

AGENDA REPORTS PACK

FULL COUNCIL

FEBRUARY 2016

Item 16/030

Full Parish Council Meeting Minutes

Held in the Village Hall, Lambs Lane, Cottenham on Tuesday 12th January 2016 at 7.15pm

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

In attendance: 7 members of the public

- 16/001. Chairman's Introduction and Apologies for absence** – Chair welcomed everyone and wished them a Happy New Year. Residents from Lockspit Hall Drove have written to thank Clerk/Assistant Clerk for their help in getting the dragon patcher to do pothole work on the Fen. Apologies accepted from SCDC Cllr Harford (ill).
- 16/002. Public participation – Standing Orders to be suspended** - Cllr Richards arrived at 7.18pm. No comments from the public.
- 16/003. 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 an interest in 16/005 (development applications) and Cllr Collier declared an interest I 16/006. Both Cllrs will leave the room during discussions and take no part in the vote.
- 16/004. Minutes** – Minor typos amended. Resolution that the minutes of the meeting of the Full Council meeting held on the 3rd December 2015 be signed as a correct record. **RESOLVED.**
- 16/005. Reports**
- **SCDC** – report circulated prior to the meeting. Cllr Edwards stated that Civic Affairs met today to consider response to the Boundary Commission review. It is recommended that Cottenham change to a 2 members and that Oakington will move out of the ward.
 - **CCC** – report circulated prior to the meeting. No comments.
 - **Clerk** – report circulated prior to the meeting to highlight matters on agenda & update on matters arising since last meeting. Aquarius have been in touch regarding pump inspection/service. Clerk to arrange and let Cllr Morris know date so that he can show the new pumps. Election Officer has been in touch regarding using the Hall on 5th May. Assistant Clerk liaising. Cllr Nicholas asked for works on Leopold Walk to be chased up with Highways.
 - **Major development applications** - update on current and imminent planning applications – Cllr Berenger left the room at 7.25pm and took no part in discussions. Cllr Morris confirmed that no date had been set as yet for the Gladman and Endurance applications. There has been no news from Persimmon since the exhibition. The County Council have now stated their intentions regarding the building of up to 300 houses on their land on Rampton Road. Cllr Jenkins said that he will repeat our comments that it is hostile and it is clear that County are operating inappropriately. Cllr Mason said that he won't support that plans unless CPC guides otherwise. Cllr Morris has registered to speak and read through his draft response. Minor amends made. Resolution that 'hostile' be replaced with 'inappropriate/insensitive'. **RESOLVED.** Cllr Berenger returned to the room at 7.38pm.
 - **Neighbourhood Plan** – update on survey and next steps – Cllr Morris ran through the report. Postal survey deadline is 18th January and 21st January for online surveys. Various people have been leafletting areas of poor response over the weekend. The retail outlets have all been very helpful. Initial findings on 28th January. CCC Cllr Jenkins left the meeting at 7.43pm.
 - **Update on appointment of Architects for new Village Hall** – An unbiased method was used to decide the running order of the architects at meeting to be held on 18th January. Barber Casanovas Ruffles will present first followed by Wilby & Burnett.

- **Update on Non-Domestic Rates liability** – Cllr Morris stated that rates have been triggered by the new Pavilion. The evaluation has been done and we have been told that we can claim at least 50% off.

16/006. Finance

| Income | Description | Net | Gross | |
|----------------------------|--|--------------------|--------------------|-------------|
| Jane Williams | Invoice for October 15 | £ 184.00 | £ 220.80 | |
| Day Centre | Invoice for November 15 | £ 200.00 | £ 240.00 | |
| Michelle Plowman | Invoice payment for August 15, Sept 15 & Oct 15 | £ 2,520.00 | £ 3,124.00 | |
| Debbie Prince | Invoice payment for Oct 15 & Nov 15 | £ 35.00 | £ 42.00 | |
| Curry Palace | Towards the Christmas tree | £ 50.00 | £ 50.00 | |
| Churchend Carpets | Towards the Christmas tree | £ 20.00 | £ 20.00 | |
| Allotments | Water charges | £ 108.53 | £ 130.24 | |
| HMRC | VAT payment to end of November 15 | - | £ 13,603.53 | |
| Cottenham Colts | Village Hall hire | £ 150.00 | £ 180.00 | |
| Rugby Club | Invoice payment | £ 350.00 | £ 420.00 | |
| | | £ 3,617.53 | £ 18,030.57 | |
| | | | | |
| | | | | |
| Expenses over £500 | | | | |
| Beneficiary | Description | Net | Gross | code |
| Salaries | Salary costs for January 16 | £ 3,530.08 | £ 3,530.08 | |
| HMRC | Tax and NI for January 16 | £ 381.79 | £ 381.79 | |
| SSE Southern Electric | Electricity bill for the Recreation ground DD | £ 1,070.80 | £ 1,284.96 | 426 |
| Cambridge Water Co | Water bill for the Recreation ground DD | £ 829.19 | £ 829.19 | 428 |
| Nick West | Cleaning costs - Labour re Village hall (Oct & Nov 15) | £ 1,231.88 | £ 1,231.88 | 431/438 |
| AJ King | Erect fencing/Supply and fit two gates/Paint fence | £ 700.00 | £ 840.00 | 433 |
| AJ King | Monthly contract cost | £ 2,536.24 | £ 3,043.48 | 444 |
| Connections Bus | Visits from Sept 17th - Dec 3rd (9 Visits) | £ 2,178.00 | £ 2,178.00 | 446 |
| The BC Group Trust | Felling trees/scrub (Crowlands Manor) extra work | £ 860.00 | £ 860.00 | 447 |
| Sports & Social Club | Invoice for contract services Oct- Dec 2015 | £ 1,080.00 | £ 1,080.00 | 448 |
| Enventure Consultancy | Neighbourhood plan survey - Phase 1 | £ 6,885.00 | £ 8,262.00 | 450 |
| | | £ 21,282.98 | £ 23,521.38 | |
| | | | | |
| Expenses under £500 | | | | |
| Beneficiary | Description | Net | Gross | code |
| Green and Purple Ltd | Monthly accountancy support & Payroll (2 invs) | £ 170.00 | £ 204.00 | 422/423 |
| Royal British Legion | Donation re Wreath | £ 35.00 | £ 35.00 | 424 |
| SSE Southern Electric | Electricity bill for the Pavilion DD | £ 315.24 | £ 378.28 | 425 |
| Cambridge Water Co | Water bill for the Bowls club/Allotments DD | £ 370.29 | £ 370.29 | 427 |
| AC Leigh | 12 Sigma Cylinder key (servant & master) + post | £ 97.00 | £ 116.40 | 429 |
| Cromwell Fire Ltd | Service charge and Fire Extinguishers x 2 | £ 296.07 | £ 355.28 | 430 |
| Playdale Playgrounds | VAT payable for repairs | £ - | £ 135.98 | 432 |
| Debbie Seabright | Exps re Sim card from O2 for alarm system DD | £ 9.47 | £ 9.47 | 434 |
| SSE Southern Electric | Electricity bill for the Pavilion DD | £ 107.12 | £ 128.54 | 435 |
| ABCO Construction | Clear leaves & balls from gutters at Ladybirds | £ 108.00 | £ 129.60 | 436 |
| Elveden Estate & Farms | Christmas tree for the Green | £ 415.00 | £ 498.00 | 437 |
| The BC Group Trust | Crowlands manor work | £ 273.00 | £ 273.00 | 439 |

| | | | | |
|-----------------------|--|-------------------|-------------------|---------|
| City of Ely Council | VAT training course for RFO | £ 100.00 | £ 120.00 | 440 |
| Staples | Stationary and Ink cartridge | £ 97.06 | £ 116.47 | 441 |
| Sam McManners | Expenses re postage and stationary | £ 11.56 | £ 11.56 | 442 |
| Alex Collier | Expenses re Carol Concert | £ 80.00 | £ 80.00 | 443 |
| Green and Purple Ltd | Monthly accountancy support (December 15) | £ 50.00 | £ 60.00 | 445 |
| CSA | Mop/Mop head/Mop handle | £ 28.70 | £ 34.44 | 449 |
| Cottenham Candy | Sweets for Carol Concert | £ 50.00 | £ 50.00 | 451 |
| PPL | Licence cost for sound recordings for Village hall | £ 198.10 | £ 237.72 | 452 |
| Debbie Seabright | 2 months cost of O2 Sim card | £ 19.07 | £ 19.07 | 453/454 |
| SSE Southern Electric | Electricity bill for the Green | £ 49.97 | £ 52.46 | 455 |
| | | £ 2,880.65 | £ 3,415.56 | |

RFO can't confirm receipt of Kinds Only November payment yet but has been assured that it has been paid. Cllr Collier left the room at 7.50pm and took no part in discussions or vote. NB: If agenda item 16/018 isn't approved then this will be removed.

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

RFO explained that cheque for CPS was previously signed but not sent. This will now be replaced by a lesser amount now that grant form received with exact amounts.

- 16/007. Management accounts** – to review the monthly management accounts – RFO circulated prior to the meeting.
- 16/008. Bank reconciliation** – to review monthly bank reconciliation – FLAC have reviewed and everything is satisfactory.
- 16/009. Budget 2016/17** – to consider budget requirements for 2016/17 – Cllr Morris outlined. Cllr Heydon clarified that the 2014/15 precept was £202k. Cllr Nicholas queried the interest figure of £1200; RFO clarified that this was based on what we received in 2014/15. Cllr Richards confirmed that the football figure included the Colts. Cllr Collinson queried the Town Ground; RFO stated that the figure wasn't budgeted previously but that we did receive £245 in 2014/15. Expected income £45,740. Expenditure: expenses are increasing mainly due to having two new staff members. Open spaces – this has been broken down into more detail. No figure included for taking over street lighting. Cllr Young clarified that the cricket squares weren't yet approved as a project. Cllr Morris explained the Highways projects. No specific figure to be added for summer Festival at this stage. Total budget increased to £206,939.
- 16/010. Capital projects** – to review capital projects and possible financing for 2016/17 – Cllr Morris ran through the projects. There are various capital projects that we could use S106 reserves for.
- 16/011. Precept 2016/17** – Resolution to set a precept for 2016/17 of £206,939. **RESOLVED.**
- 16/012. Co-option** – to consider co-option to fill 2 vacancies on the Council – Three candidates introduced themselves. Following a vote Jonathan Graves and Karen Hodson were co-opted. All candidates thanked for putting themselves forward.
- 16/013. Cottenham Cares** – Resolution to waive fee, bond and PLI for use of the Village Green for weekend camping event on the condition that participants sign personal indemnity. **RESOLVED**
- 16/014. Youth Working** – to consider the appointment of a part-time youth leader – Item deferred.
- 16/015. Electoral Review** – to consider response to Electoral review consultation (ends 1st Feb) – Letter regarding the review supplied in reports pack. Resolution to delegate authority to Cllrs Collinson, Heydon and McCarthy to compile response and circulate via email prior to submitting. **RESOLVED.**
- 16/016. External audit** – to consider report on the external audit – outlined. There was one very small amendment to the figures otherwise the audit was satisfactory.
- 16/017. Tenison Manor tree belt** – to consider update on works – Clerk to write to residents abutting the tree belt to ascertain their views on what work is required. Need to confirm ownership of landlocked field behind the tree belt.
- 16/018. VAT course** – Resolution that RFO attends a VAT training course at a cost of £100 + VAT. **RESOLVED.**
- 16/019. Yesteryear Road Run** – Resolution to grant permission for use of the Village Green on 24th April for the Yesteryear Road Run with fees waived. **RESOLVED.** Contract to be sent.

- 16/020. Removal of hedging at Rec Ground** – to consider CALF recommendation to retain hedge and move the bund and pitch accordingly to create additional space for parking – Cllr Morris outlined. Planning permission required for car parking extension.
- 16/021. Annual bike show** – to consider CALF recommendation to grant permission for use of the Village Hall/Rec Ground car park on 23rd July (subject to public liability, hire costs & signing of agreement form) – Cllr Morris ran through the background to this item. Standing Orders suspended at 8.50pm. Brian spoke to outline details of what facilities would be required; date for event not 30th July with approx. 100-200 people and 50 motorbikes. Cllr Collinson queried how this would dovetail with any sports fixtures; if cricket match being played we need to ensure sufficient parking but the 2 events wouldn't encroach. Cllr Richards commented that the current location doesn't cause any issues with parking. The reason for moving the event is that it has grown beyond the size of the existing venue. It was mentioned that if the event was the raise money for charity it could help with waiving any venue fees. Standing Orders reinstated at 8.56pm. Clerk to send standard agreement to Brian.
- 16/022. Cricket Club** – to consider request from the Club relating to security of tenure – Cllr Mudd outlined the request. Cllr Collier left the room at 9.02pm. Cllr Young requested clarification that there was no monetary requirement; no. Cllr Collier returned to the room at 9.05pm. There is no implied charge on the land or on CPC. Resolution that Cllrs Morris and Mudd draft a letter stating security of cricket club tenure. **RESOLVED.**
- 16/023. Open Spaces Society** – to consider renewal invitation (annual cost £45) – Item deferred.
- 16/024. Matters for consideration at the next meeting** – Northstowe town planning and drainage (Cllr Heydon), Northstowe public meeting (Cllr Heydon), Gun Club/Harradine – Planning Committee (Cllr Bolitho), Coolidge Gardens potholes (Highways Committee), bus shelter, pension arrangements, sandbags (Cllr Ward)
- 16/025. Dates of next meetings** – CALF 19th Jan, Planning 21st Jan, FLAC 26th Jan, Full 2nd Feb.
- 16/026. Close of Meeting – 9.10pm.**

Signed _____ (Chair) Date _____

Item 16/031 - Reports

SCDC – to follow

County – to follow

Northstowe – to follow

CLERKS REPORT – February 2015

Anything in bold is new or an update.

Highways

- 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.
- Harlestones Road, Lyles Road, Franklin Gardens – Have been informed that they will be micro-asphalted in April/May 2016.
- 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. 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.
- 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.
- 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 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 Patcher – we've received a few compliments for the work done so far on Lockspit Hall Drove but waiting to hear if it is coming back to complete work. Waiting to hear when Broad Lane will be done. **Graham Armstrong to confirm programme.**
- Gullies around the Green – are full again (College side) and overflow during heavy rain, these were jetted in August 2015 and then again when the annual works were done. County to arrange to have cleaned when funds available.
- Leopold Walk – Waiting response from Community Payback team re. dealing with the overgrown shrubs/trees. **Graham has been chased.**
- Racecourse View - We've had several residents asking if/when there are going to be any white 'give way' lines painted. Also when official road name signs will be installed (they currently have ones the builders have put in.
- **Worst of the potholes on Coolidge Gardens and Telegraph St have been filled.**

Village Hall

- **New heater has been ordered for the kitchen.**
- **Several private booking enquiries received. AC sending hire forms accordingly.**

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). Meeting undertaken with Fenland Leisure who can repair all of the items.**
- User meetings ongoing to finalise contracts. **Cricket and CUFC now received. Colts meeting pencilled in for mid-Feb.**

- Repair/maintenance work due to be undertaken on picnic benches.
- **Cromwell Fire have carried out alarm test.**
- **Aquarius have done annual service/inspection of pump and sent report.**
- **Temporary (laminated) sign stating no dogs on Rec has been put on the LKW gate.**
- **Meeting held with Fenland Leisure re. H&S report items. Awaiting costs for solutions.**

Misc admin

- **January Issues log distributed separately.**
- **Dog bin on Lyles Road was due to be installed in mid-October. AC has chased again.**
- Fly tipping reported at Les King Wood and this has been reported to County. Car parking area is also badly rutted and needs attention. Still waiting response.
- **Thurstons Funfair would like to book Green for 29/30th Sept – 1st October 2016.**
- **Contacted Persimmon to get update on their application and chase up contact re. Tenison Manor.**
- **Litter pick went extremely well. Several issues noted re. fly tipping on Long Drove and general litter around laybys on the Drove.**
- **Investigated pollution incident in ditch along the back of Amey site on Long Drove. Contacted EA accordingly.**
- **Arranged with groundsman for cleaning of bus shelters (£20 each). Waiting for 3 glaziers to return calls re. replacement glass to one of the Histon Road shelters.**
- **Yesteryear Road Run confirmed and user agreement sent and completed form received.**
- **2 envirocrimes reported (Les King Wood and Long Drove)**
- **Cottenham Brass have been contacted re. Queen's 90th birthday beacon event on Village Green on 21st April. They have also been pencilled in for Carol Concert on 13th December.**
- **Cllr Berenger now attending Local Democracy reception on 9th Feb instead of Cllr Collier. NB: expenses up to £75 can be claimed and Cllr Berenger has relevant form. Have emailed Heidi Allen to see if she is attending (local MP's have been issued invite separately by organisers).**

Correspondence

- **Email received on behalf of Cottenham Cares to thank us for use of the Village Green for overnight camping event. They raised approx. £900 during the weekend and are expecting a further £3k from sponsorship of the event.**
- **Heidi Allen's office has been in touch following meeting with Connecting Cambridgeshire. Some areas of the village (particularly the Fen/Twentyence) don't have access to high speed broadband. Alex Lyons-Negus (Heidi's office) has been in touch regarding superfast broadband. Heidi attended event on 22nd Jan and has highlighted areas of the village which still don't have access. Following this meeting the Connecting Cambridgeshire Team will be looking into and following up on all villages that confirmed weak spots in their service.**
- **Email received from Cottenham Environment Audit Group which delivered a joint project for the CVDG, Cambs Wildlife Trust and the Fen Edge Footpath Group in the mid-2000's. The Group continues to exist now only insofar as there is a small balance of money [about £400] remaining from the project which should go towards something of public benefit related to conserving landscape features or developing access to or appreciation of the countryside around the village - for instance footpath development, signage/interpretation, seating, community orchard, etc. They would be happy to donate their remaining fund to the PC [or an appropriate village-based charity] if there is a proposal or project in hand which would fit the criteria. Will table item for next CALF meeting.**
- **Landbeach Parish Council would like to set up some training for Speedwatch and wondered if we might be interested in joining them in this? There is a Speedwatch kit in Waterbeach.**

Facebook

566 likes.

Major development applications

- Gladman and Endurance applications for outline planning permission
 - Nothing has yet come to SCDC Planning Committee
 - Delay implies there is still missing information
- Persimmon are close to submitting an application for outline permission
- Cambridge County Council Estates officers aspire to build 300 homes off Rampton Road
 - Despite clearly-expressed opposition from us and the Local CCC members, CCC General Purposes Committee voted 11:6 to continue with a development but with local consultation, involving possible use of a Community Land Trust
 - We have rejected a meeting in the short-term unless/until:
 - There is a significant change in the “form and scale” of the proposal
 - The major development applications have been resolved
 - Our own Neighbourhood Plan has reached the “options assessment” stage
 - OR CCC will discuss our “4th field” proposition in isolation from the above
 - CCC Estates will advise us when they have appointed Planning Consultants

Neighbourhood Plan update

- The survey is complete with 973 responses from around 2,430 households
- Many thanks to the Working Party and around 100 NP Ambassadors who spread the word
- The scale of the response will provide significant guidance in a number of planning areas
- Over 200 respondents now want to become more closely involved.
- We need to check representativeness (age, family situation, gender, location, etc)
- “Flash” responses indicate that a swimming pool, while still popular, is no longer #1
- There are also many pavements, roads, traffic and transport issues raised
- Draft report around 18th Feb (Planning) and a final version published on 1st Mar (Council)
- Imminent discussion with SCDC on areas relevant to NP etc
- Next steps (March) include identifying 10-20 key themes to pursue further in consultations
- For the NP, survey evidence alone is not enough, we need the demographics, statistics, etc.
- We will (March) identify “gaps” between survey perceptions and verifiable conditions
- Then open brainstorming (April) sessions will be needed to identify options for evaluation
- Some options will be suitable for use as draft planning policies for the NP

16/033. Management accounts/reconciliation

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

In summary:

| | |
|------------|------------------------------------|
| £425977.07 | Cash at Bank |
| -£51180.33 | creditors |
| + 7431.70 | Debtors |
| £382228.44 | Net balance on bank reconciliation |

For management accounts

VAT owed £10684.00

Minus £264 PAYE

Minus £ 938.33 Salary control acc

NET ASSETS £391710.11

16/034. Pension scheme

Cottenham Parish Council arrangements.

In accordance with legislative requirements Cottenham Parish council have to offer auto enrolment onto a pension scheme to eligible members of staff from March 2016

After research the council has selected a pension provider: Legal and General default pension fund

At the time of Auto-enrolment the CPC has employees in the following categories:

- Eligible job holders – 2 (Earnings of more than £10,000 (22 SPA) they are auto-enrolled but can choose to opt out. Employees will pay 1% of gross earnings which is matched by Cottenham Parish Council. This contribution will increase to 2% as from Oct 2017 (5% contribution from the Parish council) and to 3% from Oct 2018 (8% contribution from the Parish council)
- Entitled Workers – 2 (Earnings of less than £5834) not auto-enrolled but can opt in. Employees will pay 1% of earnings but no contribution from Cottenham Parish Council

Letters have been sent to each member of staff, giving information on the pension fund and asking them for a response regarding opting in/out of the pension.

16/035. Architects for new Village Hall

- Over 50 architects expressed interest in the project when it was advertised and ten responded to the pre-qualification exercise. Three architects were subsequently invited to make more complete proposals against a specific design brief. From these, two were thought to have understood the brief sufficiently well to present to the section panel and a group of observer Councillors and Users.
- Both teams presented to the panel (Cllrs Berenger, Collier, Morris, Richards, Clerk) on 18th January with five observers also present
- The panel met on 25th January and identified eight criteria on which to score the two contenders with two of these criteria – security and value for money - to be ranked higher in the event of a tie.
- Each contender was then allocated between 1 and 3 points (see table) according to how well the panel thought the architect met that requirement

| Criterion | BCR | W&B |
|----------------------------|-----------|------------|
| Flexibility | * | * |
| Understanding of the brief | ** | ** |
| Security | ** | ** |
| Relevant experience | *** | ** |
| Interaction | ** | ** |
| Value for money | ** | *** |
| Phasing (of build) | * | * |
| Sustainability | ** | ** |

- Inevitably the scoring was close. The scoring was tied initially with the overall better value for money offered by W&B balancing the perceived more creative but higher cost approach offered by BCR. Wilby & Burnett scored better on the two tie-breaking criteria and were selected.
- The Working Party is now confident that this selection will deliver a high-quality building for the village at an economic price.
- The following resolution is suggested:
“consider, on recommendation of the Working Party, appointing Wilby & Burnett as architects, working closely with the VH Working Party and representative users, to take pre-application advice from SCDC, then develop and cost a creative, but cost-effective design concept on which to obtain outline planning permission from SCDC, including any necessary consultant studies.”

16/036. Police Panel meeting

The next panel meeting will be held in the main hall at CVC 1930 on 24th February.

If we have any issues reported we need to let the police know so they can include them in the document.

So far they have:

Use of Psychoactive substances NO2/ littering Broad lane

Parking at the primary school

Speeding Beach road in the 30

They will be broadcasting the meeting via periscope on twitter also (can be accessed by their feed on the night).

16/037. Committee membership

There are currently vacancies on the following Committees:

CALF (Facilities) – 2 vacancies (3 with Cllr Collier on sabbatical)

FLAC (Finance) – 2 vacancies

Highways – 2 vacancies (3 with Cllr Collier on sabbatical)

Planning – 1 vacancy (2 with Cllr Collier on sabbatical)

NB: All Committee membership is reviewed again at the Annual Meeting of the Parish Council in May.

16/038. Sandbags

Questions for Cottenham Parish Council (CPC):

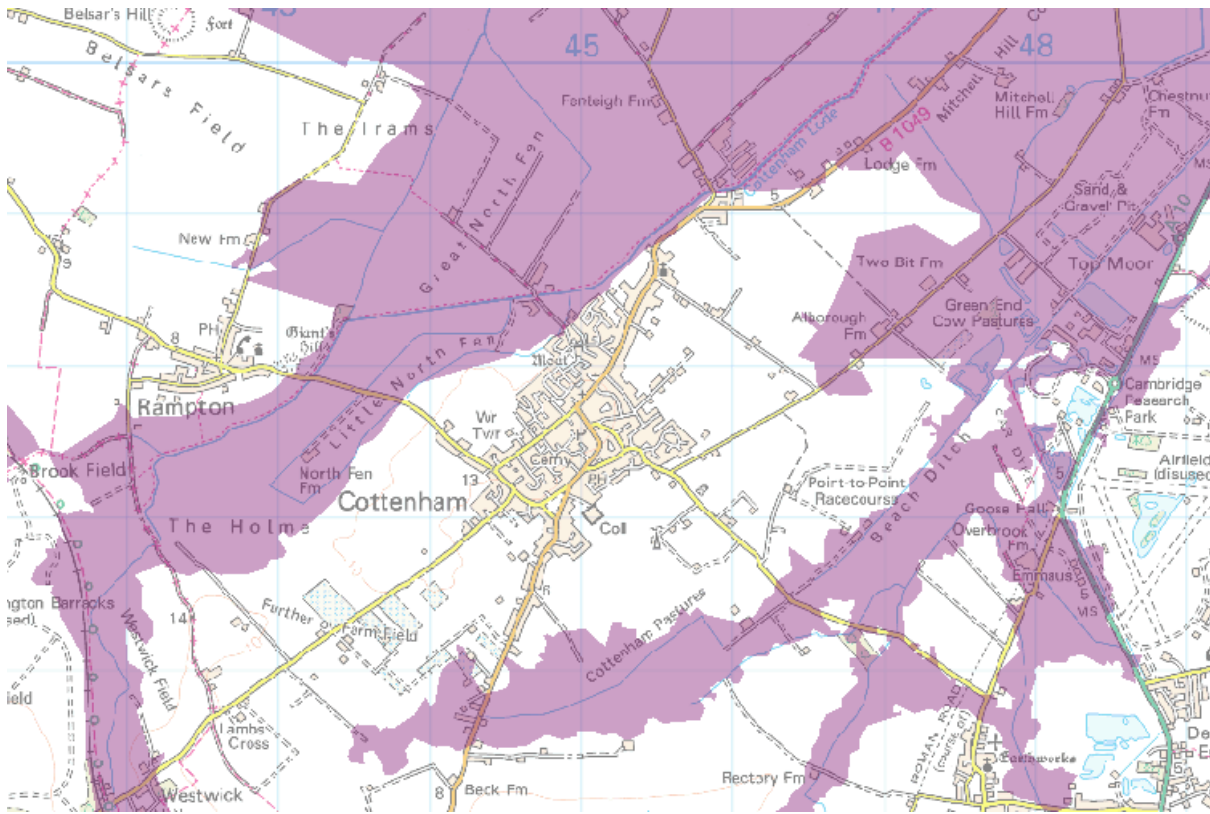
| Should Cottenham have its own supply of sandbags? | |
|---|---|
| <ul style="list-style-type: none"> ○ earlier in January there was a flood alert issued for Cottenham Lode. | <p>Should we be in a position to issue sandbags in the event of a flood? The official Government line is that property owners should 'appropriate action'.</p> <p>Availability from Environment Agency and builders' merchants may be limited if left to time when flooding imminent.</p> |
| | <p>Sand bags are of some use but not waterproof so would need plastic sheeting as well for effective temporary protection. See Environment Agency leaflet: 'Sandbags and how to use them properly for flood protection' for summary of how they should be used:</p> <p>www.gov.uk/government/publications/sandbags-how-to-use-them-to-prepare-for-a-flood</p> |
| Further questions to be answered if it is decided that Cottenham Parish Council should hold an emergency supply of sandbags: | |
| <ul style="list-style-type: none"> ○ what type? | <p>'Standard' sandbags typically 330mm x 800mm and weigh 20kg when filled. 3 options:</p> <ol style="list-style-type: none"> 1. Ready filled (pallet of 65 costs approx. £200 = £3/bag approx.) – should not degrade if protected from moisture and vermin 2. Separate bags and sand (£3.30/bag approx.) - less available in an emergency, needs people and tools but would last longer 3. 'Floodsax', which are dry sandbags containing a gel which swell on contact with water to create a 20kg sandbag (£40 for 5 = £8/bag) – need very dry storage conditions 4. Plastic sheeting should perhaps also be procured <p>=> filled bags recommended as no more expensive and available immediately. If stored properly should last several years</p> |
| <ul style="list-style-type: none"> ○ how many? | Likely to be limited by storage and budget |
| <ul style="list-style-type: none"> ○ how paid for? | ? |
| <ul style="list-style-type: none"> ○ where should they be kept? | <p>Would need to be secure and dry but accessible at all times of day and night (preferably with vehicular access).</p> <p>Pros and cons of storage on private property.</p> <p>Nigel Bolitho has kindly offered to store them under cover in his garden at Mitchell House.</p> <p>Should there also be a supply nearer to the flood susceptible areas (see map overleaf)?</p> |
| <ul style="list-style-type: none"> ○ should we do more to encourage/ advise residents to make own preparations? | <ul style="list-style-type: none"> - Emergency Coordinators could liaise with residents in vulnerable areas (see map overleaf) and encourage them to acquire own supply of sandbags or other flood precautions and make sure they are registered for flood alerts - CPC to consider buying sandbags in bulk to sell on (at a discount or profit?) to vulnerable residents? |

Cottenham's Emergency Coordinators:

- Justin Hiscock
- Susanne and Peter Wolf
- Tony Barrios

Cottenham Emergency Plan:

- list of useful contacts and places of safety held by Parish Clerk & SCDC (& coordinators)
- contains sensitive contact information so not in public domain
- updated regularly (aim for annually)



Areas considered vulnerable to flooding shown in mauve. However, surface water run-off may occur in other areas.

16/039. SLCC Roadshow

9.00am Arrival and Registration

An opportunity to network with fellow clerks, colleagues and your Regional Roadshow Sponsor Came and Company Local Council Insurance

10.00am Start of Roadshow

Your SLCC President Peter Young MILCM welcomes members and guests and introduces your facilitator for the day your SLCC Interim Chief Executive Richard Walden FILCM

10.15am Employment briefing

Lis Moore, SLCC Head of Advisory Services

What are your main employment issues in 2016 and what do you need to do about them? Your opportunity to discuss the issues and some solutions with your SLCC Employment Advisor.

11.00am Managing your council's risk

Vicky Jacomb, Came and Company Local Council Insurance

Health and Safety/Insurance- a sensible approach to managing a council's risk

11.20am Tea & Coffee a further chance to network with our sponsor, exhibitors, colleagues and SLCC officers

11.50 'Policing the past- Protecting the future'

Mark Harrison, National Policing and Crime Advisor, Historic England

The session will discuss how Historic England can work in partnership with local communities to protect and preserve the historic environment

12.30pm Devolution and local councils

A representative from the Department for Communities and Local Government (DCLG)

The session will discuss what devolution means for town and parish councils, devolution deals and making 'double' devolution' an effective reality

1.15pm Lunch your last chance to network with our sponsor, exhibitors, colleagues and SLCC officers

2.05pm Finance and Pensions briefing

Steve Parkinson SLCC National VAT Advisor

Steve will briefly update you on the latest financial matters for parish and town councils

2.50pm Law for Local Councils

Roger Taylor, Head Partner to Hedley Solicitors LLP

The session will explain and discuss recent changes in the law and examine how these changes impact on the powers, duties and procedures of parish and town councils

3.45pm Final comments by your facilitator Richard Walden

4.00pm Conclusion of Day

When & Where?

10.00am - 4.00pm, Wednesday 20th April 2016, The Orton Hall Hotel, Peterborough

Pricing

- We have held the 2015 early bird delegate price of £69 + VAT for members & £89 + VAT for non-members (deadline 23rd March)
- After 23rd March £79 + VAT for members & £99 + VAT for non-members
- *50% off for the first 10, first-time delegates to register
- *3 for 2 – get one free place if you book three places from the same council at the same time
- *£10 reduction for accompanying guests

16/040. Office space

- Council chose to pursue further the possibility of an office move to RBL if economically viable
- Such a move would provide more office space and a suitable location for public meetings
- Overall costs of a move over a 3-year period appear acceptable
- Some safety and systems checks are being undertaken to ensure fitness for purpose
- Negotiation currently centred on apportionment of utility costs

16/041. Assets

- Completion of the new Sports Pavilion means we now have three substantial fixed assets
 - Ladybird building, Sports Pavilion, Village Hall
 - Two of these are under our control for business rates purposes (National Non-Domestic Rates)
 - Both also have rateable values above £2,600
 - This situation makes us liable for about £5,000pa (paid via SCDC but mostly to Central Govt)
 - If either building were under 3rd party control (like Ladybirds) we could avoid most of this tax.
- If a suitable vehicle can be identified, should we consider transferring control (not ownership) of one or other asset to a 3rd party?

16/043. Consultation

Dear Parish Councillors,

Changes to Planning Scheme of Delegation

Happy New Year.

Further to last autumn's consultation with you in respect of the above, I am writing to thank you for your comments and to respond to them.

Your comments were considered by the Portfolio Holder at his meeting on 17th November 2015. He deferred making a recommendation and has asked me to write to you to clarify a further proposed amendments and to give your Council an opportunity for you to comment on this should you wish to.

Comments Received:

In respect of the autumn consultation, responses were received from 27 Parish Councils and 1 Member to the proposed changes to the scheme of delegation.

In summary, all had concerns about the scheme as initially proposed; many did not like the idea of Local Members acting as 'gatekeepers'. Most, however, recognise that there is a general need to streamline the process but wanted to ensure that any changes did not diminish Parish Council input and wanted to ensure that the valuable local knowledge Parish Councils hold is acknowledged and used. All comments were attached in full to the Portfolio Holder's report.

During the consultation process an alternative option emerged which I feel, has merit. It was discussed at the Parish Planning Forum on 14th October and was referred to and supported by 10 Parish Councils in their written submissions. It is also supported by the Planning Committee.

As such I am formally writing to set out this alternative option (below) and to seek any further comments on this by **19th February 2016**. Please send them to me: jane.green@scams.gov.uk.

Proposed Scheme of Delegation (as now amended)

All applications would be delegated other than those set out in appendix 1 to this letter, which would be determined by Planning Committee.

Set out under the first bullet point within the proposed scheme is a clause which enables Parish Councils to request that other applications be considered by Planning Committee. Any request would need to be received within 21 days and set out the planning reasons for the request. The request would then be considered by the Chairman of Planning Committee, as advised by designated officers, who would either accept the request, or would write back setting out the reasons why it cannot.

A draft copy of the consultation letter to Parish Councils is attached and I would welcome your comments on this draft. I have added to this examples of what does and doesn't comprise a material planning consideration to assist Parish Councils in their consideration of the application and reasons why they might wish to request an application is considered by Planning Committee.

In writing to you the Portfolio Holder and a number of other District Councillors have asked me to stress the value and importance of representatives attending Planning Committee to support their comments, where a

Parish Council has specifically requested consideration by Planning Committee. Please note that the Parish Council can be represented at Planning Committee by any of its Councillors or the Parish Clerk (with approval of their Parish Council).

Why are the changes being proposed?

Firstly because it is good practice to periodically review the Scheme of Delegation and it is some time since we have done so. The revised format can readily accommodate any changes the government may introduce e.g. new types of planning application or pre-notification.

Importantly it will allow Planning Committee to focus on the more significant and or contentious cases across the District, and have time within their meetings to receive training as well as briefings on forthcoming major schemes.

Next Steps

The Portfolio Holder wishes to review the Scheme of Delegation at his March Meeting (14th March 2016) and make a recommendation on any changes. Any comments you make as a Parish Council will be considered by the Portfolio Holder.

Comments on the Planning Service.

In addition to commenting on the scheme of delegation, a number of specific comments and suggestions were also received from Parish Councils about our current planning service.

I have collated these and they form appendix 3 to this letter together with our initial response. These suggestions are very helpful and will be used to shape our continued improvements to the Planning Service over the coming year.

Update on Staff Changes.

We have had a number of staff changes over recent months, including the appointment of a new Head of Development Management, Julie Baird as well as five project officers working across the service. As such we have recently update our staffing chart and I enclose this for your information.

If you do have any queries do contact me.

Yours sincerely

Jane Green - Head of New Communities.

Appendix 1

Proposed delegation of planning decisions in South Cambridgeshire (Jan 2016)

South Cambridgeshire District Council operates an adopted scheme of delegation which sets out the range of decisions that designated officers can make on behalf of the Council. Decisions on the majority of planning proposals and associated applications are delegated to designated officers without the need for them to be decided by members at Planning Committee

Delegated decisions are carefully considered by the case officer who outlines their recommendations, and reasons behind the recommendations, in a balanced delegated report, which is checked by a designated officer before a decision is agreed and issued.

By operating a scheme of delegation, decisions are made in good time, in line with statutory target dates, and the Planning Committees can concentrate on the most contentious and significant proposals.

Applications will be dealt with under delegated powers unless:

- A Local Member or Parish Council writes, or emails a request for a particular application to be considered by Planning Committee, sound planning reasons are given for why this is considered necessary and the request is accepted by the Chairman of Planning in consultation with designated Officers.

The request by Parish councils should be made within 21 days of the date of registration and by Local Members not later than 28 days of the date of registration of the application, or within 14 days of receipt of any subsequent significant amendment to a current proposal. If the Chairman declines a request, a written explanation will be given to the Parish Council and copied to the Local Member.

- An application is made by an elected Member or an officer of the Council, or a household member of either of such persons, and representations objecting to the application have been received (delegation is still permitted if the application is refused);

- If approved, the application would represent a significant departure from the approved policies of the Council (officer delegation is still permitted if the departure from policy would not conflict substantially with the aims and objectives of the policy or the application is to be refused). For these purposes significant departures are defined as a development which requires referral to the Secretary of State;

- Any 'Major' or 'Minor' application relating to the Council's own land or development where representations have been received against the proposal;

- The application is for the demolition of a listed building or a Building of Local Interest or

- The application is one that in the opinion of officers, in consultation with the Chairman and Vice-Chairman, should be determined by Committee because of special planning policy considerations, the complexity of the application, the application is significant and/or strategic importance to an area beyond both specific site and parish.

Appendix 2 DRAFT

Consultation Letter to Parish Councils on Planning Application.

<Name, Address>

This letter (with no plans attached) has been emailed to the Parish Council prior to sending out in the post, and for information to Ward Members. Details, plans and documents relating to the application below can be viewed by the following link <planningwebpage address>. Please use, whenever possible, the online form for your Council's response.

Date: <current date>

Dear Sir/Madam,

Proposal:

Application Ref:

Location:

Applicant:

We welcome any comments your Parish Council wishes to make, but ask that they are made using either the online web form available, or on the form below and returned **no later than 21 days from the date of this letter**. After the expiry of this period, the District Council may determine the application without receipt of your comments.

Should you wish to request that the application be considered by the District Council's Planning Committee, please state the material considerations and planning reasons. Examples of material considerations can be found below. The Chairman of the District Council Planning Committee will respond to all reasonable requests.

The Parish Council: - (Please delete appropriately)

Supports

Objects

Has no recommendation

Comments:

The Parish Council *does/does not request that the application be referred to the District Council Planning Committee *(please delete)**

Planning reasons:

Note: *Where a Parish Councils requests that an application is determined by Planning Committee there is real value and importance in Parish Council representatives attending Planning Committee to*

support their comments. Please note that the Parish Council can be represented at Planning Committee by any of its Councillors or the Parish Clerk (with the approval of their Parish Council).

Signed.....Date.....
Clerk to the Parish Council or Chairman of the Parish Meeting

What are Material Considerations?

A material consideration is a matter that should be taken into account in deciding a planning application or appeal against a planning decision.

Examples of material considerations can include (but are not limited to).

- Overlooking /loss of privacy
- Loss of light/overshadowing
- Highway Safety
- Traffic
- Parking
- Noise
- Layout and density
- Design, appearance and materials
- Effect on listed Building and Conservation Areas
- Nature Conservation and or impact on protected trees or the landscape.
- Disabled Person's access
- Government Policy
- Compliance with the Local Plan.

The following are **not normally** issues that can be taken into account:

- Loss of property value
- Issues of market competition
- Loss of a view
- The applicant's motive, character or personal circumstances
- Matters covered by other legislation including restrictive covenants
- Issues relating to landownership/property boundaries.
- Moral or religious Issues.

Appendix 3

Suggestions Received from Parish Councils about other changes might improve Decision Making (Received Autumn 2015)

| Parish Council Suggestion | SCDC Response |
|---|---|
| Links with the Department/Council | |
| Parish Councils would welcome greater contact with Planning officers, they are not always accessible. | This is noted, officers are required to answerphones promptly and return calls where messages are left. Officers will attend Parish Council meetings where requested for larger and more controversial applications. |
| Some Parish Councils question whether there are sufficient resources within the Department. | This Planning Management team do keep this under review. Recruitment in planning is challenging however we have received successfully appointed a Head of Development Management and 5 new project officers and have made recent offers in respect of some Senior Planning Posts. An updated staffing chart is attached. |
| A named officer per Parish or Group of Parishes as a main point of contact would help build relationships and improve local communication and knowledge. | We currently do this for the major growth sites and are looking to introduce this for larger sites or parishes where a number of applications have been received e.g. Waterbeach and Cottenham. |
| It would be helpful if Parish Councils copied their Local Members into their comments on planning applications | Agree, we can and will encourage Parish Councils to do this. |
| Processes and Information | |
| A request for greater Parish Council involvement at the pre-application stage. | We sympathise with this request which we have discussed at previous Parish Planning Forums. We currently encourage applicant to do this but will be looking at how we can improve Parish Council involvement at this early stage over the coming year. |
| A list of objective criteria setting out what will and won't go to Committee. | We will do this. |
| Request for additional information about constraints to go to Parish Councils with applications e.g. Tree Preservation Orders, Listed Buildings. | This information is currently on our website; it has recently been enhanced to include additional information e.g. list descriptions for listed buildings. https://www.scams.gov.uk/content/planning-applications-map We will look to see how we can make this information more accessible to Parish Councils. |
| Can emails from SCDC Planning come from a single central email address rather than a number of officers so Parish Clerks can filter them out and prioritise them. | We are currently in the process of a major upgrade to our Planning IT system and processes which will bring benefits to officers, parishes and the public. We will look into whether it is feasible to do this. However it may mean that all emails may need to go to and from a central email rather than individual officers at a time when we are encouraging individual officers to make further contact with Parish Councils. |
| Can more Parishes receive copies of the delegated reports with decision notices? | These are already on our website but we will look into the feasibility of sending links to specific documents – delegated reports and decision notices. |
| Can the Parish Planning Pack be updated? | We will look into doing this in 2016 |

| | |
|---|---|
| Planning Committee | |
| A request that voting at Planning Committee is done via a show of hands rather than electronically in the interests of transparency. | This request will be consider as part of our review of Planning Committee procedures in 2016. |
| A request for improved communication about the forward plans for Planning Committees | This request will be consider as part of our review of Planning Committee procedures in 2016 |
| Has SCDC considered using area committees? | We already have a Main Planning Committee and Cambridge Fringes Development Control Committee. We will be exploring over coming months what committee arrangements would best suit our growing Growth Agenda. |
| Training | |
| On-going training for Parish Councils is welcomed and supported | 8 sessions were held across the District in Feb/March 2015. The programme for 2016 is s currently being prepared and organised. More information will be available shortly |
| Other | |
| To consider delegating decisions down to Parish Level where they have achieved some form of suitable qualification which would be possible for larger Parish Councils | This is not something we have previously considered but we can explore together with those Parishes to see what would be involved for all parties. |