

AGENDA REPORTS PACK

FULL COUNCIL

JANUARY 2016

Item 16/004

Minutes of Full Parish Council Meeting

Held in the Village Hall, Lambs Lane, Cottenham on Tuesday 1st December 2015 at 7.15pm

Present: Cllrs Morris (Chair), Berenger, Collier, Collinson, Heydon, McCarthy, Mudd, Nicholas, Ward, Young, SCDC Cllr Harford, Clerk, Assistant Clerk and RFO

- 15/287. Chairman's Introduction and Apologies for absence** – apologies accepted from Cllrs Bolitho (personal), Richards (personal), Wotherspoon (personal), Assistant Clerk (sick), CCC Cllr Jenkins (holiday), SCDC Cllr Edwards (sick). Clerk to send card to Cllr Edwards. Cllr Mason arrived at 7.19pm.
- 15/288. Public participation – Standing Orders to be suspended** – none present.
- 15/289. 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.* – none received.
- 15/290. Minutes** – Amendments made to items 15/267 (police and major developments), 15/268 and 15/274. Resolution that the minutes of the meeting of the Full Council meeting held on the 3rd December be signed as a correct record. **RESOLVED.**
- 15/291. Reports**
- **SCDC** – report circulated prior to the meeting. Cllr McCarthy asked when the green bin collections being again in March. Clerk confirmed details, which have been posted on Facebook and our noticeboards. Re. housing, Cllr Harford stated that the money will be borrowed from the PWLB and SCDC will make money by borrowing at a low rate and lending at a higher rate. They have bought properties on the open market and rent out. They have been asked by the MOD to take over properties at the Waterbeach site which are rented out. At the moment there is nothing on the table to build houses and it doesn't directly address the affordable housing issue.
Cllr Nicholas asked who the new Head of Development would be replacing. Cllr Harford stated that Nigel Blazeby was replaced by a temp and Julie. Planning Project Officers: there is a national shortage of planning officers therefore SCDC have decided to take on people with appropriate qualifications but not a planning qualification so they will be 'grown' in house via a training plan. Cllr Harford is also on the recruitment panel for the Joint Services Director. Cllr Harford confirmed that the Gamlingay planning application was refused due to the overbearing nature of the development and the impact on listed buildings. Cllr Heydon asked about the housing company. Cllr Harford confirmed that it doesn't have a separate venture capitalist.
Cllr Young asked about the Cottenham Neighbourhood Plan results being available for the Planning Committee in January. Cllr Harford confirmed that they could be used as a material consideration to support prematurity of the developments. NB: the Gladman and Endurance applications may not come forward until February. The results of the survey could be used as an argument to show that Cottenham knows what it wants.
 - **CCC** – report circulated prior to the meeting. Cllr Young asked if the changes to the Citi8 service was a done deal and if any report mechanisms were in place to review. Cllr Mason stated that there is nothing that County can do. At the first meeting of the City Deal he did make them aware of the length of time journeys were taking but this was met with silence. County will try to press but there is no automatic review and it is a commercial decision. Cllr Young asked about the annual tickets purchased via County for schools; is there a refund available? Cllr Mason was unable to answer but will seek to establish.

Following on from the Joint Services there is a new Flood/Water Officer and CEO. Time will tell how this will work out.

Cllr Mason gave advance warning that Highways are looking at the withdrawal of school crossing patrols as part of the 2016/17 budget. We should get something in writing shortly. Cllr Collinson asked for our County Cllr's to press against these cuts. Some schools and parish councils are match funding. Cllr Heydon asked how much a crossing officer costs but Cllr Mason was unable to provide that information.

- **Clerk** – report circulated prior to the meeting to highlight matters on agenda & update on matters arising since last meeting. Cllr Mason clarified the latest situation regarding Histon Road drainage. Icenis were supposed to have put proper plans in place for drainage as part of the scheme. It has been culverted and County gave permission. He was not certain whether the scheme was submitted for approval and he is trying to get a response from SCDC. The car park at the back of the site previously flooded but this seems to have been rectified. Cllr Morris to contact resident onsite.

Cllr Nicholas commented that the streetlights around the Green had been removed and the new ones are now working.

Cllr Nicholas asked if anyone had seen the Post Office consultation forms. They are available from the Post Office and in Sean's Newsagents.

Cllr Collinson congratulated Cllr Collier on her invitation to the NALC event at the Houses of Parliament.

- **Neighbourhood Plan update** – report circulated prior to the meeting - Cllr Morris summarised. Cllr Ward thanked for drafting the survey. Cllr Young expressed concern that the site of the survey may put people off but they need to be aware of the payback for completion. Cllr Morris stated that during trials the survey took an average of 10 minutes to complete.
- **Carol Concert** – Cllr Collinson asked if 2 mics would be available for the CPS choir. This is already in hand. He was concerned about child safety when Father Christmas arrived and also felt that the reindeer area should be lit. Cllr Berenger confirmed that plans were already in place to cover these items. We will be operating a 'grotto' this year and filter the children through via a queue.
- **Major development applications** - update on current and imminent planning applications – Cllr Harford stated that the current information is that the Persimmon application will come to Committee at the same time as Gladman and Endurance.
- **Northstowe Parish Forum** – report circulated prior to meeting. Cllr Mason left the meeting at 8.42pm.

- 15/296. Additional recreation land** – to consider the possible purchase of additional recreational land – Cllr Morris outlined. By purchasing the additional land on Rampton Road it would give us further parking and recreational land. RFO left the room at 8.12pm. Strategically the location of the land is ideal. RFO returned to the room at 8.15pm. Cllr Mason said that County may put a 'hope value' on the cost of the land. Cllr Morris said that the idea at this stage is just to test the water. Cllr Young said that it would be better for us in terms of access and drainage.

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

15/292. Finance

Income	Description	Net	Gross	
Jane Williams	October invoice	£ 184.00	£ 220.80	
Day Centre	October invoice	£ 200.00	£ 240.00	
Kids Only	June & July 15 invoice payments	£ 1,890.00	£ 2,268.00	
Mr Gawthrop	Town Ground Rent	£ 245.00	£ 245.00	
HMRC	VAT payment September 15	-	£ 16,627.40	
Lawsons circus	Rent for the Village green	£ 162.50	£ 195.00	

Sports & Social Club	Quarterly rent	£ 2,683.33	£ 3,220.00	
Malary Ltd	Donation towards Christmas tree	£ 80.00	£ 80.00	
		£ 5,444.83	£ 23,096.20	
Expenses over £500				
Beneficiary	Description	Net	Gross	code
Salaries	Salary costs for December 15	£ 3,435.46	£ 3,435.46	
HMRC	Tax and NI for December 15	£ 701.20	£ 701.20	
Connections Bus	Rent from July 22nd to August 26th 2015	£ 1,452.00	£ 1,452.00	401
BC Group Trust	Invoice for work at Crowlands manor	£ 743.00	£ 743.00	414
CJ Murfitt	Interim Certificate no. 6	£65,575.95	£78,691.14	
		£71,907.61	£85,022.80	
Expenses under £500				
Beneficiary	Description	Net	Gross	code
Green and Purple	Monthly accountancy support	£ 50.00	£ 60.00	402
Staples	Stationery and Ink cartridges	£ 51.06	£ 61.27	403
Debbie Seabright	Paper and envelopes	£ 9.50	£ 9.50	404
CSA	Hire of Scrubber drier 1/2 day & floor cleaner for VH- inv 93968	£ 62.40	£ 74.88	405
CSA	Soap dispenser x11 & misc cleaning materials for Pavilion inv 94041	£ 492.47	£ 590.96	406
CSA	Baby changer for Pavilion	£ 169.77	£ 203.72	407
CSA	Misc cleaning equipment/Sanitary bins/bins for Pavillion inv94053	£ 148.59	£ 178.30	408
CSA	Cleaning equipment for Pavilion inv 94052	£ 164.26	£ 197.13	409
CSA	Toilet rolls and mop refills VH inv 94081	£ 56.80	£ 68.16	410
Mark Weatherhead	2 x combi padlocks & 1 x padlock combi for Gas tank/gate - Pavilion	£ 77.56	£ 92.62	411
Calor Gas Ltd	Standing charge from Oct - Dec 15 - DD	£ 17.75	£ 18.64	412
CSA	Lid for baby change bins & Rubber gloves	£ 19.93	£ 23.92	413
Debbie Seabright	Stamps	£ 19.44	£ 19.44	415
CSA	Mop kit/Bin liners/cloths/toilet fresheners for Pavilion	£ 63.51	£ 76.22	416
Jo Brook	Mileage costs (14 miles)	£6	£ 6.30	
Sam McManners	Expenses re postage/phone/solar lights	£ 29.89	£ 29.89	417
Kramp UK Ltd	Padlock and 12 keys	£ 121.44	£ 145.73	418
Dean Minter	Sounds/lights for Carol Concert	£ 250.00	£ 300.00	
		£ 1,810.67	£ 2,156.68	

Under expenses over £500 the monthly invoice for Andrew King has been omitted (£2536.26/£3043.48). Total should read £74,443.85/£88066.28. Dean Minter: there shouldn't be any VAT. Kids Only have paid August but still owe September, October and November. Clerk mileage should read £6.30 in both columns.

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

Kids Only have failed to deliver on their promise to get invoices paid up to date. RFO to write to them to state that further action will be taken. Situation to be reviewed after 19th December.

15/293. Management accounts – to review the monthly management accounts – FLAC have reviewed.

15/294. Bank reconciliation – to review monthly bank reconciliation – RFO and Cllr McCarthy have checked the figures and they balance.

15/295. Parking at Recreation Ground – to consider car parking arrangements – Cllr Morris outlined.

Currently we only have around 70 spaces in the car park. Cllr Harford thought that planning permission may be required but will check and confirm. The space towards the Bowls Club would be eligible for S106 open space money. Cllr Collier thought that by increasing the size of the car

park it could also alleviate the situation regarding school run traffic. Cllrs Berenger and Young expressed concerns that removal of the hedge may be a bit harsh. In terms of larger events at the Rec the Colts already give more than 3 months notice. During contract discussions with the Renegades they were also happy to provide 3 months notice of additional parking being required for larger events.

Resolution to consider obtaining competitive quotes for removal of the hedge. **RESOLVED.** Cllr Harford left the meeting at 9.06pm.

- 15/297. Village Hall replacement** – to consider appointment of architect – Cllr Morris outlined. The working party are uncomfortable making a final decision. Cllr Heydon asked for clarification on whether the working party had delegated authority. Response: this is something that needs to be decided. Cllr Mudd asked if the working party had enough information from the plans submitted to make a decision. Cllr Morris stated that a core spec has previously been shared. The suggestion is for the working party to invite 2 or 3 architects to present to them plus observers; they will be scored against a criteria. Recommendation will be made by the working party to full Council who will make the final decision.
- Resolution to select 2-3 architects to come to an open meeting to be evaluated by the panel against criteria. Panel to make recommendation to full Council whereby a final decision will be made. Hope to hold the initial meeting in January and bring to full Council in February. **RESOLVED.**
- 15/298. Youth provision (babysitting)** – to consider CALF recommendation to hold a babysitting course for young Cottenham residents at a cost of £1576.92 – Cllr Collier stated that final details regarding venue and times are still to be confirmed but the course would probably be run after the February half term. It would be for 15 young people over the age of 14 (requirement of the first aid certificate). RFO confirmed that the cost (£1750) would take us over our youth provision budget for the year.
- Resolution to accept CALF recommendation to hold a babysitting course for young Cottenham residents. **RESOLVED.**
- 15/299. Youth provision (self-defence)** – to consider payment of hall hire for a 6 week self-defence course for young Cottenham residents at Cottenham Community Centre at £27.75 per session (£166.50). Item deferred.
- 15/300. S106 indemnity** – Resolution to sign indemnity for £3104.38 public open space & £513.04 community facility space (land at 88 Rampton Road). **RESOLVED.** Cllr Young abstained from the vote.
- 15/301. Office space** – to consider office space – Cllr Morris outlined the options. The logic of option 2 is the cost. Cllr Heydon asked if the refurbishment of the current Hall could accommodate the office; no. Cllr Ward thought that use of the Pavilion could cause access issues (no walkway etc). It was also generally agreed that having filing cabinets in the Pavilion would detract but we would save approx. £2k a year. Cllr Collinson highlighted problems with disabled access at the RBL. It was noted that if we went for the RBL option the additional furniture purchased could then be utilised in the new Village Hall. Cllr Morris flagged that if we moved to the RBL we could hold meetings there as well and the overall cost (over 3 years) would be the same as staying at the Community Centre. Cllr Morris to talk to the RBL and item to be tabled for January agenda with details of final costs. Cllr Collier left the room at 9.40pm.
- 15/302. S137 applications** – to consider S137 applications received – FLAC received 8 applications. Cllr Collier returned to the room at 9.44pm.
- Resolution to support FLAC recommendations for grants. **RESOLVED.**
- 15/303. Sports club agreements** – to consider wording/fees for use of pitches & the new Pavilion – Item deferred.
- 15/304. TTRO for Remembrance Sunday** – Cllr Morris outlined. There would be a cost implication of up to £1k (training + signage). Resolution to take over management of the annual road closure in support of the Remembrance Service, including application – in early January - for the TTRO, acquisition of signage, training of a supervisor and management on the day with arrangements to be taken forward under our Highways Committee. **RESOLVED.**
- 15/305. Tree maintenance** – Resolution to accept quote for £375 + VAT from Acacia Tree Surgery for tree work on the Village Green. **RESOLVED.**

- 15/306. Gym equipment** – to consider quotes for one piece of outdoor exercise equipment to be sited on Tenison Manor – Cllr Heydon queried the functionality of the piece of equipment chosen and thought that it was limited. Cllr Collier thought the piece was low impact and would be the most inclusive in terms of its use. Resolution to purchase a ‘health walker’ from Sovereign Play.
RESOLVED.
- 15/307. Community Awards 2016** – to consider nominations for the SCDC annual Community Awards (deadline 15th January) – no recommendations.
- 15/308. CALF Terms of Reference** – Resolution to modify the CALF Terms of Reference 7c related to financial delegation to read:
When authorised by a Committee vote, the Committee may approve spending, up to **25%** of the budget in a quarter on a delegated maintenance line item or approved project without referring to the Parish Council, provided that the Responsible Financial Officer (RFO) is notified. **In addition, any funds donated by third parties for a specific purpose within CALF’s scope can be applied in addition. RESOLVED.**
- 15/309. Playground embankment** – to consider installation of embankment climbing wall to alleviate issues highlighted in H&S inspection report – Item deferred.
- 15/310. County Farms consultation** – to consider strategic review consultation by Savills (close 20th Dec) – Cllr Morris to draft response and circulate. NB: response to state that we would like County land maintained as agricultural/recreational.
- 15/311. Matters for consideration at the next meeting**
- 15/312. Dates of next meetings** – Planning 3rd December, Highways 8th Dec, Nov, CALF 14th Dec, Planning 17th Dec, FLAC 5th Jan 2016, Full 12th Jan.
- 15/313. Close of Meeting** – 10.10pm.

Signed _____ (Chair) Date _____

Item 16/005 - Reports

Monthly report for parish and community councils Dec 2015 For the Cottenham, Histon and Impington (CH&I) county council division of Cambridgeshire which also includes King's Meadow, Oakington & Westwick, Orchard Park and Rampton.

I was away for the first half of the month and missed much of the action.

Full Council meeting

Council met in December. A report 'as it happened' is available at <http://bit.ly/1OEoWJs>. I again asked about congestion in the city and its impact on bus services. Fingers crossed that I get the promised 'site visit' early in 2016.

Committee meetings and other council matters

It was to some extent the calm before the storm with all the budget proposals having been made and some minor cuts reinstated. But then we got the latest update from Whitehall and that's given two problems. First is less money (even less than that). Initial indications are that CCC will be about £5million worse off than it had initially thought. Second is that the Public Health grant will be ring fenced which means that instead of needing to cut this budget by about £0.5 million the Health Committee needs to find about £2.7million (<http://bit.ly/1MO4AG5>).

As a 'senior' councillor I joined the Chief Executive at an induction event for new employees.

General Purposes: the only key decision related to the Integrated Performance and Resources report and approved the use of £10.4million prudential borrowing to cover a delay in Section 106 receipts from three major schemes. There was one other curious item which related to the Minimum Revenue Provision Policy. This was billed as a technical item and I found the paper incomprehensible and gave this as a reason for abstaining on the vote. I am therefore to get a persona briefing to enable me to support it when it comes back to the committee in February

Economy & Environment: there was one key decision viz to approve the draft Transport Strategy for East Cambs. The Committee also approved the principles for a new 10 year Quality Bus Partnership for Cambridge. Note that this is all about emissions improvements and says nothing about timetabling and punctuality because Stagecoach is still entitled to run its business to meet its own business objectives.

There was again no meeting of the Northstowe JDCC. Strangely the minutes of the last meeting (Jul 15) have not yet been published and a draft came round for review during the month. The Planning Committee met with no items of relevance to CH&I but it did give planning permission for the new Archives Centre in Ely (<http://bit.ly/1NYDuij>).

Children and Young People: there were no key decisions.

Highways & Community Infrastructure: there were no key decisions.

Health Committee: there were no key decisions. However in its scrutiny role it conducted a quick first review of the failure of the Uniting Care Partnership. This review focussed on ongoing support for clients in the aftermath of the failure. A more in-depth review of causes will be conducted in January.

I attended a confidential briefing from the Clinical Commissioning Group regarding the Uniting Care Partnership failure.

Adults: there was one key decision relating to the extra care facility at Ditchburn Place in Cambridge. It has been agreed to extend the current arrangements for six months to allow time for a new and more flexible contract with Cambridge City for this service to be developed.

Consultations relevant to this division

The consultation on the proposed increase in blue badge charges (<http://bit.ly/1MEOdz8>) continues until 5 Jan 16 and the one on the Integrated Advocacy Service for Cambridgeshire & Peterborough (<http://bit.ly/1NQpuWc>) runs until 20 Feb 16.

There are new consultations on recommissioning early help services (<http://bit.ly/1MO42Ai>) and on improving sexual health promotion and HIV support (<http://bit.ly/1Osi2Fa>). There's also a City Deal consultation on proposed Histon Road improvements at <http://bit.ly/1jZFNls>.

More local matters

I joined the community on the Green at Histon at a Heart FM event to celebrate one of its number being its 'big town showdown champion'.

The latest OfStEd report for the Early Years Centre was published. It rated the centre as 'good'. The centre was rated 'excellent' on two of the five elements of performance.

The matter of CCC's interest in developing County Farm land in Cottenham came up again at the Investment Review Group and at the General Purposes Committee. I have repeated the parish council's position of not having been appropriately consulted and not having expressed any opinion.

Diary (next public meetings)

7 Jan 1000	Planning Committee	Shire Hall, Cambridge
12 Jan 1400	Adults and Wellbeing Committee	Shire Hall, Cambridge
14 Jan 1000	*General Purposes Committee	Shire Hall, Cambridge
19 Jan 1400	Children and Young People Committee	Shire Hall, Cambridge
21 Jan 1400	*Health Committee	Shire Hall, Cambridge
27 Jan 1000	*Northstowe Joint Development Control Committee S	CDC, Cambourne
16 Feb 1030	Full Council	Shire Hall, Cambridge

*committees of which I am a member; note these may change. I am Chair of the Health Com.

And finally I had been intending to make a last comment about my recent vacation which occupied the first half of the month but the floods in the north deserve some comment. I was in Wetherby over Xmas which saw its river (the Wharf) overflow its banks and is of course in the same catchment as York. Fortunately Wetherby is elevated so its residents experienced none of the misery visited upon other communities. You've got to reckon that such floods and the extreme weather which is causing them are becoming more common place and we do need to take serious steps to mitigate their impact, like not building new estates in flood plains and the like, and to adapt to them and that means tactics to deal with them and more and better flood defences. That of course demands money and (political alert) it's difficult to see that being made available in these days of austerity. Where's the politician with the courage to suggest that maybe higher taxes are necessary to pay for investments which are for the general public good?

And if you want to read about my holiday check out <http://bit.ly/1Vyvbhp>.

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South Cambridgeshire District Councillors' Report to Parish Councils December 2015

Finance Following the Chancellor's Autumn Statement in November details of the Local Government Finance Settlement were published the week before Christmas and the council now faces the daunting task of preparing its budget for 2016/17. As in previous years in the recent past it faces the difficulty of balancing reduced government funding with paying for the same level of services that it has hitherto provided.

This year again the government has capped council tax rises and for SCambs [one of a handful of low taxing/spending councils around the country] the cap has been set at £5. If the council were to increase council tax by the maximum allowed the charge for a band D home would rise from £125 for the year to £130. Nonetheless the council would still remain in the bottom quartile for council tax, charging one of the lowest rates in the country. Unfortunately though, even raising it to the maximum would still not balance the books as the level of government funding that the council receives is reducing at a rate far greater than any permitted council tax increase. The council will therefore seek to achieve a balanced budget through a combination of working more efficiently, using some of the reserves it has been able to build up in the past [in anticipation of times like these] and increasing its income from commercial activities. Collecting trade waste, renting out unused office space at Cambourne and charging for pre-application planning advice are already helping to bridge the gap. In addition the council is actively investigating other commercial activities which could provide new income streams. The council's housing company, Ermine Street Housing is already bringing in £100,000 over and above the level of income that was anticipated for the pilot project. As reported last month the council has now agreed to move to a full business plan which should see this income increase further and provide a subsidy for council services. Ermine Street Housing is intended to complement the council's existing service which already provides social housing to those residents who are in need of affordable housing. Through that service the council manages approximately 5,500 social housing properties. Ermine Street Housing will allow the council to build a portfolio of several hundred rental properties which will be let at market rates and which will allow it to extend its high standards to the market housing sector and provide good quality rental housing for those who don't qualify for social housing but nonetheless find it difficult to buy their own home.

As well as setting out how government grant is set to reduce over the coming years [within 3 years the grant will all but disappear] the details of the settlement also included information about how New Homes Bonus [NHB] is to be re-modelled. Whilst it is good news that NHB will continue, it looks as though it will become a 4 year scheme rather than the current 6 year scheme meaning that the council's income from this source of funding will also decrease. The proposed changes are currently the subject of consultation so final details of what the overall scheme will look like in the future are still to be confirmed. The council currently uses the greater part of this funding stream for its financial contribution to the City Deal. It is to be hoped that, whatever changes are made to the NHB scheme, it will still allow this to continue. One of the commitments already made by the council [funded by NHB] is a £5 million contribution to the A14 upgrade. The council's contribution to this vital piece of work will not be affected by any changes to the NHB scheme.

Planning

Consultation on the modifications to the Local Plan has now started. You can participate at: <https://www.scambs.gov.uk/localplanmods-dec2015> The consultation ends at 5pm on 25 January.

The **City Deal** consultation on better bus, cycling and walking trips commenced on 14 December and runs until 15 February. To give your views on proposals for Milton Road:

<http://tinyurl.com/jehrndk> and Histon Road: <http://tinyurl.com/htl54xp>

There were no items of direct local interest on the **Planning Committee** agenda in December. However, another sign of economic challenge are the requests being made by Housing Associations for the inclusion of a 'Mortgagee in Possession' clause in permissions for exception site developments. Effectively this clause allows the housing association to borrow against the security of such developments. This has not previously been allowed on exception site developments because of the risk to their stated objective of providing housing in perpetuity for local people. However, at a time when housing associations are finding funding more challenging, addition of this condition is being permitted, albeit it with some reluctance on the part of members. Some reassurance is provided by the fact that it is rare that an association finds itself in financial difficulty and, if it does, it would usually be bailed out by another such organisation. Additionally, the council has the option of purchasing any affected properties in such a situation.

In order not to delay their progress the Planning PfH agreed a list of policies from the adopted Local Plan 2007 that will be considered to be strategic for the purpose of development of Neighbourhood Plans. Meeting Agenda: <http://tinyurl.com/zkh4qe2> A date for commencement of consultation particularly with parish councils will be announced shortly.

Lynda recently participated in the selection process for the appointment of a new **Northstowe** project officer. There were some very strong candidates and an offer has now been made. Whilst a good deal of progress on groundwork is evident on the Phase 1 site, we still await news on the sale of land parcels which will indicate time lines for the start of house building. Meanwhile reserved matters applications including one for the local centre square are anticipated in the near future.

In December the council launched its new website. In addition to making it easier to access the council's services [available 24 hours a day, 7 days a week and no need to make a car or bus journey] it also saves the council money. It has been calculated that on average an on line transaction costs just 15p whilst dealing with a personal visitor to the council offices costs £8. Some feedback about the planning portal has already been received but, if you have any other feedback, good or bad, the 3 of us would be really pleased to hear from you. Alternatively there is the option to give feedback on the new website itself.

We hope you had a good Christmas and look forward to meeting with you the challenges of 2016.

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CLERKS REPORT – December 2015

Highways

Anything in bold is new or an update.

- Histon Road –Gavin Wiseman is going to inspect the road during wet weather to ascertain whether anything can be done regarding the puddling and water not draining into gullies. Waiting update.
- Telegraph Street - tarmacking at the base of the HCV signs hasn't been done well. Matter has been reported to County and they will inspect.
- **Harlestones Road, 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 over the past month. Some have been missed (Clerk & Assistant Clerk witnessed works being undertaken and noted several gullies completely blocked on Beach Road which were omitted). AC following up with Highways.
- 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 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**
- **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.**
- **Beach Road Speed Limits – The 30 and 40 mph signs were installed.**
- **Corbett Street, Ref: NM-105353: Elderly resident rings us regularly as he's concerned about water damage to his front wall and door. He says he has tried unsuccessfully to report by phone. Works were carried out w/c 14th Dec.**

Village Hall

- **Aerobics will no longer be using the hall on Wednesday evenings.**

Recreation ground

- County Farms has been contacted regarding getting damaged fence on 3rd field repaired. No response received to date. Chased again and enquiry has now been passed to Lorna Thomsen.
- Items for repair are being looking at (as per safety inspection report) and manufacturers have been contacted accordingly.
- Need to install signage on new gate by Les King Wood to state no dogs on the rec.
- Issues with guttering to Ladybirds building + rotten windowsill. Abco have done work.
- User meetings ongoing to finalise contracts.
- Repair/maintenance work due to be undertaken on picnic benches.
- **Cromwell Fire will be carrying out an alarm test on 11th January.**

Misc admin

- December Issues log distributed separately.
- **Dog bin on Lyles Road was due to be installed in mid-October has now slipped to mid-January.**
- Fly tipping reported at Les King Wood and this has been reported to County. Car parking area is also badly rutted and needs attention. Waiting response.
- Thurstons Funfair would like to book Green for 29/30th Sept – 1st October 2016.
- **Carol concert, although damp, was well attended. New grotto system worked well.**
- **Village litter pick scheduled for Saturday 23rd January at 2pm.**

Facebook

561 likes.

Major development applications

- We still have no more information of hearing dates for Gladman and Persimmon
- Persimmon do not yet seem to have formalised their plans.
- There are now clearer signs of the County Council's aspirations.
- We have consulted lawyers on various related matters

Neighbourhood Plan update

- Grant of £6,800 applied for, approved and cash received.
- The survey is well under way
- Questionnaire delivery was slow over the Christmas period but appears to have gone well.
- Response numbers are building with over 500 by the end of last Friday
- Heavier direct and indirect promotion under way to raise response rates nearer to our target
- Survey closes on-line at midnight on 21st January; last posting date is 18th January.
- Initial findings should be available by 28th January.
- Formal reporting scheduled for Council meeting on 1st March.
- Parallel desk-top research into key topics being initiated.

Appointment of architects for new VH

- Panel scheduled for 18th January with WP recommendation to Council on 2nd February.

Non-Domestic Rates Liability

- New pavilion has triggered a revaluation of the Village Hall and valuation of the new Pavilion
- Aggregate Non-Domestic Rates demands received for about £2,500
- Small Business Rate Relief should reduce the net cost considerably.

16/009. Budget 2016/17

- FLAC has reviewed Committee wish-lists and likely operational expenditure more tightly than in previous years to reduce over-provisions and subsequent underspends. Our current budget projection is now more likely to represent the real out-turn, although we may have to move money around as priorities change during the year.
- We have reviewed our 2016/7 anticipated income and expenditure line by line based on estimates and Committee “wish-lists” with a net figure of around **£205,000**.
- The proposed budget focuses mostly on provisions for things we must do every year (for which we must have funds) plus a few things Council might like to do, subject to detailed proposals and possible priority changes.

16/010. Capital Projects

- We could use our **s106 Reserve Fund (£154,000+)** to:
 - Fund the Village Hall £15K refurbishment project from Beach Road s106 CF cash
 - Fund the land acquisition and Car Park extension and a bit of Play Area kit from Beach Road s106 OS cash while keeping some in reserve for a possible grant to the Dissenters Cemetery project. (£120K total)
 - The s106 Public Art pot would still contain £22,000
- We could use our **£50,000 Capital Fund** on a short-term capital project:
 - Appointment of architects for the new Village Hall
- Keeping our **General Reserve (£100,000)** untouched, we will still have **£130,000** in our **Loan Fund** which could begin funding of the new Village Hall and/or some other projects that emerge from the Neighbourhood Plan.
- At around **£800,000 to be** spent in about 12 months with a prospect of only modest grant support the Village Hall will require middle-term or long-term debt finance; the key question being how much to borrow for how long?
- Borrowing all £800,000 over 25 years is likely to cost around £50,000pa at current rates.
- One finance model might (there are other options) be:
 - £800,000 borrowed over 25 years incurring repayments of around £50,000pa
 - £100,000 from our **Loan Fund**, used to fund loan repayments over the initial two years
 - Leaving £50,000pa + operating costs to be financed from a combination of sources:
 - “Transferred” income and avoided costs from existing Village Hall
 - New revenue from a long-term strategic partner using one of the VH modules
 - Additional revenue generated by more flexible, better facilities
 - Developer contributions under CIL or s106
 - Grants and donations towards specific parts of the Hall modules
 - Increased precept

16/011. Precept 2016/17

- Currently FLAC has proposed an operational budget set around £250,000 with an expectation of around £45,000 of income, requiring a net **£205,000**. That includes over £60,000 of discretionary expenditure on projects like cricket squares, fitness kit and pavement improvements so there is scope to tighten belts if needed.
- Our precept options are:
 1. Business as usual - approx £205,000 to cover our expected operational outgoings for the year, allowing reserves to be used for larger capital projects while protecting our “safety net” General Reserve.
 2. Tighten our belts - Go lower than £205,000 balancing the books by funding some discretionary stuff only when Developer funding allows.
 3. Prepare for Doomsday - Go higher than £205,000, accruing cash against the Village Hall and/or other requirements, ignoring any possibility of Developer contributions.

16/012. Co-option

Currently we have 2 vacancies on the PC and following advertising 3 candidates have come forward:

Candidate 1:

My name is Jonathan Graves, I am a farmer based at Mitchell Hill farm, Twentypence Road. Married to Anne for 35 years and we have 3 adult sons , one of whom still lives in Cottenham.

My father (who served on the parish council for more than 50 years) moved to the farm in 1953 and I have lived in the parish all my life.

My grandfather farmed in Histon and Cottenham and my great grandfather was the village vet living at Dunstal House.

I would like to try to give some time to take more interest in the running of our village community.

Candidate 2:

My name is Peter Rutherford.

Retired at 60 having spent my working life from 15 years old in the British army, (45 years). I ended my regular service as a Warrant Officer Second Class (Regimental Quartermaster Sergeant (RQMS)). My last 19 years of service were with Cambridge University Officer Training Corps (CUOTC), at Coldhams Lane TA Center as their RQMS.

As I said I am retired but am a driver and the treasurer of Cottenham Care Cars. My interests in the village are pretty general, of course the elderly, who tend to be the people I drive about are very important, as are the roads we drive on. I think the young need to be catered for, as they are the future of the village.

Candidate 3:

My name is Karen Hodson. I have lived in Cottenham for about 5 years, and the reason for me applying for a position on CPC is simply to “get involved”. We live in villages and towns across the counties and yet in most cases it is only a handful of people who keep village amenities going forward. As we also run our business in Cottenham, I feel it is high time I try and give something back to the village.

16/013. Cottenham Cares

CALF have recommended in principle a small overnight camp on the Village Green in support of charity. Cottenham Cares has agreed to CCP's formal terms but, because the event is in support Save the Children and Medicins San Frontiers, we have been asked to waive our hire fee, bond and requirement for PLI. The event will have no more than 8 small tents and a dozen or so adult campers (no children). No temporary toilet facilities will be required – would use neighbouring houses. All participants would take part at their own risk and be required to sign a disclaimer.

16/015. Electoral Review

The Local Government Boundary Commission for England has formally commenced an electoral review of South Cambridgeshire District Council. The purpose of this letter is to inform you of the review and seek your views on future ward boundaries for the council.

The Commission is carrying out a review to deliver electoral equality for voters across the district. At present, some councillors represent many more, or many fewer, electors than their colleagues elsewhere in the district. The review aims to correct those imbalances.

What is an electoral review?

The electoral review will recommend new electoral arrangements for South Cambridgeshire District Council. In particular, it will propose:

- The total number of councillors elected to the council in the future.
- The number of wards.
- The number of councillors representing each ward.
- Ward boundaries.
- Names of wards.

For parishes, the review can recommend changes to the electoral arrangements of parish and town councils i.e. the number, names and boundaries of parish wards and the number of parish councillors for each parish ward. However, this is only in circumstances where the parished area is to be divided between wards. Even in these circumstances, the Commission will not normally recommend any change to the number of councillors to be elected to a parish or town council. The Commission has no power to consider changes to the external boundaries of a parish or the creation of new parishes.

When?

Today, 24 November 2015, is the start of a 10 week public consultation during which the Commission is inviting proposals for new warding arrangements. The consultation will close on 1 February 2016. After considering all representations made during this consultation, the Commission intends to publish draft recommendations in May 2016. There will then be a further period of consultation on the draft recommendations. Final recommendations are expected to be published in September 2016. The new electoral arrangements will come into effect at the local elections in 2018.

How to get involved?

This is a public consultation and we welcome views from individuals and organisations across the district on where they think new ward patterns should be drawn.

The Commission is minded to recommend that 45 councillors should be elected to South Cambridgeshire District Council in the future. It is now inviting proposals to help it draw up a pattern of wards to accommodate 45 councillors.

In drawing up a pattern of wards, the Commission must balance three criteria, which are set out in law, namely:

- To deliver electoral equality where each councillor represents roughly the same number of electors as others across the district.
- That the pattern of wards should, as far as possible, reflect the interests and identities of local communities.
- That the electoral arrangements should provide for effective and convenient local government.

We are asking local people and organisations for their views as to the best pattern of wards for the district which meet the requirements set out above.

The Commission will treat all submissions equally and will judge each case on its merits and against the statutory criteria. If you wish to put forward a view, we would also urge you to ensure that your submission is supported by evidence. For example, if you wish to argue that two parishes should be included in the same ward, make sure you tell the Commission why they should be together, providing evidence about community facilities, ties, organisations and amenities, rather than simply asserting that they belong together.

There is plenty more advice on our website about how you can get involved in the consultation and put your views forward. Log on to www.lgbce.org.uk to find out more. The website includes the technical guidance that explains the process and our policies as well as guidance on how to take part in each part of the process. We have set up a page on our site which is dedicated to the review of South Cambridgeshire District Council where you can find all the relevant information.

You can also access interactive maps of the current ward boundaries across the district on our specialist consultation portal. The portal also allows you to draw your own boundaries, mark areas of interest on the map and upload documents directly to the site. Log on to <https://consultation.lgbce.org.uk/node/6215> to access the portal or find it via our main website.

Get in touch

We encourage as many people and organisations as possible to get involved with the consultation and we encourage local organisations and parish councils to engage their local networks and communities in the review.

View interactive maps of the district, draw your own boundaries and have your say at our specialist consultation portal at: <https://consultation.lgbce.org.uk/node/6215>

Find out more about the review at: <http://www.lgbce.org.uk/current-reviews/eastern/cambridgeshire/south-cambridgeshire>

Email your views to: reviews@lgbce.org.uk.

Follow us on Twitter at: [@lgbce](https://twitter.com/lgbce).

Write to: Review Officer (South Cambridgeshire)
 Local Government Boundary Commission for England
 14th Floor Millbank Tower
 Millbank
 London
 SW1P 4QP

This phase of consultation closes on 1 February 2016. We will write to you again when we open our consultation on draft recommendations.

Please note that in the interests of transparency, copies of all representations we receive during this review will be placed on our website. We remove any personal identifying information such as signatures and private residential addresses prior to placing any submissions in the public domain.

Yours sincerely

Emily Starkie
Review Officer
Emily.starkie@lgbce.org.uk
0330 500 1280

16/016. External audit

Completed satisfactorily with the exception of a minor error in the numeric reporting.

16/017. Tenison Manor tree belt

Item 15/195 of the minutes dated 04/08/15 sanctioned 4 months work up to £2,000 with a progress report after the first month.

The BC Group carried out some tidying up work a couple of months ago. Invoice dated 05/10/15 received for £372.60. Details – Travel & use of equipment to carry out as required the first visit to clear trees and scrub within the tree belt and chipping costs.

Email received 01/12/15 stating that the BC Group have had another detailed look and consider that the best way forward is to clear the trees in 7 days total, including chipping the timber. The cost of a team of 5 men plus a tracked chipper would be £1,104.00 per day or £7,728.00 for the week.

Reference to “clear the trees” rang alarm bells so the BC Group were met on site 04/12/15 to discuss exactly what was proposed.

The work relating to the figures shown in the email dated 01/12/15 comprises removing trees/saplings/bushes/bramble etc the houses side of the ditch and the line of trees etc just the other side of the ditch. This is from the Tenison Manor entrance into the site down to the last house in Kingfisher Way on the left hand side i.e. the first house of the block of terraced houses.

The BC Group’s estimate of costs included dealing with the trees etc. behind this terraced block. This is not really necessary and would be difficult to access to do the work properly. With that work omitted the overall cost would be less than £7,000. The BC Group give estimates rather than quotations as at the start of a project like this they are never sure of the full works necessary. The cost come down but equally could go up.

On 18th November 1999 it was confirmed by Peter Giddens & Co that we had agreed to a commuted sum of £6,000 under S106 for a “Landscape Buffer Zone” of 1.2 acres. In view of the time that has passed since then and the clear out of S106 monies last year we cannot utilise this commuted sum.

We have never had a progress report after the work was carried out 2 months ago, and this should be requested again, although we have seen the work that was carried out.

Due to the amount involved 2 more quotations should be sought. This has proved difficult to obtain in the past, so it was agreed that we employ the BC Group for the initial work, although none of this work needs their expertise when it comes to heritage or ecology issues – newts, voles and the like.

The BC Group have been told that the whole matter will be discussed at our January Full Council Meeting.

Whatever is agreed we have to recognise that any work cannot conflict with the nesting of birds or affect any other wildlife in a detrimental way.

If we advertise via Source Cambridgeshire for a few weeks then we need a specification of the work needed.

16/021. Annual bike show

The organisers of the annual bike show would like permission to use the carpark and Village Hall at the Rec Ground. They only require the area of car park outside the VH (cricket club may need some space if match being played). The bikes would be static only. Bands would be playing in the VH and the bar would be open. There will also be small stalls/displays and food available. CALF have recommended approval.

16.022. Cricket Club

I'm writing to you in the hope that the PC can help me out. We're in the process of applying for a grant from the England & Wales Cricket Trust (EWCT) for some covers to help Snowy in his wicket preparations. They cost ~£4000 and we are asking for a 90% grant. One question on the application form refers to our security of tenure and we have to state that it is "Rental". The following question refers to the "number of years remaining on our current agreement". I have spoken to the Cambs Cricket Board and they commented that our Partnership Agreement appears to be for one year only (2016/17) and that this would count against us in our application. I asked what they would be looking for and was told 7 years minimum but preferably longer. I do realise that the PC will probably want to examine our agreement on an annual, rolling basis but, as cricket has been played on the rec, with the agreement of the PC, since before the Second World War, I am hoping that you might be able to provide something in writing to suggest that, although the agreement is nominally annual, the PC is prepared to guarantee the club's tenure on the rec. for the foreseeable future. Do you think this might be possible? It really is important to us as, clearly, the chances of our application being successful will be severely damaged if it isn't. There is also a degree of urgency in that the deadline for our application is Fri Jan 22nd.

I'm sorry to burden you with this when you no doubt have many other pressing issues but I do hope you can help.

Best regards
David
Vice Chair
Cottenham CC