payment	£ 873.92	£ 1,048.70	
Debbie Prince	Invoice payment	£ 21.00	£ 25.20	
Jane Williams	Invoice payment	£ 69.00	£ 82.80	
Michelle Good	6 fitness sessions	£ 42.00	£ 50.40	
Ladybirds	Quarterly payment	£ 1,554.95	£ 1,554.95	
Sam McManners	McAfee repayment	£ 89.99	£ 89.99	
Ploughing Society	Rent of Village Hall	£ 75.00	£ 90.00	
SCDC	Payment towards Legal costs	£ 2,145.00	£ 2,574.00	
Ladybirds	Oil and Water costs	£ 121.06	£ 121.06	
HMRC	Vat repayment	-	£ 5,956.73	
Baby Clinic	Rent of Pavilion	£ 103.50	£ 124.20	
		<b>£ 5,095.42</b>	<b>£ 11,718.03</b>	
<b>Expenses over £500</b>				
Beneficiary	Description	Net	Gross	code
Salaries	Salary costs for November 17	£ 3,487.54	£ 3,487.54	
HMRC	Tax and NI for October 17 (month 7)	£ 857.16	£ 857.16	
PKF Littlejohn LLP	External Audit costs	£ 951.00	£ 1,141.20	972
British Gas	Electric bill for Recreation Ground (DD)	£ 603.16	£ 790.36	973
Wilby and Burnett	Professional fees re access road to Village Hall	£ 920.00	£ 1,104.00	976

AJ King	Crowlands Moat Maintenance	£ 500.00	£ 600.00	977
Designs on Metal (Church grant)	Metal work on altar rail - All Saints Church	£ 4,800.00	£ 4,800.00	979
Cottenham Sports & Social club	Contract Services Jul - Sept 17	£ 1,080.00	£ 1,080.00	981
Target Print Ltd	Printing of Neighbourhood Plan Survey	£ 852.00	£ 1,022.40	983
The Soccer Store	Aluminium Goalposts	£ 2,180.00	£ 2,616.00	985
Nick West	August & Sept cleaning - Village Hall	£ 1,140.75	£ 1,140.75	986/ 987
AJ King	Monthly contract cost	£ 2,536.24	£ 3,043.48	994
Calor Gas	Gas delivery	£ 818.20	£ 859.11	998
Outdoor Play Solutions	Work on Roundabout & Pendulum Swing safety surfacing	£ 990.09	£ 1,188.11	1000/ 1001
Designs on Metal (Church grant)	Metal work on altar rail for All Saints Church	£ 11,200.00	£ 11,200.00	1002
		<b>£ 32,916.14</b>	<b>£ 34,930.11</b>	
<b>Expenses under £500</b>	<b>Description</b>	<b>Net</b>	<b>Gross</b>	<b>code</b>
Legal and General	Pension costs for November 17 (DD)	£ 37.76	£ 37.76	
Green and Purple Ltd	Monthly support for the RFO	£ 50.00	£ 60.00	974
Debbie Seabright	Expenses re Sim card for Pavilion	£ 8.31	£ 9.97	975
AJ King	To create base for the electric box & fit box	£ 350.00	£ 420.00	978
Staples	Ink cartridges and stationery items	£ 129.85	£ 155.82	980
SLCC	Books for training course	£ 77.60	£ 78.40	982
Business Consultancy Services	Payroll Processing	£ 28.00	£ 33.60	984
Nick West	Light bulbs for the Village Hall	£ 15.90	£ 19.08	988
Julie Jocelyn	Hedging plants & access to land (Broad Lane)	£ 247.60	£ 277.12	989
CSA	Cleaning materials	£ 43.52	£ 52.23	990
SSE- Southern Electric	Electric bill for the Pavilion (DD)	£ 291.00	£ 349.20	991
British Gas	Electric bill for the Green (DD)	£ 118.26	£ 124.20	992
Browns of Burwell	Oil delivery for the Recreation Ground	£ 459.59	£ 482.48	993
Sam McManners	Kettle for Village Hall and Phone top-up	£ 20.24	£ 20.24	995/996
Calor Gas	Standing charge	£ 17.13	£ 17.99	997
Zip Heaters Ltd	Hydroboil Service for the Village Hall	£ 103.00	£ 123.60	999
Smith and Saunders	Renewal of website hosting	£ 80.00	£ 96.00	1003
		<b>£ 2,077.76</b>	<b>£ 2,357.69</b>	

Cllr Ward queried why there were 2 payments to the Church; due to the first invoice coming in late. Query on VAT receipts for smaller items.

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

**17/267. Management accounts** – to review the monthly management accounts – noted.

**17/268. Bank reconciliation** – to review monthly bank reconciliation – noted. Cllr Smith queried increase in debtors; RFO stated that some of the payments had come in since the report.

**17/269. Matters for consideration at the next meeting** – postbox; NP (resolution re. change of Inspector).

- 17/270. Dates of next meetings** – Planning 9<sup>th</sup> Nov, FLAC 14<sup>th</sup> Nov, CALF 21<sup>st</sup> Nov, Planning 23<sup>rd</sup> Nov, Highways 28<sup>th</sup> Nov, Full 5<sup>th</sup> Dec. Resolution for Cllr Smith to join Planning and Finance (FLAC) Committees. **RESOLVED.**
- 17/271. Close of Meeting** – 8.58pm.

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

## Item 17/276. - Reports

### South Cambridgeshire District Council Report November 2017

At its November meeting **Council** approved recommendations from Civic Affairs Committee that it should ask the Local Government Boundary Commission for England to review the principal area boundaries so that the county and parish boundaries between South Trumpington/Grantchester and Caxton/Elsworth/Cambourne are made coterminous along new parish boundaries. It also approved a recommendation from the Finance & Staffing Portfolio Holder [F&S PfH] that the maximum investment limit from the Council's cash reserves be increased from £35m to £45m whilst still retaining the maximum investment at 60% of the Council's total investment portfolio. The performance of the Council's treasury management function is reviewed regularly by the F&S PfH and through the Council's membership of a benchmarking group to ensure reasonable returns are achieved commensurate with risk. Full details of the rationale for these recommendations are included in the agenda pack: <http://bit.ly/2j9RUoY>

SCambs' Community Chest scheme has since its introduction several years ago proved to be very popular and, more importantly it has proved to be a very effective way of spending money. Local groups are recognised for the way they make a little go a long way and the Community Chest awards have certainly added to the evidence for this. SCambs is now building on its commitment to supporting local communities by the introduction of a new fund. At its November meeting **Cabinet** agreed to the setting up of the **Community Energy Grant Fund**. From March next year this new fund will be open for community groups to bid for funding to support their energy saving and green initiatives. Suitable projects could range from insulation, lighting and heating controls for community buildings to the installation of electric vehicle charging points. Parish Councils, charities, voluntary groups, sports & social clubs and not for profit organisations will all qualify to bid for up to £3,000 per organisation per year from the £55,000 that will be made available. The scheme will be funded from the business rates the Council retains from new, renewable energy generation sites in the district thus ensuring wider community benefit from these large scale renewable energy sites. Still to be developed is a loan scheme which will allow local groups and residents to borrow money to invest in local renewable energy schemes. Such a loan scheme will effectively 'recycle' available funding so that as many people as possible can benefit. Councillors will consider the details of this scheme once they are drafted.

Community groups across the district are also being encouraged to bid for funding aimed at helping older residents live independently in their own homes for longer. Around £20,000 is available as part of the Council's **Mobile Warden Grant Scheme**. During the last year 11 schemes covering 20 villages have been supported in this way. Some 380 older residents have benefitted from the excellent service offered by mobile wardens who are trained to understand the needs of the people they visit. They are also able to identify other services that residents may be eligible for and may also help with practical tasks like light shopping, booking appointments, form-filling and collecting prescriptions. The warden schemes are complementary to statutory care services and are not intended to either duplicate or replace the medical or social care services that individuals may also require. Full details and application form: <https://www.scambs.gov.uk/content/mobile-wardenscheme-grants> or by email: [duty.communities@scambs.gov.uk](mailto:duty.communities@scambs.gov.uk) or phone: 01954 713 070 Closing date for applications is 5pm on Friday 19 January, 2018.

The Council is also using money from the Government's **Community Led Housing Grant Fund** to provide support, advice and grant funding to local communities to establish Community Land Trusts [CLT] and build homes for local people. SCambs received around £50,000 which it has used to secure the services of CLT East, an organisation which has already helped deliver community led housing in East Cambridgeshire. For some while, Cottenham Parish Council has been investigating the benefits of CLTs and in promoting the concept through its Neighbourhood Plan, has seen the formation of the Cottenham Community Land Trust Steering Group. Congratulations to this group which has now become the first in the district to benefit from a grant of £4,500 which will be used towards its set-up costs for becoming the legal entity that will go on to bring forward homes for local people. Independent of both SCambs District and Cottenham Parish Councils, its initial ambition is to deliver 30 homes over a 15 year period; homes that are currently not subject to Right to

Buy and will, therefore, remain for local people in perpetuity. Free help and advice prior to making an application for funding is available from a dedicated CLT East technical advisor. For more information: <http://www.clteast.org/contact-us.htm> email: [emily@clteast.org](mailto:emily@clteast.org) or phone: 01353 668985

Congratulations must also go to Rampton Parish Council who made a successful bid to the **A14 Legacy Fund** for a grant towards installing lighting studs on the dark section of the cycle path between Rampton and Cottenham.

Oakington & Westwick Parish Council has also been working hard on its bid for funding to become a **Rural Travel Hub**. Decisions on which bids are successful should be made shortly and we can only hope to be able at that time to offer this parish council congratulations for its hard work. Meanwhile it has secured consent for an extension to the Pavilion to provide greater storage space for this well used facility.

Following upon SCambs determination to see a full review undertaken of bus services the **Cambridgeshire & Peterborough Combined Authority** [CPCA] agreed at its November meeting to instigate a full strategic review of bus services within the CPCA area. It is proposed that it will review the existing network and service including its strengths and weaknesses, develop strategic options for future services taking into account other strategic transport initiatives so that any proposals will form part of a whole transport solution. It will consider new technology and other innovative solutions and assess franchising and other operational models for their relevance and value to the local area. It committed to engagement with all stakeholder groups including bus providers and local authorities. Full agenda pack and published decisions: <http://bit.ly/2zZaeex>

The **Greater Cambridge Partnership Board** has now agreed further work on a revised concept design for improvements to Histon Road. It will aim to provide bus priority whilst going further to provide improved cycling and pedestrian infrastructure. Details of the new model will be brought back to the Board in March 2018. Agenda pack and decisions for the Board's November meeting: <http://bit.ly/2BvHSp1> and for the meeting of the Assembly earlier in the month: <http://bit.ly/2AoIKiL>

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

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## County Councillor's report for Cottenham, Rampton & Willingham November 2017

**Budgets** The Chancellor of the Exchequer allocated £5 million in 2018-19 and £135million the following year to promoting East-West Rail, beginning with total funding of £10 million in refining the Cambridge South station project. The National Infrastructure Commission report into the Oxford Milton Keynes Cambridge corridor contained some eye-watering numbers regarding additional Gross Value Added and a million more homes. Phase 3 of East-West Rail involves reconnecting Bedford and Cambridge. This will bring into being a new transport corridor, with the expectation of opening up the opportunity for further new settlements, for example around a new Cambridge Parkway station.

It is the time of year when Cambridgeshire County Council starts its budget setting process again. In the last six years it has made £215 million of savings whilst striving still to provide good quality services. Over the next five years the Council faces a further £100 million pressure on its budgets. While it is on target to deliver savings of £31 million this year it now has to work on plans to deliver even more savings in 2018/19 when the gap between the money it receives from central government, council tax, business rates and its own income generation and the amount that it needs to spend on services stands at £37.5 million. The historic underfunding of large rural counties like Cambridgeshire ought not continue and the Council is now working with the county's MPs and its own network of similarly affected councils to campaign for fairer funding.

**Early Warning** Having a free NHS Health Check has proved to be a wake-up call for some residents, influencing them to improve their health through simple lifestyle changes. The checks are designed to spot early signs of stroke, kidney disease, type 2 diabetes or dementia and give people the opportunity to take steps at an early point to help lower their risk of developing such conditions. Often just changing to a healthier diet and doing a bit more exercise is all that's needed. Anyone aged between 40 and 74 can book a free check with their local GP service. Funded by the County Council through its Public Health budget the 20-30 minute session provides checks on blood pressure, weight, cholesterol and the lifestyle factors that influence your health. For more information go to <https://www.cambridgeshire.gov.uk/residents/better/health-improvement/>

**Coordination of Highways Works** County Highways have apologised for the chaos that was experienced when Cambridge Water carried out work in connection with the upgrade to the A14 a few weeks ago. It appears that the details that the contractors gave when applying for permission to carry out the work were not quite what they actually did when on site and, as was obvious to anyone trying to get to Tesco at Bar Hill, go to work or return home, the traffic management system was not fit for purpose. As soon as one of the county's own inspectors visited and made changes the situation improved. Anyone who was affected will I think be pleased to know that the County Council is levying a fine on Cambridge Water. Bad weather defeated resurfacing of Beach Road Cottenham at the end of November. It has been rescheduled for (two days beginning) 18 December.

**Park & Ride** Included in the agenda for the Highways & Community Infrastructure Committee's meeting this month was consideration of removing the £1 parking charge at the Park & Ride sites. The agenda, decision statement and draft minutes are available at: <http://bit.ly/2AINsUz>

**Buses** The agenda for the Cambridgeshire & Peterborough Combined Authority meeting included taking forward the bus review that I have been pushing for, and broadening it to cover the whole area, at a cost of £150,000.

**Leaving Hospital** Delayed transfers of care continue to cause concern both for the NHS [particularly Addenbrooke's] and the County Council. The report to the Adults Committee provided little comfort, advising that for a period of six months the Head of Commissioning will be redeployed to provide leadership and coordination of the hospital discharge process and associated services. £2.3 million of new money has also been earmarked to support hospital discharge. This will be spent on additional staffing for both the



reablement service and the discharge social work team as well as to provide a range of interim beds in extra care sheltered housing and care homes. Agenda pack and decision statement: <http://bit.ly/2iZ0wOn>

**Schools** A report on the government's revised schools funding formula was considered by the Children & Young People Committee [C&YP] this month. The revisions include some small increases in funding for Cambridgeshire schools. The C&YP committee will be required to approve the Cambridgeshire Schools Funding Formula at their January meeting. There is also much debate going on between the county council and district councils over the level at which developer contributions towards new schools should be set in planning obligations. Education tends to be regarded as top priority among community infrastructure to be funded by new housing, and viability arguments often result in downward pressure on the proportion of "affordable housing". So it's important for the county council to pitch its requirements fairly. Agenda pack, decision statement and draft minutes: <http://bit.ly/2imtZ58>

**The Cambridge Phenomenon, continued** The beginning, middle and end of the month featured three events highlighting why this is the most exciting part of the world right now:

**Connecting Cambridgeshire** Matt HANCOCK, Minister for Digital, opened a conference at the Bradfield Centre on 3 November to congratulate Cambridgeshire on achieving its first target of extending broadband to 95% of the county. The next 4% are going to prove far more taxing. As for mobile connectivity, the big push is to make modes of transport the "third space" in which to work (after the office and home). Unbroken coverage is rare on most long journeys. And then there is the challenge of 5G – which will require about a million more base stations across England. With Cambridge business growing at an annual rate of 7% - which equates to doubling in ten years – there are growing demands on infrastructure to keep up – or conversely dire warnings that growth will stall unless we supply the requisite platforms of digital connectivity.

**Making Space for Life Sciences and Tech:** A London Stansted Cambridge Consortium event was held at the Bradfield Centre on the Cambridge Science Park (which like Cambridge North station is in South Cambridgeshire district) on the afternoon of Wednesday 15 November 2017. The workshop brought together operators of science parks, developers, professionals engaged in drawing up tenancy agreements, and local authorities. The keynote speaker was Stephen KELLY, joint planning director for Cambridge and South Cambridgeshire. He touched on the ambition of the Combined Authority to double the Gross Value Added of Cambridgeshire and Peterborough by 2037. If this were to be achieved solely on a straight line basis with current levels of productivity this would require (at first approximation) doubling the employment floorspace occupied by existing businesses. Given that this might represent an insurmountable challenge, he suggested that a significant ingredient in the answer would have to come from a serious increase in productivity. Given that that is the only sustainable way to raise real incomes, if we are serious about growing and sharing prosperity we need somehow to factor this into our spatial planning. He cited the work already being done by Cambridge University on behalf of Cambridge Ahead, exploring a variety of scenarios for Cambridge-centred growth. The Cambridge Cluster Map [www.camclustermapping.com](http://www.camclustermapping.com) claims to be a unique 'big data' tool revealing the dynamic growth of the sub-region (which it defines by a twenty-mile radius from the city centre) and the true extent of the 'Cambridge Phenomenon'.

Of course, many incoming investors are attracted by the CB postcode. Some will go nowhere other than the Science Park, the Biomedical Campus, the Genome Campus, Granta Park or Babraham Research Institute. One of the things that exercised us most during the workshops was how to raise the appeal of places like Chesterford and Harlow (which already have established operations), Stevenage (location of the bio-catalyst) and Welwyn, already base of Roche. Naturally my ears prick up at the mention of places like these, all of which are new towns (or with potential major new housing development proposed). How can Cambourne, Northstowe and Waterbeach join the club? In terms of history, many of the existing clusters grew out of government research stations established in stately homes. More pertinently, they didn't just come into being overnight. So there was a lot of debate about the most effective form of intervention (not least the long-term benefit of research grants) to enable the whole corridor to rank among the top five global knowledge-intensive business clusters in the world. I often point out that with Cambridge at one end and London (with things like Med City, the CRICK institute, the Old Street roundabout and so on) at the other,

when viewed at the scale of the United States or China the two cities are to all intents and purposes the same place, especially only 45 minutes apart by train.

**The future of transport in Cambridge** Not even having to cycle home through a sleet storm could put a dampener on a superb Cambridge Network event at the Postdoc centre at Eddington the afternoon and evening of 30 November. (And it made a telling backdrop that all the speakers had to compete with very loud construction noise immediately outside.)

The first speaker was Professor Lord Robert MAIR, who heads civil engineering at Cambridge University (and is this year's president of the Institution of Civil Engineers). He spoke utterly convincingly of our mastery of inexpensive tunnelling techniques. He ended by reporting his (latest) meeting with the National Infrastructure Commission in London that morning, at which it was taken as read that the planning system is the biggest constraint on delivering the annual 300,000 houses we need. (The post-war peak of 350,000 in 1968 was achieved by one of the WILSON governments, breaking a record set in 1935.) I couldn't help thinking of the contribution that Cottenham would be making towards this target. It really is a crisis and I never stop wondering when the dam will finally burst.

Andy WILLIAMS said Astra Zeneca was tolerant of existing decision-making structures and processes, the implication being that they wouldn't continue so being if their occupation of their new Headquarters Building on the Cambridge Biomedical Campus (see <https://www.astrazeneca.com/our-science/cambridge.html> by Herzog and de Meuron, who also played a part in Stirling Prizewinner Cambridge Accordia and the Beijing Olympics Birdsnest Stadium) was overshadowed by employees' inability to get there from the homes they have been able to afford outside Cambridge.

Rachel STOPARD. Chief Executive, gave an upbeat account of the Greater Cambridge Partnership (which was present in force). Then Charlene ROHR from the Rand Corporation outlined findings of their "transport in 2035" think piece. A man described autonomous vehicle trials on the Trumpington – Addenbrooke's – Cambridge Central Station leg of the Busway. And finally Cambridge Consultants presented their vision of DelivAir, a scheme that lowers small packages down to you directly from an octocopter drone.

A couple of hundred attended, which allowed plenty of useful networking. It was refreshing to be among highly-driven people genuinely optimistic about the future.

**Tim Wotherspoon**

## CLERKS REPORT – November 2017

Anything in bold is new or an update.

### Highways

- **Rooks St** - HCVs ignoring advisory signs 4/4 - AC emailed David Lines for advice/suggestions – awaiting response. Emailed 12/5 CCC Cllr Wotherspoon. New HO has advised this would need to be covered under an LHI bid or similar – he only covers repairs. HO suggests implementing a weight limit, **Cllr Wotherspoon investigating.**
- **Rooks Street** - Cllr Morris and Asst Clerk met with Highways Officer (HO) on 17<sup>th</sup> Oct 2017 - several areas of footpath and road were marked out for urgent repairs, road works completed 24<sup>th</sup>, pathway repairs will be a while longer (up to 12 weeks). He's also going to enquire as to whether we can get the pavements slurry sealed (a homogenous mixture of emulsified asphalt, water, well-graded fine aggregate, and mineral filler that is used to fill small surface cracks and provide a thin covering on the existing pavement). Concrete bollard at the entrance to Fitzwilliam House broken – replacement ordered. **30<sup>th</sup> Nov; HO has put forward Rooks St for the slurry scheme, now with Network Management to inspect and to state if included in program.**
- **Wilkin Walk (High St end)** – overgrown laurel and brambles, lightly trimmed, nettles cleared, cuttings left in situ. Visited as part of village walk with HO. Some areas identified for cutting back. HO has advised that County are responsible for up to path edges only (normally up to a concrete border) - any verges/vegetation are the residents' responsibility, however, upon checking CCCs map it says CCC are responsible for the Wilkin Walk bit – HO to check with searches team; awaiting update. **30<sup>th</sup> Nov; HO has chased searches again, but only one person on the team(!)**
- **Leopold Walk (Pathway to High St)** – overgrown trees/shrubs, blocking light. Neighbouring property has submitted a tree works application for works to the 7 plum trees. Works undertaken 27<sup>th</sup> Oct 2017 (to rear boundary of 315 High St). Bulb replaced in street lamp 19<sup>th</sup> Oct 2017. **Asst Clerk to ascertain ownership/responsibility for the section beyond 315's boundary.**
- **Beach Road** – HO and CCC Cllr Wotherspoon visited 24th August 2017. Road is under guarantee and the contractor has indicated that they will be taking responsibility for remedial works. It is their intention to carry out “Hydroblast Texturing” and patching, TTRO applied for road closure, date of works TBC. At the County Highways Open Day on 16<sup>th</sup> Oct 2017, Martin Gowler (Network Management Officer) advised that they are aiming to complete works during Nov/Dec – dependant on surface temperature, equipment, and workmen availability. **Road closed for works; 29<sup>th</sup> Nov to 1<sup>st</sup> Dec, 09:30-15:30**
- Rampton Rd/County Farms Hedge – reported 7/7/17 obscuring speed warning sign. 12/7/17 HO trimmed area immediately around the sign and has asked County Farms to request tenant gives the hedge a trim early next month after the end of the bird nesting season. **Hedge and nettles have been cut alongside allotments and broken foot/cyclepath sign reported to county.**
- **Coolidge Gardens** – back on 2017/18 schedule for resurfacing. **Asst Clerk chasing County Highways for dates.**
- Blocked gully outside 243 High St - **works completed 28<sup>th</sup> Nov to 1<sup>st</sup> Dec including patching from zebra crossing to Co-op bend and curb repairs.**
- **Lambs Lane** - HO hoping to get patched next financial year, during a school holiday (aiming for Whitsun) - school zig zags will get repainted then (not quite at 70% faded at the moment). **Urgent works have been ordered for the pothole outside 46 Lambs Lane.**
- **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 problem, within the next 12 weeks.**
- **Margett & Corbett Streets** – various potholes repaired 29<sup>th</sup> Nov.

Traffic and Transport Strategy Working Group

- **Speedwatch** - our Newsletter appeal for volunteers yielded just one response. We have asked PC Jenkins from Cambourne Police Station to attend one of our meetings to highlight the benefits of Speedwatch and what becoming a volunteer involves.
- **Mobile Vehicle Activated Sign** - the A14 integration team, have offered us the use of one of their vehicle speed activated signs for a 2 week trial - this was installed on Mon (27th Nov). It's situated on the lamppost outside B&C Motors (aimed south) - the sign will be in stealth mode (look as though it's not working) for the first week, then flashing for the second, but it will collect data for the whole two weeks (24hrs a day) - we can then compare the 'before & after' data and from there decide whether to invest in one. (These signs are movable and can be located in different areas around the village.) To get police to do speed checks in problem areas, we need data to prove there is a problem - these signs provide that data.

### Village Hall

- Clerk obtaining quotes for painting of anti-climb paint.
- **Issues with outside lights – front and side broken. Repairs ordered.**
- **Cromwell Fire have serviced the extinguishers in the Hall and Pavilion. No repairs/replacements necessary. NB: invoice should show discount agreed due to timing error.**

### Recreation ground

- The FA sign has been damaged.
- Quotes being obtained for remedial works in playground following RoSPA inspection – painting of benches. May now need to wait until the spring.
- Hedging plant behind 70 Lambs Lane has died, causing gap in the hedge. **Groundsman to put hedges fencing in as a stopgap.**
- Vertidrainage to 3 smaller pitches on 3<sup>rd</sup> field ordered.
- Issues with graffiti on skatepark being monitored.
- 3 rubbish bins have been badly damaged and require replacement. Clerk liaising with Groundsman regarding requirements for up to 5 new bins.
- **CUFC Mobile goalposts arrived 3<sup>rd</sup> November. NB: they are self-assembly to CUFC are organising a working party. They have also applied for a Community Chest grant.**
- **Problems again with traps in the Pavilion.**
- **Quote requested for repairs to tennis courts. NB: this may be superseded by CALF meeting and request by tennis club for replacement hard courts.**
- **Colts mobile goalposts have been ordered and will arrive mid-December.**
- **Have agreed with Groundsman that he can close the car park gates during icy periods to enable safe clearance/gritting of the pathway.**

### Misc admin

- November Issues log distributed separately – see appendix for summary.
- Les King Wood – Tree guards still require removal.
- Issues to noise nuisance from ice cream van reported to EH. EH now following up but struggling to find details of the van using the registration number.
- Treeworks required on the Village Green – removal of remaining deadwood plus additional work required to a chestnut and maple.
- Red Cross Emergency First Aid course – takers so far are: Day Centre, Bowls Club, Rugby Club. May want to consider opening up more widely.
- **War Memorial repairs ordered.**
- Residents in BGW are liaising directly with Brian Heffernan (County) re. maintenance to the ditch on the estate and TDS regarding maintenance of vegetation etc. Some confusion with Taylor Wimpey as to what part of the treebelt they own. They have only been maintaining a very small section at the College end behind 3 houses at the College end. TW don't believe they own the treebelt/hedge adjacent to the ditch from near Sovereign Way up to Beach Road, this appears to differ from our own records. TW would like to know whether the Council wish to take over the 600mm strip. May have a

resolution regarding the ditch clearance. Brian Heffernan was onsite 1<sup>st</sup> Sept and is liaising with landowners. He is prepared to act as go between with TW and CPC. Meeting took place on 13<sup>th</sup> October. To be followed up.

- Post box on Twentypence Road has been missing since approx. March/April. Still chasing Royal Mail for replacement since June and have lodged a complaint re. slowness of response. Further chase up revealed that the incident still hadn't gone to the correct person however it now appears that a new box has been ordered and may be in situ in the next month.
- Treeworks to weeping ash on The Pond have been ordered and application is with SCDC (will be revised by our Planning Committee on 9<sup>th</sup> Nov).
- **Treeworks on BGW have been completed. Thanks received from resident regarding Tree of Heaven works.**
- Carols – Tree collected and reindeer ordered. BBQ, bar, sound, lighting and brass band booked. 3 stall bookings.
- Ditch clearance adjacent to Bullfinch Way ordered. Groundsman has flailed however only a small section borders our land, with the rest belonging to the building plot on the High Street. Rowan tree growing in ditch and requires removal.
- Some treeworks needed to section alongside Bullfinch Way with several trees showing signs of decay. One severely rotted branch and dead trunk to be removed to groundsman asap. NB: none of the trees are of good quality, being tall and spindly due to overcrowding.
- Babysitting course being run at CVC is fully booked (with a waiting list). Interest shown in second course being run in January 2018. Waiting further information from organiser.
- Quotes being obtained for repair works to the noticeboards on the Pond and Village Green.
- **Contacted Bovis re. getting broken streetlight on Tenison Manor estate repaired. Will be advised of timescales.**
- **Phase 3 Tenison Manor treebelt works ordered and should take place from 5<sup>th</sup> December.**

#### Facebook

- 873 likes/906 follows.

## Major developments

- Bellway Homes have outline permission for 50 homes off Oakington Road but seem to be struggling to achieve an acceptable design.
- Gladman Developments has outline permission for up to 200 homes and 70 places with care but may not yet have sold the permission on to a builder.
- Persimmon Homes has delegated approval to negotiate as s.106 agreement but has not yet done so.
- Each of the above has promised substantial financial contributions to key aspects of the Neighbourhood Plan.
- Those permissions mean that far more houses will be built here in the coming years than are required under SCDC's emerging Local Plan, but this has still not been adopted. The final consultation is due to start shortly, including the claim that SCDC now has a 5-year land supply if the "Liverpool" method is applied; with adoption possible – Examiner permitting - in Spring 2018.
- The County Council is attempting to get permission for a less ambitious (125 homes) but more disruptive plan - using land we would prefer for sports use.
- There is likely to be a consultation next year on how and where to expand the primary school.

## Neighbourhood Plan

### Update

- We have 472 views on the "7 issues".
- We have an independent assessment of Cottenham's future housing needs – a challenging read that will prepare us for SCDC's next Local Plan and identify the true local need for review with SCDC's Housing team.
- We have a Neighbourhood Plan Examiner's constructive views on our draft plan.
- We have met SCDC's Planning Policy team to review next steps.
- We are also proposing to include the Village Hall and Nursery within the NP's revised Development Framework so they will not be in the "open countryside".
- A multi-party discussion about the proposed Medical Centre should happen soon and lead to a feasibility study.
- However many houses get built speculatively even the "politically affordable" ones will be beyond reach of most local people who might want them.
- Cottenham Community Land Trust has a grant to set up legally, and launch publicly on 16<sup>th</sup> January with the goal to address the unmet need for truly affordable homes.
- The draft NP will identify where "rural exception sites" could be permitted for those truly affordable homes.

### What next?

- Key parts of the draft plan will be re-written and submitted to SCDC early next year to check the likely extent of its environmental impact.
- Once assessed and possibly modified, the formal consultation steps will begin, leading eventually to the referendum where everyone can truly "have their say".

## Village Hall, Nursery and Access Road update

Revised plans distributed separately.

## High Street Postbox update

Wording for final petition has been forwarded from Heidi's office. Requested that a minimum of 2 signatures were on it but Cllr Morris has circulated and more have been secured. Original document to be forwarded to Natalie Dilworth in Heidi's office who will then secure a slot to present to the House of Commons.

## **17/277. Pavement project**

**To follow**

## **17/278. Community Fruit Trees**

This grant fund is open to community groups, both formal and ad hoc, within the United Kingdom.

The Community Trees Fund will fund trees of appropriate species, size and numbers, of which up to 4 may be fruit trees (but no more than that) on semi-vigorous, vigorous and very vigorous rootstocks.

- Applications must be on behalf of a community group which must be a charity / not for profit organisation;
- Children under the age of 16 must be ACTIVELY involved in the planting process;
- Planting must take place on publicly accessible land, usually in public or charity ownership;
- The community group must be able to raise 25% of planting costs;
- Hedge plants and willow are not eligible for funding;
- No more than 4 fruit trees, on semi-vigorous, vigorous and very vigorous rootstocks, may be included in the selection;
- Planting must take place during National Tree Week (i.e. in approx. 12 months time);
- Applications in respect of work already carried out are not eligible.

## **17/279. Neighbourhood Plan**

Due to circumstances beyond our control, Ann Skippers was unable to fulfil the role and, following her recommendation, John Slater has been appointed on similar contract terms.

## **17/280. Foot/cycle path between Rampton & Cottenham**

Rampton Parish Councillor Chris Goldsmith attended the Highways Committee meeting on 28<sup>th</sup> November and outlined the need for solar light studs on the foot/cycle path between Rampton and Cottenham – dangerous for pedestrians and cyclists, particularly during winter months. Rampton Parish Council (RPC) have been offered a grant of £2,000 towards the project from the Cambridgeshire Rural Fund. This grant offer must be accepted by **8th December 2017** for it to be actioned, and used by 31<sup>st</sup> March 2018. RPC have procured quotes, the most favourable one being £5,472 for 2 rows of studs. RPC are asking CPC for half of the £3,472 balance due to their limited budget. RPC can't accept the grant until they receive confirmation that CPC can contribute.

## **17/281. PhoneBox**

Is it time to consider making these freely accessible in the interest of community health and safety?

## **17/282. APM 2018**

Meeting must be held between 1<sup>st</sup> March and 1<sup>st</sup> June each year.

The election may be a complication.

Usual hold the meeting towards the end of April to allow accounts to be completed.

Suggested date is 1<sup>st</sup> May.

## **17/283. Taxi policy consultation**

We are proposing to introduce a licensing policy and conditions that will apply to all Private Hire and Hackney Carriage drivers, vehicle proprietors and operators holding or wishing to obtain a licence.

The new policy proposes to adopt a stringent standard for new and existing license holders. The key changes being proposed include:

- A more stringent convictions policy for all applicants and existing drivers
- A new Hackney Carriage policy so all vehicles are wheelchair accessible
- Introduction of CCTV in all licensed vehicles
- A new knowledge test for all applicants and existing drivers
- Changes to the frequency in which medical examinations are required for all drivers
- Introduction of a new Disclosure and Barring process so we are informed quickly if a licensed driver receives a conviction

Our proposed policy puts public safety at its heart and sets one of the highest bars that vehicles and drivers must pass before being granted a licence.

We want to hear your views.

The policy and attached conditions (Appendices A to H) can be viewed in full in either of the following ways:

1. By visiting the South Cambridgeshire District Council website at: <https://www.scambs.gov.uk/consultations> and follow the link to submit your comments
2. By visiting the Council office in normal working hours where a hard copy of the consultation may be viewed

Alternatively, your views can be put in writing to: Resources Team, South Cambridgeshire District Council, Cambourne Business Park, Cambourne, Cambridgeshire, CB23 6EA.

The deadline for receiving views is no later than Friday 5 January 2018 at 23:59 hrs.

Resource Team

## **17/284. Dog bins**

The dog bin on Beach Road has been missing for some time and this is having a knock-on effect for the BGW bin which is constantly left overflowing due to the popularity of this walking route.



## 17/285. Consultation on potential sale of land behind Orchard Close – Revised plan

I have received a request from the owner of 8 The Rowells, Cottenham asking to purchase the area of land currently under ownership of South Cambridgeshire District Council but held on licence a different resident. I have attached a plan. **NB: plan has been revised.**

Would it be possible to consult the Parish on this sale, the potential purchaser would like to use the land to grow more fruit and veg, if the application was to be successful SCDC would tie the lands down with covenants etc to prevent building.

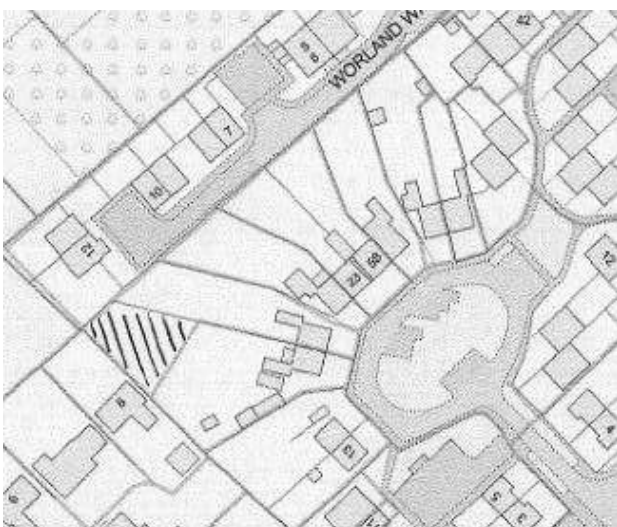
If you would be able to let me know the outcome of the consultation as soon as possible that would be greatly appreciated.

Many thanks,  
Liam Flatters, Land & Contracts Surveyor, SCDC

*Original plan*



*Revised plan*



## 17/287. Bank reconciliation

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

In summary:

£774,819.54	Cash at Bank (as of the 31 <sup>st</sup> October 2017)
- £22,007.10	Creditors
+ £3693.41	Debtors
£756,505.85	Net balance on bank reconciliation

**+ VAT owed £478**

**Minus: £2000 Accruals**

**+ Salary Control Account £546**

**Minus: £857 PAYE**

**Net assets: £754,672.85**

### Creditors

- AJ King £4063.48
- British Gas £124.20
- Browns of Burwell £482.48
- BCS £33.60
- Calor Gas £877.10
- CSA £52.23
- CUSSC £1080
- Debbie Seabright £9.97
- Design on Metal (All Saints Grant) £11,200
- FLP outdoor solutions £1188.11
- Green and Purple £60
- Julie Jocelyn £277.12
- Nick West £1140.75
- Sam McManners £20.24
- Smith and Saunders £96
- Staples £155.82
- Target Print £1022.40
- Zip Heaters £123.60

**TOTAL £22,007.10**

### Debtors

- Bowls club £83.81
- CUSSC £3120
- Jane Williams £110.40
- Jo Brook £36
- Thurstons - £244.20 (OVERDUE)
- Jude Adcock £99

**TOTAL £3693.41**

## Appendix 1: Issues log

14 issues were reported to us by residents during November:

Date	Issue	Further details	Follow up
02/11/2017	Building works	Someone alleging to be from CPC has accosted builders and told them to stop work. Requested clarification of the situation	Confirmed that nobody from CPC had officially attended the site and we don't have the authority to request work to stop.
02/11/2017	Twentypence Rd	Wanted to know if road had been re-opened.	Responded accordingly.
02/11/2017	Overgrown hedge	Neighbouring property has an overgrown hedge which is protruding onto the pavement. Has received injury due to brambles and also caught clothing.	Asst Clerk to send letter
03/11/2017	High St pavement	Has fallen due to uneven pavement outside the Hopbine and broken ankle as a result	Asst Clerk to report
06/11/2017	Rooks St	Huge tanker came down the road (ignoring unsuitable for HCV signs). Caused house to shake and concerned about structural damage.	Asset Clerk to respond
11/11/2017	Rec Ground	Query why Colts matches had been cancelled but not CUFC	Groundsman stated that goalmouths were waterlogged in the morning. Inspection in afternoon confirmed they had drained sufficiently to play. Clerk spoke to Colts Chair and meeting being set up
13/11/2017	Village Hall	Outside light on side of VH doesn't work	Electrician contacted to repair
14/11/2017	Village Hall	Outside light on side of VH doesn't work	Electrician contacted to repair
15/11/2017	Village Hall	Outside light on side of VH doesn't work	Electrician contacted to repair
16/11/2017	Histon Rd cycle path	Would like the cycle path cleaning	Passed to SCDC
17/11/2017	Beach Rd	Query regarding Beach Road closure	Asst Clerk responded
19/11/2017	Noise	Query re. what can be done about late night party noise out of hours.	Referred to Environmental Health
20/11/2017	BGW Dog bin	Bin is insufficient for amount of useage and frequently overflowing which is a health hazard	Has been raised by resident with SCDC Cllr Wotherspoon
29/11/2017	Speeding	Cars are using the section of High St near Broad Lane as a racetrack and are drifting	Resident phoned 101. Asst Clerk also to respond.