

AGENDA REPORTS PACK

FULL COUNCIL MEETING

JULY 2018

DRAFT Full Parish Council Meeting Minutes

Meeting held in the Village Hall, Lambs Lane, Cottenham on **Tuesday 5th June 2018 at 7.15pm**

Present: Cllrs Morris (Chair), Bolitho, Collinson, Dewey, Graves, Kidston, McCarthy, Mudd, Nicholas, Smith, Ward, SCDC Cllr Wilson, the Clerk, Asst Clerk and RFO

In attendance: 2 members of the public

- 18/113. Chairman's Introduction and Apologies for absence** – Apologies accepted from Cllrs Wilson (holiday), Wotherspoon (personal) and SCDC Cllr Gough (meeting).
- 18/114. To accept Declarations of Interest and Dispensations** – None received. Cllr Young arrived 7.17pm.
- 18/115. Minutes** - Cllr Bolitho queried whether the issues log had been published. Clerk unable to update website currently due to transfer of host. Minor amendments made. Resolution that the amended minutes of the Full Council meeting held on 8th May 2018 be signed as a correct record. **RESOLVED.**
- 18/116. Public participation** – None present.
- 18/117. Reports**
- **SCDC** – report circulated prior to the meeting. Visit planned to Setchell Drove on 18th June at 2.30pm (Cllrs Graves, Morris and Wilson attending). SCDC Cllr Wilson is currently trying to track down the street naming officer on behalf of Cllr Bolitho and will revert shortly. Cllr Smith asked if the names of SCDC Cllrs on the Planning Committee were yet known; info has been published on the SCDC website. For info SCDC Cllr Wilson has been appointed to the Greater Cambridgeshire Partnership and Licensing Committee (a sub on the Planning Committee) whilst SCDC Cllr Gough is Portfolio Holder for Environmental Services. Regarding the Community Chest and Energy grant schemes there is no timescale regarding when they will be reinstated.
 - **CCC** – No report. Noted that there had been a clash between the Mayor and GCP over large transport schemes.
 - **Clerk** – report circulated prior to the meeting. Cllr Gledhill arrived at 7.15pm. Clerk flagged changes to the website hosting. Tree surveys have been undertaken and a number of trees marked as requiring urgent removal; Clerk has instructed tree surgeon accordingly and work will be undertaken 8th and 11th June. Noted that the resident-created pond on Brenda Gautrey Way may have health and safety implications for the Parish Council; need to monitor via Groundsman.
 - **Major developments** – As report. CCC site – unclear whether this has been transferred and the timescales for building. Amey – CPC has recommended refusal on various grounds. Cllr Graves is meeting with EA Ops Manager next week regarding concerns with the Lode; Cllr Morris to join meeting if possible. Bellway – appear to be a number of enforcement issues which will be passed to SCDC.
 - **Highways Improvements update** – Beach Road still outstanding due to mismanagement. County Highways and contractor still in discussions.
 - **GDPR** – As per report. Need to put email backed process in place. Cllr Dewey is in the process of setting up Cllr emails. Need to review email retention policy.
 - **Tenison Manor adoption** – as per report.
- 18/118. Annual Governance Statement** – Resolution to approve the Annual Governance Statement 2017/18 as part of the Annual return for the year ended 31st March 2018. Cllr Dewey proposed. **RESOLVED.**
- 18/119. Accounting Statements** – Resolution to approve the Accounting statements 2017/18 as part of the Annual return for the year ended 31st March 2018. Cllr Smith proposed. **RESOLVED.**
- 18/120. Year-end Accounts** – Consider the year-end accounts for 2017-2018 – Noted.
- 18/121. Consultation** – Consider response to government consultation on Powers for dealing with unauthorised development and encampments (by 15th June) – General agreement that the process

needed to be more streamlined and was currently too slow. Cllrs Collinson and Nicholas to provide response accordingly.

- 18/122. Histon Road consultation** – Consider response to consultation on Histon Road improvements (by 2nd July) – Cllrs Dewey and McCarthy to provide response and circulate.
- 18/123. Training** – Consider Cllrs attending CAPALC Chairmanship and Councillor Finance training courses – Cllr Morris to attend Chair training. All other requests to the Clerk.
- 18/124. Neighbourhood Plan** – consider publicising the draft Pre-Submission Plan in accordance with Regulation 14 of the Neighbourhood Planning (General) Regulations 2012 – Cllr Morris ran through the report. Started the environmental assessment today. Some discussion regarding status of Rampthill Farm which is currently in the open countryside. This could be changed at a later date i.e. in response to the SCDC Local Plan. Any significant changes would need a further referendum. Two residents arrived 8.24pm. Cllr Morris ran through details of the proposed development framework. Resolution to publicise the draft Pre-Submission Plan in accordance with Regulation 14 of the Neighbourhood Planning (General) Regulations 2012. Proposed Cllr Morris. **RESOLVED.**
- 18/125. Village Hall** – consider applying for full planning permission to build a replacement Village Hall (architect and consultant costs not to exceed £24,000+VAT) – Cllr Morris ran through the pack. Noted that there are now promises of £550k in S106 payments towards the project. Discussions regarding business plan income; current tenants would cover the operating costs but can't predict extra income. Discussions for/against going ahead now or delaying further (which would increase costs). Cllr Young requested a recorded vote. Resolution to apply for full planning permission to build a replacement Village Hall (architect and consultant costs not to exceed £20,000+VAT. Cllrs Bolitho, Collinson, Dewey, Gledhill, Graves, Kidston, McCarthy, Morris, Mudd, Nicholas, Smith and Ward all voted for; Cllr Young voted against. **RESOLVED.**
- 18/126. Early Years Nursery** – consider applying for full planning permission to build a 50-place Early Years Nursery (architect and consultant costs not to exceed £10,000+VAT) – Large S106 contribution, including early years, totals £750k (not all can be used against the nursery). The design will meet current demand and it could be several years before additional provision is required. The proposed location won't encroach on pitches but we will need to reconfigure the play space. Resolution to apply for full planning permission to build a new Early Years Nursery (architect and consultant costs not to exceed £10,000 + VAT). Proposed Cllr Morris. Recorded vote requested. Cllrs Bolitho, Collinson, Dewey, Gledhill, Graves, Kidston, McCarthy, Morris, Mudd, Nicholas, Smith, Ward and Young all voted for. **RESOLVED** unanimously.
- 18/127. War Memorial** – consider applying for relevant planning permission to affix centenary commemorative plaque and four eye-bolts to war memorial – Cllr Morris outlined. Discussions regarding suitability of plaque being added to the existing memorial. Resolution to apply for Listed Building consent to affix a commemorative engraved bronze plaque to the memorial and four eye-bolts to the plinth. Amended resolution: apply for Listed Building consent to attach four eye-bolts to the plinth. **RESOLVED.**

18/128. Finance

Income	Description	Net	Gross	
Cambridge Kids Club	Invoice payment	£873.92	£1,048.70	
Ladybirds	Oil and Water payment	£1,308.06	£1,308.06	
Cottenham Colts	Annual invoice	£1,661.00	£1,993.20	
South Cambs District Council	Hire of Village Hall for Election	£137.50	£165.00	
Overpower fitness	Monthly invoice	£36.00	£43.20	
Sports & Social Club	Quarterly invoice	£2,600.00	£3,120.00	
HMRC	VAT payment	-	£1,312.62	
		£6,616.48	£8,990.78	
Expenses over £500	Description	Net	Gross	code
Salaries	Salary costs for June 18	£4,192.26	£4,192.26	-
HMRC	Tax and NI for May 18 (month 2)	£915.10	£915.10	-
Dom Sylvester	Painting of 5 benches and a picnic table	£510.00	£612.00	1143

SSE Southern Electric	Electric bill for the green	£428.64	£514.36	1145
CAPALC	Annual Membership	£724.19	£724.19	1146
Calor	Gas delivery for the Pavilion (DD)	£902.38	£947.50	1147
Green and Purple	Year end accounts	£800.00	£960.00	1148
AJ King	Groundsman contract cost	£3,166.67	£3,800.00	1153
King and Co	Purchase of Land at 60 Lambs Lane	£10,841.00	£10,997.00	1154
Thomson, Webb and Corfield	Buyer Legal costs re 60 Lambs Lane	£2,006.00	£2,406.00	1155
Cottenham Colts	Agreed grant towards Goal posts/Nets	£976.80	£976.80	1163
SSE Southern Electric	Electric bill for Recreation Ground (DD)	£2,211.01	£2,775.18	
Nick West	Cleaning of VH for April	£560.25	£560.25	
		£28,234.30	£30,380.64	
Expenses under £500	Description	Net	Gross	code
Legal and General	Pension costs (June 18)	£182.94	£182.94	
Clerk	Exps re Mileage (Cilca training) 31 miles	£13.95	£13.95	1139
Assistant Clerk	Expenses re Phone top up & Cable ties	£6.99	£6.99	1140
RFO	Expenses re Sim card for the Pavilion	£8.64	£10.37	1141
Cottenham Primary School	Removal of damaged fence & fitting new one.	£330.00	£330.00	1142
Business Consultancy Services	Payroll processing and end of year paperwork	£63.25	£75.90	1144
RFO	Old printer repair check/New ink cartridge	£51.00	£51.00	1149
Assistant Clerk	Exps re refreshments for T&T group	£4.94	£4.94	1150
Clerk	Exps re refreshments for the APM	£6.82	£6.82	1151
Bridgeman Maintenance	Work on notice boards	£260.00	£260.00	1156
RFO	Exps re Mileage (Cilca training) 31 miles	£13.95	£13.95	1157
Online Playgrounds	Swing hanger for broken swing at playground	£76.50	£91.80	1158
Staples	Stationery, printer cartridges and toner	£169.24	£203.09	1159
SSE - Southern Electric	Electricity invoice for the Pavilion (DD)	£329.56	£395.47	1160
Staples	Laserjet Toner Cartridge	£89.49	£107.39	1161
Cottenham Primary School	Advertising in the School magazine	£250.00	£250.00	1162
Rospa Play Safety	Annual inspection	£192.50	£231.00	1162
Old West Internal Drainage Board	Agricultural drainage rates	£77.04	£77.04	
		£2,126.81	£2,312.65	

Amends made to expense over £500 (SSE and gross figure). Staples are sending a credit note of 10% against invoice for £169. Cllr Dewey Proposed. Resolution to pay these invoices. **RESOLVED.**

- 18/129. Management accounts** – to review the monthly management accounts – Not available.
- 18/130. Bank reconciliation** – to review monthly bank reconciliation – Noted.
- 18/131. Matters for consideration at the next meeting** – Street naming, Gun Club, cycleways. Standing Orders suspended 9.16pm. Chair checked whether residents wished to make any comments; merely observing. Standing Orders reinstated 9.17pm.
- 18/132. Dates of next meetings** – Planning 7th June, CALF 19th June, Planning 21st June, FLAC 26th June, Full 3rd July
- 18/133. Close of Meeting** – 9.17pm.

Item 18/138. - Reports

District Councillors' Report for Cottenham and Rampton – June 2018

Our focus continues to be on giving Cottenham and Rampton a voice in various initiatives underway at District Level and connecting with the residents.

We held a drop-in session at the Community Centre on June 20 and we will be repeating these sessions on a monthly basis and introducing evening and possible Saturday morning options too. The next session will be at the Community Centre on July 17 from 10:30 am to 12:30 pm. We will be providing updates on meetings and other information on our Facebook page @CottenhamRampton.

The Rural Travel Hubs initiative that selected Oakington (along with Sawston) as one of the first test sites has proceeded with precious little engagement with residents outside of Oakington. Consequently, the plans and thinking have evolved without seeking the views and needs of the residents of Cottenham and Rampton. We have intervened to ensure that more meaningful engagement with representatives and residents of Cottenham and Rampton will take place before plans progress much further. We have held an initial meeting with members of the City Access Team working with the Greater Cambridge Partnership on Rural Travel Hubs and Greenways. We have invited them to speak to the Parish Councils in Cottenham and Rampton in anticipation of further engagement activity with stakeholders and residents. They are planning to attend the Rampton Parish Council on 2 July.

We attended the Amey Community Liaison Group meeting on June 14 and were generally disappointed by much of the discussion and the complacency of the operator. We have since written to Amey suggesting specific modifications to the recording of complaints about odours from the composting activity to make it more useful. We would urge the Parish Council to join us in reminding parishioners how to lodge complaints about odours – this is one way in which we can continue to keep Amey accountable for their operations. Complaints about odours should be reported to Amey via 01223 861010 or directly to the Environment Agency on 0800 807060 (why not both!)

On specific local issues, we organised a visit to discuss long-term solutions to the fly-tipping issues on Setchel Drove. We were very encouraged that residents engaged actively in framing the ideas. There is no doubt in our minds that a co-ordinated initiative that includes enhanced enforcement, surveillance, warning signs and physical barriers will form the only sustainable solution. The plans are now being framed with the appropriate authorities and we are hoping that Cottenham will serve as a model for addressing a problem that is a blight on the whole District.

We have successfully followed up on a couple of issues relating to waste collection. We would ask the Parish Council to remind residents that the most effective way to report missed bins is via refuse@southcamb.gov.uk or via <https://scamb-framwork.egovhub.net/REPORTAMISSEDBIN/launch>. Any other channel will not be as effective.

The Bellway construction site continues to create issues of non-compliance. We have raised the issues with the Planning Enforcement officers in the District and accompanied them on a site visit. The Officer then conducted a further visit to pursue issues relating to the inadequate management of dust. We have also paid a visit to the site to remind them of the need to adhere to the conditions and be good neighbours. Please let us know of any further issues and we will raise with the contractors and Bellway.

More generally, we have met with Community Engagement Officers and planners to discuss how best to engage with developers and site managers early on to ensure that planning conditions are complied with in order to minimise disruption to residents. We are considering the feasibility of a working group to bring together relevant parties based on a model currently being used in Waterbeach.

We have also met with District Council Community Engagement Officers to discuss ways in which residents moving into the new developments can be helped to integrate into the existing village community. One

initiative introduced in Northstowe is a welcome pack put together by the residents of Longstanton. We will be looking at developing a similar pack with the help of local groups.

County Councillor's report for Cottenham, Rampton & Willingham June 2018

To follow

CLERKS REPORT – June 2018

Anything in bold is new or an update.

Highways

(HO = Highways Officer, AC = Assistant Clerk) – **AWAITING FOR HO UPDATE (requested 31st May)**

- **Rooks St** - HCVs ignoring advisory signs 4/4 - Resolution at Highways Meeting on 18th Jan 2018 to explore differences between types of weight restrictions (e.g. access only/except for loading), cost implications and to liaise with Derek Crosby (Police Traffic Management Officer) regarding feasibility. Cllr Wotherspoon has learned that such a crossing may be under consideration as part of traffic management associated with development in the area.
- **Rooks Street** - HO has put forward Rooks St for the slurry scheme; with Network Management to inspect & to state if included in program.
- **Wilkin Walk** (High St end) – overgrown laurel and brambles. These are the responsibility of Cambridgeshire County Council; HO needs to speak to the vegetation manager about getting them on an annual cut back and if they need to get them done it will be August due to bird nesting season. 31/5/18 requested urgent action as causing a nuisance. **25/6/18 referred to Cllr Wotherspoon.**
- **Leopold Walk** (Pathway to High St) – overgrown trees/shrubs, blocking light. Asst Clerk to ascertain ownership/responsibility for the section beyond 315's boundary. 1/6/18 Hedge letters sent to homes we believe are responsible. **Area is within CA and SCDC to be notified by householders responsible and works will be carried out after nesting.**
- **Beach Road** – Awaiting remedial works by Eurovia to fix issues caused by the substandard surface dressing last year, still waiting for update. **Several emails/phone calls not returned; 25/6/18 referred to Cllr Wotherspoon.**
- **Blocked gully outside 243 High St** - works ordered, works due 28th Nov to 1st Dec including patching from zebra crossing to Co-op bend and curb repairs. Road Closure due; Telegraph St to Co-op, 5th March 2018, but was cancelled due to emergency water main burst, to be rescheduled, date TBC. **28/06/18 LHO is waiting for permission to carry out the works on a Sunday (not so much HCV traffic).**
- **Lambs Lane** - HO hoping to get patched next financial year, during a school holiday (aiming for Whitsun) - school zig zags will get repainted then (not quite at 70% faded at the moment). Potholes marked out 4th May for repair. **Road closure planned 20th to 29th August 09:30-15:30, resident accesses will be maintained throughout.**
- **Junction of Victory Way/Lambs Lane** - potholes and flooding issues raised with HO, awaiting response. Works ordered to install 1/2 gullies in front of bus shelter which should solve issue (within next 12 wks). Works cancelled 25th May as new surfacing has solved issue (AC not convinced and will monitor).
- **Footpath from Pelham Way through to High St** – 20th Dec, HO will be looking at overlaying this footpath early next financial year. At the moment nothing really causing any concerns except the tree root running across the footpath, will have another look after Christmas and see if there is anything he can do for this. Still not at intervention levels.
- **Denmark Road white lining** – should have been done when Coolidge Gardens was resurfaced; rescheduled to 5th March 2018 (during High Street road closure). Road marking program (white lining) planned for early 2018/19 – concentrating on junctions. **Road marking survey due July 2018**
- **Histon Road Cycle/Foot path** – some lighting studs not working –following the Histon Road Cycle path tidy up on 13th Jan 2018, one of the participants has offered to mark out broken light studs and report to Asst Clerk to report to CCC Cycle Project Team.
- **Cycleway linking Oakington & Westwick and Cottenham** – Cllr Wotherspoon to set up a joint working group to push project forward. Oakington is currently giving priority to its link with Girton. However, Cllr Wotherspoon has made contact with the transport group which is part of their community plan set-up. He has also been working closely with the district and county councillors for Landbeach and Waterbeach, with a view to exploring improved links to the railway station there. It is possible that a proper cycleway to Cottenham could be part of the travel planning associated with the new town there.
- **Cadent Gas** – Works were put on hold during school Easter holidays, to allow for High St Zebra crossing works. There have been a few traffic management issues and we have liaised directly with Cadent as and when. Current phase completed 4th May. Cadent have advised us that they have received another project from where they finished outside 34 Histon Road, up towards Histon for the best part of 2km. This should be a lot easier on traffic as only two-way lights. Dates TBC. List of several areas that were

damaged during the first phase submitted to Cadent 30/04/18 and 14/05/18 – awaiting response.
(copied to CCC Cllr Wotherspoon) **Forwarded details to Streetworks 20/06/18**

- LED lamp replacement works scheduled for Leopold Walk, Paxton Close and Worland Way on 18/6.
- **Overhanging Trees** – CVC & 345 High Street – requests to cut back sent 1st June. **345 High St cut back 4/6/18, nothing heard from CVC.**
- **Histon Road Traffic Survey** – awaiting results.
- **Orchard Close** – 20/6/18 Marked out for repairs, works delayed due to graffiti on road obscuring repair lines – to be resurveyed/marked, works delayed until late August.
- **Beach Road** – Still awaiting installation date of speed cushions and give way feature – sub-contractor issues resolved 21/6/18, CCC looking to start work when the subcontractor has some availability.

Recreation ground

- The FA sign has been damaged.
- Issues with graffiti on skatepark being monitored.
- Clerk liaising with Groundsman regarding requirements for up to 5 new bins. **Increased problems with rubbish on the Rec at the moment, including from the kebab van.**
- Quote being obtained for repairs to tennis courts.
- Swing damaged (4 bay). **Following confirmation that the ‘trial’ shackle fits a further 7 were ordered. Groundsman has fitted them accordingly.**
- Groundsman has overseeded all pitches and training areas (with the exception of the 3 smaller pitches on the 3rd field). Some remedial seeding may be required after the event.
- Pump inspection booked for 2nd July.
- Issues with human waste in hedgerow between fields 1 and 2 and also by the skatepark. EH notified.
- **Broken tree branch on Poplar will be removed 3rd August.**
- **Fenland Leisure have been to inspect broken zip wire. The wire itself appears fine but a new cassette is needed and replacement board on the ramp. Waiting for quote.**

Village Hall

- **Issue with persistent vandalism to outside toilet.**

Misc admin

- June Issues log distributed separately – see appendix for summary.
- Les King Wood – Tree guards still require removal.
- **BGW - Clerk and Cllr Morris met with Brian Heffernan on 26/6/18. Clerk and Cllr Morris met with Dean Warmisham from TW on 27th June.**
- Post box on Twentypence Road has been missing since approx. March/April 2017. Still chasing Royal Mail for replacement since June and have lodged a complaint re. slowness of response. Further chase up revealed that the incident still hadn't gone to the correct person however it now appears that a new box has been ordered and may be in situ in the next month.
- Contacted Bovis re. getting broken streetlight on Tenison Manor estate repaired 21/11/17. Will be advised of timescales. Chased 16/1/18 and told they are still trying to obtain details from a contractor (first contacted 15 weeks ago). Chased again 28/2. No response so chased again 17/4. Response 30/4 to say contractor is still being chased by Bovis.
- Incident at the Moat has left an area of turf needing replacement. Groundsman to action. NB: Appears that children have been using metal detectors and digging in the scheduled area of the Moat.
- WWI Centenary working party met 21st May. Piper confirmed and provisional timetable of events scheduled, including an exhibition in the Community Centre and afternoon tea. Planning application needs submitting for addition of eyelets on the railings to secure wreaths.
- Working with Ladybirds re. applying for SCDC energy grant towards roof insulation. Waiting for quotes from Ladybirds before we take forward. NB: Community Energy grant scheme has been temporarily closed to allow members to review the eligibility criteria.
- Suggestion by Centenary working party to replant an English oak on the Green as part of the events and look into using the public art money to install a commemorative tree guard.

- Tree surveys undertaken for the Pond/WARG Field/Old Rec/Moat/Tenison Manor/BGW. **Report received and circulated.**
- **Grant application has been submitted to FECA for money towards the defibrillator.**
- CALF is investigating the siting of additional benches/picnic tables on the Rec.
- **Basketball hoop/board has been delivered which will be installed on one of the floodlight posts on the Rec. Having to get brackets made to attach to post.**
- New public footpath from Broad Lane to Les King Wood – seeded w/c 21st May. Will be inspected mid-June before a decision on when it will be formally opened.
- Cllrs have been issued with new email addresses for GDPR compliance and setup is ongoing.
- **Treeworks have been ordered the fell the Red Oak and Lime on the Green plus remove a dead branch on the Rec. CALF decided to defer decision on dead wooding on the Green. Works to be undertaken 3rd August.**
- Pond has been created on Brenda Gautrey Way near the Leopold Walk end. Groundsman has confirmed that it doesn't inhibit grass cutting. Will be monitored going forward.
- Spoken to The Chequers (Greg) re. roping off war memorial during beer festival.
- **Additional remedial works required on Tenison Manor tree belt. Groundsman obtaining quote.**
- **FECA article has been submitted.**
- **Cottenham newsletter article submitted.**
- **Cllr Dewey booked on Councillor training course in September.**
- **Met with Eco Control Solutions at The Pound on 28/6/18 re. weed problem. Quote due w/c 2nd July. Looking at approx. 2 ½ years work and we'd receive a 10 year guarantee when completed.**
- **Met with PCSO Joe Haylock on 26/6/18. Issues reported to him included ASB, speeding, parking issues, abandoned bikes, possible drug dealing, graffiti and Rec (under-age drinking/drugs/ASB/vandalism). Hoping to have monthly meetings. ASB should be reported on 101 or 999 if a crime is being committed (have sent Facebook message out).**

Facebook

- 972 likes/1035 follows.

Major developments

- Bellway Homes continue to cause problems for site neighbours by ignoring their planning obligation or conditions and, following a Planning Committee resolution, are one of the subjects raised directly with SCDC's CEO.
- Persimmon's Reserved Matters application is to be discussed by CPC's Planning Committee at its next meeting.
- Gladman Developments remains under the radar as regards any sale or Reserved Matters application.
- County Council – another meeting, this time including This Land – the intended owner, is being set up in an attempt to mitigate harm to our sports provision etc.

Village Hall & Nursery

Following approval by the Parish Council to apply for full planning permission on both elements of the project, as a result of favourable pre-application reports, progress was reviewed by the Working Party last week and the applications likely to be made this week.

- the main change is to the SE façade (facing access road) of the Hall, introducing a central bay effect and changes to the cladding and window lines to make the appearance less monolithic.
- this change increases the internal dimensions slightly near the building entrance
- there is a minor change to cladding lines on the NW façade (facing Ladybirds).
- there have been changes to the parking arrangements in response to the request for larger parking bays and a turning circle in front of the gate to the "hidden" spaces. This has reduced the total available spaces although still an increase (15 standard and 4 disabled bays) over today.
- a closer examination of the proposed structure has led to a small increase in building height to allow for deeper I-beams within the structure while keeping the roof pitch the same as the pavilion.
- the ecological report has found no serious issues but recommends various wildlife-friendly additions including some additional trees.
- the ground contamination and tank removal methods seem OK.
- It remains to complete the Design Access & Heritage Statement, ensuring consistency with the NP Evidence paper and draft Business Plan
- the Transport Statement will be updated to align with the proposed position of the security gate and parking distribution.

The reports did not indicate any direct changes to the Nursery were required.

Neighbourhood Plan

As approved at the last Council meeting, after a few last-minute glitches, our Pre-Submission draft Neighbourhood Plan is now out for public comment until 7th August 2018.

You'll see the banner on the Green and board outside the Hall with reminder postings in shop windows etc. around the village in the next few weeks. Some events have already occurred and there'll be more opportunities to see what it all means and why:

- **Library exhibition** – an opportunity to browse the plan in full or as its "pocket version".
 - 9th July to 19th July during opening hours
- **Village Hall exhibition** – an opportunity to discuss the plan with Councillors - in full or as its the "pocket version".
 - 10th July 7pm to 9pm
 - 21st July 10am to noon
- **Coffee Shop drop-in chats** – take a look at our pull-up poster and chat about the "pocket version" of the plan.
 - 4th July 10am to noon
 - 18th July 10am to noon

A Neighbourhood Plan gives local people the power to agree a shared vision for their area. The plan sets out policies for the development and use of land covered by the Neighbourhood Plan Area – Cottenham Civil Parish. Those proposals will, if compliant with a number of conditions, be put to a local referendum and, if a majority of those voting approve the plan, it becomes part of planning policy alongside South Cambridgeshire's Local Plan and has formal weight in deciding future planning applications.

Hard copies of summaries of the draft plan are available on request and full reference versions are available in Cottenham Library during opening hours and at the Parish Council Office by appointment. Comments can be made on-line at www.tinyurl.com/ctmnpbox, by email to cottenhamnp@gmail.com or by post to the Parish Council.

In parallel, AECOM have prepared a "scoping report" for the Strategic Environment Assessment which is now out for comment with three statutory consultees:

- Environment Agency
- Historic England
- Natural England

The scoping report poses a number of questions for the consultees to consider.

Some time in September, we can consider our readiness for the next step – revision of the plan to a "Submission Plan" for further consultation and independent examination.

Cottenham Flood Risk Forum

Cllrs Graves and Morris attended a multi-agency meeting, arranged by our MP at our request following concerns about the flood risk consequences of recent planning permissions.

Apart from our MP, we had representatives from the Environment Agency, Internal Drainage Board, Cambridgeshire County Council and South Cambridgeshire District Council.

Cllr. Morris led a pretty complete run-through of the flood risk issues that concern us most:

- immediate issues about the integrity and fitness for purpose of parts of Cottenham Lode, its under-Lode culverts and the IDB Pumping Stations,
- near-term concerns that developer-promised mitigations related to flood risk might not be adequately designed and checked before being "signed-off" by SCDC as Planning Authority,
- long-term concerns that the flood risk mitigations might not be adequately maintained by developers, householders and other parties

There was a strong wish to co-operate on resolution of these issues, engaging with our own Cottenham Flood Group.

There are some "immediate" actions, related to:

- remedial work needed on the Lode between Broad Lane and the Twenty Pence bridge (Cllr. Graves with EA)
- tightening of planning conditions and their enforcement (Cllr. Morris with SCDC)
- setting up a quarterly "Cottenham Flood Risk Forum", to be chaired by Cllr. Morris, so the parties can identify and communicate further work needed to protect the parish better, including:
 - likely upgrade to Cottenham Lode in 2021
 - tougher negotiation of s.106 contributions towards flood protection measures
 - investigation of capital sources to finance improvements

Brenda Gautrey Way ditch/trees

For some time we have been concerned, with CCC Flood Risk team and local residents, about the state of the ditch behind our Public Open Space on Brenda Gautrey Way. Considerable effort has been applied in an attempt to establish ownership of the ditch and its banks in order to pursue some form of remediation. This is unlikely to yield a definitive answer in the near-term, yet some action is needed.

The 400 metre ditch is a key part of Cottenham's drainage infrastructure, whose fate has been left to chance by a number of deliberate or inadvertent actions by landowners, SCDC and TW.

After several discussions with CCC and Taylor Wimpey, there are four "land ownership" issues:

1. Land owned by the Parish Council, which is mostly delineated in the POS title transfer some years ago and, more usefully, in a tree condition survey which can be correlated with the surviving trees. CPC has responsibility here.
2. Land definitely retained by TW as a narrow strip adjoining our land but not, generally reaching the ditch. TW now recognise the full extent of their responsibility here.
3. Unregistered land on the development side which may be owned by TW, although they currently dispute this. This owner is partly responsible for the ditch.
4. Registered and unregistered land on the field side, understood to be held between at least four parties. These owners are also partly responsible for the ditch.

The Clerk and Cllr. Morris met a representative from TW recently and they have agreed to step up their maintenance regime to deal with (2) over the next three months provided we do some additional work to facilitate access and improve the condition of scrub etc. from our side (1). This will increase our "trees" spending marginally.

Cllr. Morris will pursue a claim that TW are the residual landowner of the unregistered land (3) on the village side of the ditch and therefore responsible for half the cost of its maintenance. It is likely that TW will deny this.

Although we have some ideas on who owns the land (4), there is no willingness to intervene.

There will be a further review of the situation in two or three months assuming progress continues.

It is likely that CPC, with CCC support, will need to intervene to clear the ditch and make it safe from flood and health risk. Cllr. Morris has requested an estimate from the Internal Drainage Board to undertake the work, possibly with assistance from Andrew King.

The proposal would then be to undertake the necessary work, following notice to the riparian landowners who can be contacted.

This could lead to a proposition that CPC take over the green strip (2) with a commuted sum for its maintenance. This could extend to include taking over the BGW-side bank by one or other means.

18/139. SLCC membership

Consider renewal of SLCC membership at a cost of £185. Membership include:

- Access to advice, news, counselling services, legislation updates
- Discounts on training courses, books, stationery, energy supplies
- Representation to Government, sector partners and stakeholders
- Supplier directory

18/140. Tree surveys

Summary of findings and recommendations

- Overall, the health and condition of trees varies widely across the sites and six trees now require priority attention. Please note that some imminently dangerous trees were drawn to the attention of the Parish Clerk during the inspections and those trees were removed prior to the publication of this report. For the sake of record-keeping, these trees are included in the tree survey schedules and maps in this report. The schedules note that these trees were removed as recommended.
- Most sites surveyed are made up of trees with a diverse age range. This helps to ensure continuous cover with succession of older trees by younger trees over time. A notable exception is The Pond, where all the trees around the edge are of roughly the same age and mostly lime (*Tilia* sp).
- The large 'green' to the north of The Dunnocks and west of The Moat (INSET 4) is almost devoid of trees and represents a great opportunity for new tree planting if desired.

The Old Recreation Ground – Findings

- 12 individual trees and 1 group of trees were recorded in the tree survey.
- The dead elm trees in group G1 were felled prior to the publication of this report. No further work is recommended.

The Pond – Findings

- 12 individual trees were recorded in the tree survey.
- 2 trees are recommended for HIGH PRIORITY tree surgery (removal of dead wood) – details are given on the tree survey schedule.
- 6 of the trees should have ivy removed or severed. This is for the purpose of tree safety inspection, so may be carried out shortly before the next scheduled inspection

The Moat / Tenison Manor – Findings

- 30 individual trees and 5 groups of trees were recorded in the survey.
- 3 trees are recommended for HIGH PRIORITY tree surgery.
 - ✓ Tree 65 (ash) is in very poor condition and likely dangerous due to a combination of defects including basal decay. This tree should be felled.
 - ✓ Tree 70 (walnut) is dead. Was felled prior to the publication of the report, but a tall stump has been retained and allowed to decay naturally as a wildlife habitat.
 - ✓ Tree 80 (ash) has extensive basal decay and there is evidence of the residue of honey-fungus on the ground at the base of the trunk. This tree should be felled. Having the stump and larger roots removed from the ground may help to prevent the spread of honey-fungus by removing a source of inoculum.
- Other tree surgery works are recommended across the site, including tree felling but these items are a lower priority.

The Dunnocks (and green to north) - Findings

- 11 individual trees and 1 group of trees were recorded in the survey.
- The dead willow tree (tree 57) and two dead trees within the group G1 were felled prior to the publication of this report as recommended.
- 2 trees and the group G1 should have ivy removed or severed. This is for the purpose of tree safety inspection, so may be carried out shortly before the next scheduled inspection.

Brenda Gautrey Way (north) – Findings

- 7 individual trees were recorded in the survey.
- 1 tree is recommended for HIGH PRIORITY tree surgery.
 - ✓ Tree 138 (ash) has indications of a white rot in the base, indicated by the basal swelling. It is not a particularly attractive or important tree and heavy pruning would be unsightly. This tree should be felled.
- The Scots pine (136) is very small, heavily suppressed and extremely slender. It makes no valuable contribution and you may wish to consider removal.

- The silver birch (139) is mature but still has the stakes and tie attached from when it was planted. The stake and tie should be removed.

Brenda Gautrey Way (south) 1 – Findings

- 14 individual trees and 1 group of trees were recorded in the survey.
- No trees are recommended for high priority tree surgery.
- The oak tree (97) is recommended for pollarding at around 5 metres height because it's entire leader has snapped out and is hanging-up (not precarious). Being in early maturity it should respond well to the treatment and be easy to maintain in future.
- The willows in group G1 are recommended for pollarding at around 4 metres. The willow nearest to the road has been previously pollarded to 4 metres (and regrown). The area beneath the branches of these trees seems to be a popular 'den' for children and willows are predisposed to shedding large branches.

Brenda Gautrey Way (south) 2 – Findings

- 22 individual trees and 1 group of trees were recorded in the survey.
- No trees are recommended for high priority tree surgery.
- The trees in this location are mostly large, closely-spaced and quite dominant.
- The cherry tree (125) has a very rotten trunk that has resulted from an old bark wound and should be removed. This tree is not large enough to pose an unacceptable safety risk but should be removed as a matter of good management / husbandry.

WARG Field – Findings

- 24 individual trees and 3 groups of trees were recorded in the survey.
- No trees are recommended for high priority tree surgery.
- The site is a meadow with scattered trees mostly located at the far (north-western) end.
- Most of the tree surgery recommended is formative pruning to remove defects whilst trees are young (an opportunity not to be missed) and the removal of some trees to promote the growth of others. There are no safety issues for the time being.

Conclusion

- Six trees require urgent safety works. Tree works given a Priority / urgency of work rated '1' should be undertaken within six weeks. For these priority works it is recommended a contractor be booked on receipt of this report.
- Considering the large number of trees covered by the survey, there are remarkably few that are in a dangerous condition. The generally diverse age range of trees across most of the sites is encouraging and is the best way to ensure continuity of tree cover for the long-term.
- The reader is advised to refer to the tree survey schedule herein and to observe the recommendations and their priorities. From this, plans can be made to allocate a budget at an early stage to enable the works to be undertaken within the appropriate timescales.

18/141. Highways Improvements update

Following the resolution to undertake traffic measurements on Histon Road and obtain a traffic consultant's opinion on measures that might be taken, we have an opportunity to use these recommendations as the basis of a bid into the CCC Local Highways Improvements Initiative.

The next scheme operates differently to previous years and allows us to "express interest " in undertaking a collaborative project without too much detail or any financial commitment at this stage. The deadline is 23rd July.

Suggested resolution:

"CPC authorises Cllr Morris, with the assistance of the Assistant Clerk, to submit and expression of interest in a LHI project based around improvements to speed management on Histon Road"

18/144. Bank reconciliation

Reconciled on 12th June 2018 by RFO and Cllr McCarthy

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

In summary:

£814,285.54	Cash at Bank (as of the 31 st May 2018)
- £9506.98	Creditors
+ £987.84	Debtors
£805,766.40	Net balance on bank reconciliation

+ VAT owed £2620

Minus: £85,142 Accruals

+ used on land purchase £12,847

Minus: Other creditors £370 (£1500 unexplained income into our account and Duplicate payment £1129.24 out)

Minus: £915 PAYE

Net assets: £734,806.40

Creditors

- AJ King - £3800
- Anglian Water - £153.34
- BCS - £75.90 (payroll)
- CAPALC - £724.19 (Annual membership)
- Cottenham Community Centre - £1300 (Rent)
- Cottenham Primary School - £580 (Repair to fence and advertising)
- RFO- £75.32 (Expenses)
- Dom Sylvester - £612 (Painting of benches/picnic table)
- Green & Purple - £960 (Year End accounts)
- Clerk - £20.77 (Expenses)
- Nick West - £560.25 (VH Cleaning)
- Online Playgrounds - £91.80 (part for the swings)
- Rospa - £231 (Annual inspection)
- Assistant Clerk - £11.93 (Expenses)
- Staples - £310.48 (Stationery items)
- Southern Electric - £549.19

TOTAL £9506.98

Debtors

- Cottenham Community Land Trust - £90 (invoice 18/12/17)
- Aerobic instructor - £41.40 (invoice 31/05/18)
- Village Hall Hire - £90 (Invoice 20/02/18) but not renting hall until July 18
- Overpower fitness - £54 (invoice 31/05/18)
- Whyatts – (invoice 02/05/18)

TOTAL £987.84

Appendix 1: Issues log

There were 15 reported incidents during June.

Date	Issue	Further details	Follow up
01/06/2018	Parking	Inconsiderate parking on verges, across driveways and bus laybys	Asst Clerk to query with HO and advised to contact 101 if illegally parking
01/06/2018	Parking outside shop	Wants to know if there's a way stop vehicles parking outside shop on delivery days.	Asst Clerk advised to contact police for guidance (we have no powers)
08/06/2018	Bird scarer	Bird scarer located close to public footpath and causing nuisance to nearby residential properties	EH investigating
11/06/2018	Dogs	Dog walker on 3rd field of Rec at weekend	Asst Clerk to reinstate signage
12/06/2018	Bus parking	Bus parked diagonally half in/half out of layby on Cross Keys side of Green, causing tail backs	Reported to bus company
14/06/2018	Roadworks	Oakington Rd near to Bellway site, unauthorised 2-way traffic lights	Reported to Streetworks
14/06/2018	Grass cutting	Wants to know who's responsible and when is next cut	referred to CCC (their verge)
19/06/2018	Broken rail	The railing at the top of Wilkin walk at the high street end has been broken for a while, but now it has got worse as not attached and swings round	Already been reported twice to Highways
20/06/2018	Zip wire	Zip wire at Rec broken	Groundsman to investigate
21/06/2018	Dog poo	Dog walker has used public bin to put poo bag in	Confirmed that this is acceptable as long as in a sealed bag
21/06/2018	Bus shelter	Lambs Lane shelter is badly damaged and requires maintenance/replacement	Confirmed that a replacement shelter is currently being considered
21/06/2018	Abandoned vehicle	Car has been left in the Pound for several months with no obvious sign of it being moved (covered in dust). No MoT.	Already been reported to Envirocrime and resident provided with details of how to do this.
25/06/2018	Rubbish	Rec (3rd field in particular) covered in rubbish	Resident picked up 5 bags of rubbish themselves
26/06/2018	Tree	Pollen from tree coming into house and wants tree felling	No issues with tree noted in recent survey. The pollen is a natural phenomenon
29/06/2018	CVC Prom	Concerned that there may be tensions post-prom with travellers	Policed advised to call 101/999 as appropriate if there is an immediate concern