

AGENDA REPORTS PACK

FULL COUNCIL MEETING

JUNE 2017

Item 17/119.



DRAFT Full Parish Council Meeting Minutes

Meeting held in the Village Hall, Lambs Lane, Cottenham on Tuesday 2nd May 2017 at 7.15pm

Present: Cllrs Morris (Chair), Bolitho, Collier, Collinson, McCarthy, Mudd, Nicholas, Ward, Wotherspoon, Young and the Clerk, Assistant Clerk and RFO.

In attendance: 3 members of the public

- 17/085. To elect the Chairman of the Council and to receive their Declaration of Acceptance of Office -** Cllr Morris was proposed by Cllr Wotherspoon and seconded by Cllr McCarthy. Cllr Morris duly elected as Chair.
- 17/086. To elect the Vice Chairman of the Council and to receive their Declaration of Acceptance of Office –** Cllr Young was proposed by Cllr Nicholas and seconded by Cllr McCarthy. Cllr Young duly elected as Vice Chairman.
- 17/087. Chairman’s Introduction and Apologies for absence –** Apologies accepted from Cllrs Berenger (personal), Graves (personal), Hodson (personal), Richards (work), Wilson (holiday) and SCDC Cllr Harford (personal).
- 17/088. 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. (NB this does not preclude any later declarations). Cllr Collinson declared a pecuniary interest in 17/102 and will leave the room during discussions.
- 17/089. Minutes –** Resolution that the public and confidential minutes of the meeting of the Full Council meeting held on the 4th April 2017 be signed as a correct record. **RESOLVED.**
- 17/090. Review Membership and Terms of Reference of Committees**
- Community & Leisure Facilities Committee (ToR Apr 2016; 9 members, quorum 3; 5 ad-hoc co-opts) Cllr Mudd stood down as chair.
 - Finance Committee (ToR Mar 2015; 7 members, quorum 3) – Cllr Mudd stood down.
 - Highways Committee (ToR Feb 2015; 9 members, quorum 3; 3 ad-hoc co-opts)
 - Planning Committee (ToR Feb 2015; 12 members, quorum 4)
 - Standards Committee (ToR April 2015; 6 members, quorum 3; panel of ad-hoc non-Councillor residents for complaints handling)
- All reviewed. General requirement for more members of all Committees.
- 17/091. Review Membership and Status of “Standing” Working Parties**
- Burial Grounds (Cllrs Berenger, Bolitho, Collier, Collinson, Morris). No change.
 - HR (Cllrs Morris, Nicholas & Ward). No change.
 - Sustainable Cottenham (Cllr Ward & Berenger). No change.
 - Drainage & Flooding (Cllrs Graves, Hodson, Morris, Richards, Ward). No change.
- 17/092. Endorse status “Task & Finish” Working Parties**
- Neighbourhood Plan (Planning - Cllrs Collinson, Morris, Nicholas, Ward, Young, DC Harford). No change.
 - Pedestrian Safety (Highways - Cllrs Collier, McCarthy, Morris, Nicholas, Ward). No change.
 - Public Art – bench (Cllrs Nicholas, Richards & Ward). No change.
 - Speculative Developments (Planning – Cllrs Morris, Mudd, Nicholas, Young & the Clerk). No change.
 - Village Hall Upgrade (CALF/FLAC - Cllrs Berenger, Collier, Richards, Morris & the Clerk). No change.
 - Youth (CALF – Cllrs Berenger & Collier). No change.

17/093. Review representation as Trustees etc.

- Cottenham Charities (Trustees, Cllr Mudd and DC Harford). No change.
 - Church and Causeway Charity (Trustee, Cllrs Berenger & Collier). No change.
 - Cottenham Community Centre (Trustee, Cllr Collier). No change.
 - Cottenham Primary School (Rep, Cllr Morris and the Clerk). No change.
 - Cottenham Village College (Governor, Cllr Collier). Cllr Collier stood down. Role requires a commitment of approximately 2 days per term.
 - Mobile Warden Scheme (Trustee, Cllr Collinson). No change.
 - Ladybird Pre-School (Rep, Cllr Collier). No change.
 - VH Users – (Rep, Cllr Richards). No change.
- 1 member of public left at 7.26pm.

17/094. Review Parish Council Officers:

- Trees Warden (Cllr Bolitho & Cllr McCarthy). No change.
- Playground Inspectors (Cllrs Mudd and Nicholas). No change.

17/095. To review policy recommendations by Committees

- Child Protection (adopted November 2013) – to be reviewed by Cllr Collier/CALF.
- Code of Conduct (adopted July 2012); amended July 2015 – amends coming through later this year.
- Complaints procedure (adopted August 2012); amended July 2015
- Equal Opportunities (adopted November 2013) - to be reviewed by HR.
- Financial Regulations; (amended June 2016).
- Freedom of Information – Publication Scheme (adopted March 2013) – to be reviewed by FLAC.
- Health & Safety (adopted October 2014)
- IT & Communications (adopted October 2015)
- Risk Assessment (amended September 2016) – minor amend required by FLAC.
- Standing Orders (adopted July 2012) amended June 2016

17/096. Public participation – Standing Orders suspended 7.31pm. Resident 1 said that at a previous meeting the Council were going to ask the District Councillors for their position regarding the developments; had those been received? Cllr Wotherspoon had shared his position via email and also at the public meeting. Neither of the other District Councillor's have done the same. SCDC Cllr Harford spoke very favourably regarding the housing requirement at the original Gladman Committee and SCDC Cllr Edwards has spoken against but only in terms of the effect on Westwick/Oakington. Resident had been reviewing the heritage statements; is there grounds for the Parish Council to produce a similar report? Yes, we have commissioned our own independent expert to write a report. Excerpts will be available for 10th May when the Persimmon application is looked at by the District Council. Resident wanted to know if the Neighbourhood Plan was still moving ahead? Yes. Standing Orders reinstated 7.36pm.

17/097. Reports

- **SCDC** – Report noted.
- **CCC** – Report noted.
- **Clerk** – Invitation received from Bloor Homes to opening event; Cllr Morris to attend. Clerk reported that there will be an item on Radio Cambridgeshire in the morning regarding the post box petition. RoSPA report received; some items can be repaired by the groundsman but more major items will go on the next CALF agenda. Tennis courts have now been marked out for use; sign to be erected with instructions regarding padlock code. Break in at the Sports & Social Club; need to consider improvements along fence line with allotments. Police in attendance in Recreation Ground car park last week regarding drugs and large police presence today by the Church. Cllrs Morris and Mudd are meeting Harradine on 16th May.
- **Major developments** – Cllr Morris stated that the new Inquiry date had been set for the end of September. Persimmon application going to SCDC Committee on 10th May. Cllr Morris will

represent CPC at that meeting. Standing Orders suspended 7.50pm. Cllr Morris asked resident if previous question had been answered; yes. Standing Orders reinstated 7.50pm.

- **Neighbourhood Plan** – Plan is reasonably complete. The idea is to publish as widely as possible, maybe in the next village newsletter and also on our website. Information includes the result of the ‘call for sites’. Some clarification still required on the 2 page summary which will be available at the APM. Shortly we will open up the Plan on the web for consultation and let SCDC know. It needs to be on our website for 6 weeks and we have to collect comments. Will then be formalised for the formal consultation and put on the SCDC website.
- **Update on Village Hall Project** – Cllr Morris outlined. The soakaway testing has now been done and a revised Design & Access statement and design submitted. Decision delayed until the end of May.

- 17/098. Internal audit** – Consider review of internal audit report – RFO reported that the audit took place on 21st April. Four very small suggestions have been made and it is clear that our systems work very well.
- 17/099. Rule 6 status** – Consider applying for Rule 6 status at the Gladman Planning Inquiry – Cllr Morris outlined the reason for applying for Rule 6 status. There are some small risks, major advantages and some costs involved. Resolution to instruct our legal team to apply promptly on CPC’s behalf for Rule 6 status at Inquiry APP/W0530/W/16/3151609. **RESOLVED.**
- 17/100. Planning Application** - Consider response to application S/3163/16/FL - To demolish an existing single storey village hall and build a new two storey village hall in the same location. The adjoining existing nursery will not be affected by the development and will remain joined to the new proposed building but as a separate facility. The car park on the recreation ground, adjacent to the village hall, will be expanded also, providing more standard and disabled parking bays to accommodate the expansion of the village hall, King George V Playing Fields, Lambs Lane, Cottenham. Cllr Ward queried the roof design. Cllr Morris clarified that the footprint remains the same for both roof designs, waiting for SCDC to decide which design they prefer. CPC recommends prompt approval of this application. **APPROVED.** 2 members of public left at 8.09pm
- 17/101. Grant requests** – Resolution to approve grant requests of £200 from Cottenham Library Summer Reading Challenge; £200 Cottenham Holiday Club; £250 Cottenham Feast Committee towards insurance costs. **RESOLVED.** Cllr Collinson left the room at 8.15pm.
- 17/102. CPS Grant** – Resolution to approve grant request of £1600 from Cottenham Primary School for Korfbal equipment. **RESOLVED.** Cllr Collinson returned to the room at 8.18pm.
- 17/103. Ponies** – Resolution to make a donation of £200 to Fenland Animal Rescue. **RESOLVED.**
- 17/104. Cyclescheme** – Resolution to purchase new bicycle for Assistant Clerk via Cyclescheme. **RESOLVED.**
- 17/105. Salaries** - Consider staff pay for 2017/8 – Cllr Morris outlined the rationale. HR to update job descriptions for Clerk and RFO to include more complex role requirements. Cllr Young queried whether hours were also to be increased; no. Also need to articulate that Clerk and RFO pay rise is not for the same job, but for a far more complex role. Cllr Morris said this had been detailed in the reports pack.
- Resolution to approve the HR Working Party recommendation that from 1st April 2017 Caretaker and Asst Clerk should have a pay increase equivalent to 2%pa. RFO and Clerk should move from scale point 32 to 34, equivalent to a 5.9% increase. **RESOLVED.**
- 17/106. CAPALC Training** – Consider attendance at Councillor training events – item deferred.
- 17/107. Parish Council Conference** – Consider attendance at event on 11th August hosted by Cambridgeshire and Peterborough Police and Crime Commissioner. Cllr Collier to attend. Clerk to respond.
- 17/108. CPS magazine** – Resolution to advertise the summer Connections Bus sessions in the CPS magazine at a cost of £50 for a half page. **RESOLVED.**
- 17/109. Cricket square** – Resolution to install a new water pipe to improve watering of the cricket square at a cost of up to £500 + VAT. **RESOLVED.**

- 17/110. Annual Governance Statement** – Reviewed. Resolution to approve the Annual Governance Statement 2016/17 as part of the Annual return for the year ended 31st March 2017. **RESOLVED.**
- 17/111. Accounting Statements** – Reviewed. Resolution to approve the Accounting statements 2016/17 as part of the Annual return for the year ended 31st March 2017. **RESOLVED.**
- 17/112. Finance**

Income	Description	Net	Gross	
Day Centre	March 17 Invoice payment	£ 100.00	£ 120.00	
Cambridge Kids Club	April 17 invoice payment	£ 873.92	£ 1,048.70	
Debbie Prince	March 7 Invoice payment	£ 21.00	£ 25.20	
Jane Williams	March 17 Invoice payment	£ 92.00	£ 110.40	
Bowls Club	Invoice payment	£ 180.00	£ 180.00	
Sharon Amiss-Gallant	Hire of village hall	£ 150.00	£ 180.00	
		£ 1,416.92	£ 1,664.30	
Expenses over £500				
Beneficiary	Description	Net	Gross	code
Salaries	Salary costs for May 17	£ 3,248.81	£ 3,248.81	
HMRC	Tax and NI for April 17 (month 1)	£ 699.45	£ 699.45	
Connections Bus	10 visits from January 17 to April 17	£ 2,445.00	£ 2,445.00	824
CAPALC	Membership fee 2017-18	£ 703.15	£ 703.15	829
Essex Chambers	Preparation for and attendance at Planning Inquiry	£ 8,000.00	£ 9,600.00	830
Birketts	Professional charges re Planning advice up to 31st March	£ 750.00	£ 900.00	833
Birketts	Professional charges re preparatory work & attendance at the inquiry	£ 2,250.00	£ 2,700.00	834
Green & Purple	Year-end accounts 16-17 and Management accounts update	£ 800.00	£ 960.00	838
British Gas	Electric bill for Recreation Ground Jan- April 17 DD	£ 1,378.79	£ 1,654.54	839
AJ King	Contract cost for April 2017	£ 2,536.24	£ 3,043.48	840
AJ King	Crowland Moat Maintenance 1st Jan - 31st March 17	£ 500.00	£ 600.00	841
		£ 23,311.44	£ 26,554.43	
Expenses under £500	Description	Net	Gross	code
Legal and General	Pension costs for May 17 (DD)	£ 25.15	£ 25.15	
Green and Purple	Accounting support	£ 50.00	£ 60.00	823
Business Consultancy Services	Payroll processing	£ 28.00	£ 33.60	825
PHS Group	Admin charge	£ 20.00	£ 24.00	826
Jo Brook	Black ink cartridge	£ 16.00	£ 16.00	827
Debbie Seabright	Expenses re Sim card for the Pavilion alarm system	£ 9.97	£ 9.97	828
Debbie Seabright	Expenses re Paper	£ 2.50	£ 2.50	831
Cheffins	Professional advice re Land adjacent to the Recreation ground	£ 250.00	£ 300.00	832
Southern Electric	Electricity bill for the Pavilion	£ 279.72	£ 335.66	835

Heelis and Lodge	Internal Audit cost for 16-17	£ 410.00	£ 410.00	836
FECA	Membership renewal	£ 15.00	£ 15.00	837
AJ King	Additional work re Fen Reeves (Repair of fence & post replacement)	£ 140.00	£ 168.00	842
AJ King	Additional work re The Green (Cut down condemned tree)	£ 110.00	£ 132.00	843
AJ King	Supply of Graffiti Chemical	£ 180.00	£ 216.00	844
AJ King	Additional work re Spraying of Third Field - Rec ground	£ 186.00	£ 223.20	845
Dom Sylvester	Redecoration of Interior and Exterior phonebox	£ 448.00	£ 537.60	846
Staples	Printer cartridge and black bin bags	£ 32.32	£ 38.78	847
British Gas	Electric bill for the Green Jan- April 17 DD	£ 146.25	£ 153.56	848
Calor Gas	Standing charge - DD	£ 17.13	£ 17.99	
		£ 2,366.04	£ 2,719.01	

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

- 17/113. Management accounts** – to review the monthly management accounts – Cllr Young reported that FLAC have discussed separating out capital items to make them more visible. Report noted.
- 17/114. Bank reconciliation** – to review monthly bank reconciliation. Report noted.
- 17/115. Matters for consideration at the next meeting**
- 17/116. Dates of next meetings** – Planning 4th May (Pavilion), APM 9th May, CALF 16th May, Planning 18th May, Highways 23rd May, FLAC 25th May, Full 6th June.
- 17/117. Close of Meeting** – 8.52pm.

Signed _____ (Chair) Date _____

Item 17/121. - Reports

South Cambridgeshire District Councillors' Report to Parish Councils May 2017

TO FOLLOW

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County Councillor's Monthly report to parish councils May 2017

TO FOLLOW

CLERKS REPORT – May 2017

Anything in bold is new or an update.

Highways

- Standing water along Histon Road - Update requested from Highways regarding monitoring of situation – new Highways Office (Simeon Carroll) had not been made aware of any specific drainage concerns that the parish had from previous Highways Officer. NB: Although showing as jetted on 25 Jan 2017 on CCCs system – AC has inspected and gullies have NOT been jetted, re-reported 22 Feb 2017. **Jetting works ordered 23rd May 2017.**
- Blocked gullies around The Green – jetting was due to take place after leaf fall. Some gullies were jetted on 3rd Nov 2016 (DURING leaf fall) - there's been a lot more leaf fall since then and gullies are again blocked – jetted 25th Jan 2017. Gullies around the green are likely to need replacing, will be reassessed 2017/18 (HO telecon 22 Feb 2017). **Jetting works ordered 23rd May 2017.**
- Potholes - Rooks St – repairs booked for w/c 23rd Jan 2017. AC inspected 21/3 - poor repairs reported back to CCC (1 o/s 16 tarmac has come out), 23/3 – re-plugged. HO says: “The problem with Rooks Street is it's width. Potholes are usually cut out before being patched but this would mean that our vehicles would block the road for more than 15 minutes and this would necessitate a full road closure. By plugging them we can undertake repairs quickly and not need the road to be closed. Unfortunately, sometimes the plugs fail more readily than a small patch which is what has obviously happened here.” **Annual Inspection due May/June.** Lambs Lane - by new build houses, responsibility of utilities companies for 1 year – repaired 20th Jan NB have sunk again(!), re-reported 2nd Feb 2017 and 24 Feb 2017 (puddling; with water being splashed onto houses). Reported again 22/3 following resident's complaint received at Public Meeting (16/3) 25/3 HO has referred to street works to chase utility company. **23/5 HO still chasing Streetworks**
- Histon Road cycle path - from Highways Officer Jan 2017: *“Thank you very much to the ‘Sustainable Cottenham’ volunteers for their recent hard work in clearing the weeds from the Histon Road cyclepath. I have referred your comments to our cycling team who would have constructed the route initially and would hope that they might be able to undertake some repairs.”* CCC do not have a contract to maintain lighting studs, suggested we contact Balfour Beatty – reported 24 Feb 2017; awaiting response.
- High Street - Zebra Crossing near to CVC – repainted 17th Feb 2017. However, as the surface was wet, paint has not adhered. 17/3 HO - contractors to redo this when lining works are next carried out in the vicinity. **23/5 HO – works ordered, timescales unknown**
- Long Drove - pothole repairs have been ordered, date of works to be advised – **repaired 9th March 2017.**
- Smithy Fen Bridge, Lockspit Hall Drove, vehicle collision - 22/2 Bridge Engineers to remove brickwork parapet and install water filled barriers plus localised 40mph zone. Barriers will be in place at least until 22 Apr 2017 (new financial year). **Works completed 23/5**
- Wilkin Walk – broken street name sign has been reported. Cllr Wotherspoon to follow up. **12/5 Emailed Cllr Wotherspoon – “I want to talk to the officer in question - but each of the three times that I have tried she has not been there. Not giving up!”**
- Paxton Close – have requested white lines to be painted at junction with BGW. HO 20/3 none there to start with, will try and put some lines here when I'm doing other lining works in the area later in the Spring. **5/5 lining ordered**
- Rooks St - HCVs ignoring advisory signs 4/4/17 - AC emailed David Lines for advice/suggestions – awaiting response **Emailed 12/5 CCC Cllr Wotherspoon**
- Twentypence Rd/High St - speed bumps paint worn off 19/4/17 - repairs ordered (can take up to 3 months) **23/5 HO will be painted at the same time as High St Zebra and Paxton Close, date TBC**
- **Potholes: Annual inspection of minor roads in Cottenham due May/June 2017 by Highways Inspector, will mark up and arrange repairs to any potholes that meet CCC intervention levels.**
- **Gullies - High Street – HO inspected gullies 17th May during heavy rainfall, the following locations were not working well and has ordered a jetting tanker to attend:**
 1. **Gully outside Carpet and Vinyl Centre**

2. Gully on southern corner of junction with Margett Street
 3. Gullies (x3) between 319 and 323
 4. Offlet kerb on northern corner of Lyles Road junction
 5. Gully opposite nos 328/330 on west side of village green
 6. Gullies (x2) on east of village green just north of each speed bump
 7. Gully on southern corner of junction with Lacks Close
- (AC to check these and report any others)
- Orchard Close – patching and pothole repairs carried out 1st – 2nd June 2017
 - Wilkin Walk (High St end) – overgrown laurel and brambles, lightly trimmed, nettles cleared, cuttings left in situ – Clerk emailed CCC Cllr Wotherspoon 26/5/17 “long list of outstanding complaints, will prioritise and work through them one by one”. Clerk & Cllr Wotherspoon to meet onsite.
 - Leopold Walk (Pathway to High St) – overgrown trees/shrubs, blocking light Clerk emailed CCC Cllr Wotherspoon 31/5/17 “long list of outstanding complaints, will prioritise and work through them one by one”
 - Cottenham to Rampton cycle path – AC sent letter of complaint in March regarding lack of maintenance on the cycle/footpath. 15/5/17 - works will be carried out to rectify the issues raised (can take up to 12 weeks).
 - High St - Loose kerb stone outside Cost Cutter - 17/5/17 works will be carried out to rectify, could take up to 3 months depending on the location and severity.
 - High St AC - Loose kerb stone outside no. 286 - 17/5/17 works will be carried out to rectify, could take up to 3 months depending on the location and severity.
 - Wilkin Walk - Sunken where recent utilities work undertaken, outside no.25
 - Child-designed road sign has been replaced on High Street.

Village Hall

- Issue with fuse tripping in the kitchen (possibly from sockets). Nick West to investigate.
- Kids only signage has been removed from front of building.
- Food items have gone missing from Day Centre freezer.
- Clerk and Asst Clerk have done some additional cleaning in the kitchen (ventilation fans & tiles mainly).

Recreation ground

- Cars parked at own risk sign has been replaced. The FA sign has been damaged.
- Bowls Club have given notice of a large event planned for 10th June (approx. 30 parking spaces required).
- Issues with youths on the Rec abusing staff/children at the Primary School. Checking with our users to see whether they have experienced any difficulties. Clerk & Cllr Morris to meet with the School.
- Groundsman has actioned minor items from RoSPA inspection – grass seed by playhouse (to be done in the autumn), oiling of shackles on toddler swing, cutting back of exposed bolts on back of inclusive swing, replacing soil around the edge of the rubber mulch (Himalayan climbing frame).
- Tennis courts have been marked out and nets up. New padlock installed and code will be changed each month.
- Bollard to be installed next to allotment fencing to prevent vehicles accessing along the fence (as per recent break in).
- Quotes being obtained for remedial works in playground following RoSPA inspection – painting of benches, surfacing repairs, slide mound and self-close gates in toddler area.
- Table of playhouse has been damaged by fire. Quote being sought for replacement and cost to be passed on to culprits.
- Issue with sewer pump in Pavilion – clip that holds one part in place was broken but has been repaired. Shouldn't get call out charge for this work.
- Clerk and Cllr Morris have snagged the new Pavilion pathway with the contractor and W&B. Several issues to be resolved inc. broken edging, uneven and loose slabs, general finishing).

Misc admin

- May Issues log distributed separately.
- Les King Wood – Tree guards still require removal.
- Have contacted All Saints re. putting dog bin back following rebuilding of wall. They have requested replacement from SCDC but are still waiting. SCDC Cllr Harford following up.
- Bench (in need of some remedial work) has been delivered to Chris Richards. Once refurbishment completed over the summer the bench will be sited on WARG Field. **Dedication event to be scheduled for end of September. Clerk liaising with Tony Fry regarding wording for plaque.**
- We're Watching You - **dog fouling stickers have now arrived.**
- Groundsman has reported hairline crack (about 2ft long) on war memorial - side facing The Chequers. May require inspection and possible remedial works (grants available).
- Issues with children building dens in the Scheduled area of the Moat and also accessing the site under the fence/through hedge.
- Village Hall to be used as polling station on 8th June. Users notified accordingly.
- **WARG Field – bluebell planting/dedication event to be scheduled for end of September.**
- **Clerk, Assistant Clerk and Cllr Ward attending an emergency planning training seminar on 16th June. Will cover severe weather (Met Office), flooding (EA) and 'personal resilience' (Red Cross).**
- **Two bunches of offensive fly posters have been removed from around the village. Envirocrime team informed along with name of culprit.**
- **Wooden fence at the Old Rec on Broad Lane has been damaged. Groundsman to quote for new posts and rails.**

Correspondence

- Letter received from SCDC to say that the wild flower areas on Coolidge Gardens will be given over to grass this year and fall into the cutting regime.

Facebook

- 806 likes.

Major developments

- Endurance - S/1952/15/OL (50)
 - no news since rumoured sale of site
 - Reserved Matters application due by November 2019
- Gladman - S/1818/15/OL (225/70)
 - appeal due to resume on 21st September for 4 days
 - CPC to provide “Statement of Case” by 13th June
 - Heritage Impact Assessment commissioned
 - Noise Impact Assessment commissioned
 - SCDC (strangely) inviting comment on approx. 20 documents transferred from S/1411/16/OL
- Gladman - S/1411/16/OL (200/70)
 - Approval decision notice issued following signature of s.106 in line with delegated approval
 - Judicial Review application window commenced 19th May, closes on 30th June
 - Reserved Matters application due by November 2019
- Persimmon - S/1606/16/OL (126)
 - Deferred by SCDC pending any possible Judicial Review
- County Council - S/2876/16/OL (154)
 - Deferred by CCC Commercial & Investment Committee pending any possible Judicial Review

Neighbourhood Plan

- Draft Plan published on CPC website for “Regulation 14” consultation up to 30th June
 - Comments invited via cottenhamnp@gmail.com
- Additional £4,200 grant obtained to promote and publicise the Plan
- Formal and informal consultation events set for 31st May, 13th June, 17th June, 24th June (FEF), etc.
- Need to incentivise feedback to demonstrate community engagement with the Plan.
 - Ideas and actions welcome!
- Site assessment and Heritage & Character assessments under way by AECOM
- Compliance statement, consultation statement and evidence document being prepared
- Photos and improved diagrams for next version in hand with volunteers
- WP need to review next steps shortly.

Update on Highways projects

- Consultations underway for various waiting restriction projects covering: Village Green, Rooks Street, Denmark Road, Telegraph Street and Margett Street. Consultation closes 30th June.
- Pavement Project Update – The “statement of intent” which is the formal side of the consultation (that must be done before installing road humps and zebra crossings), was carried out before the election. This goes out to the Councillors, emergency services and other stakeholders for comment or objection (none were received) and notices displayed near location of proposed changes. County Highways are unable to start works until July at the earliest. This is because the new Highway Service Maintenance Contract starts on the 1st July so they are unable to start any projects that will not be finished before the 30th June (our current programme has this package of works at 7 weeks). The upside is that we have already made pre-start arrangements with them and works should start very shortly after the commencement of the new contract.

17/122. Judicial Review

N.B. We can legally be **pre-disposed** to a line of thinking, especially having read through briefing notes like these; however we must avoid **pre-determination** of the decision by coming to the discussion and vote with an open mind.

The resubmitted application (S/1411/16/OL - for up to 200 dwellings, with additional elements) by Gladman Developments was reported to the 23rd March meeting of SCDC's Planning Committee which resolved to approve this (on the chairman's casting vote, the original vote being 5:5). SCDC, following signatures to the s.106 agreement, issued planning permission on 19th May 2017.

This Parish Council resolution identifies flaws in SCDC's decision-making process which appear to be a sound basis on which to seek a Judicial Review (JR) of the processes leading up to SCDC's decision. If a request for a JR is approved, the Court could uphold the SCDC decision or send it back for further consideration at some future time.

A confidential section of the Minutes of the 18th March meeting of CPC's Planning Committee, available to all Parish Councillors, includes a summary of the legal briefing on the value, risks and costs of initiating such an action, the basis of which could include:-

1. Procedure: The original vote was tied and the Chair, after hesitation, cast his vote "...in accordance with the usual protocol of voting with the Officer recommendation". SCDC has a protocol on casting votes which makes it very clear that it is entirely at the Chair's discretion. The Parish Council believe he was prompted to follow this line by the Development Control Manager, who was sitting alongside him; several Committee members were clearly assuming "status quo" – i.e. a refusal - would prevail.
2. Procedure: One of the local elected members spoke in strong support of the development without declaring her position as either SCDC Portfolio Holder for Housing or a Trustee of the Moreton Almshouses; her support seemed, from her speech, to have been "influenced" by Gladman's acceptance of a planning obligation on affordable homes with an offer to support a pet project, by way of a contribution to a Community Bus service.
3. Procedure: Considerations of the economic or social viability of the Listed Almshouses were excluded by the Conservation team and ruled inadmissible by the Development Control Manager.
4. Procedure: The overall assessment of the potential harm to the Almshouses could not be considered thorough when no technical or illustrative material was included in the Heritage Statement provided by the developer, the strictly limited time given to publicity and then only in a "new" local weekly paper, and the lack of any obvious link between the site affected and the planning application. In addition, approximately 30 objections received in response to the late "Listed Building" advertisement were not properly reported to the meeting.
5. Procedure: Not all the members of the Planning Committee were present on the day; two were absent but only one was substituted.
6. Weight: The "loss of fen-edge vista" considerations remain significant and, more account should have been taken of resident views on this.
7. Weight: The Case Officer report highlighted the principal benefit of up to 200 houses promoted at the meeting over the potentially deliverable 68 or so within the 5-year period. Even this does not take into account that Gladman is a land promoter and has, by its own admission, no developer or builder signed up for delivery. (That said, they have offered to bring forward a RM application within 2, rather than 3, years of the s.106 being signed.)

8. Objectivity: The traffic generation from the site is now partly based on data the Parish Council put forward but has ignored the significantly higher distance (1,200 metres) between the proposed site and the village centre compared to the benchmark estate which is about 300 metres walking distance. The objectivity of the County Highways department is open to question as the County Council is also bringing forward a nearby site for residential development.
9. Objectivity: The relatively newly appointed Joint Head of Planning Services for the City Council and South Cambridgeshire District Council has been promoting the idea of collaborating with some of the developers to take the pressure off the lack of a 5-year housing land supply. There is a published letter from Gladman “welcoming the changed approach”. The Parish Council is concerned at the impression this gives.

17/123. Village Hall

Despite our best efforts, SCDC's Planners have refused permission at present on four grounds:

1. The proposed scale of the building, by virtue of its bulk and height, is considered to result in a visually intrusive and dominant mass of built form when viewed from the recreation ground that would detract from the openness of the countryside. Insufficient information has been provided to demonstrate that the nursery and events space could not be located elsewhere in the village. The proposal would therefore be contrary to Policy DP/7 of the South Cambridgeshire Local Development Framework Development Control Policies DPD 2007 that states outside village frameworks, only development for agriculture, horticulture, forestry, outdoor recreation and other uses which need to be located in the countryside will be permitted.
2. The proposed scale, form and design of the building, by virtue of its bulk and shallow pitched roof, would result in a poor-quality design that would be out of keeping with the character and appearance of the area. The proposal would therefore be contrary to Policy DP/2 of the South Cambridgeshire Local Development Framework Development Control Policies DPD 2007 that states all new development must be of high quality design and should preserve or enhance the character of the local area and be compatible with its location and appropriate in terms of scale, mass, form, siting, design, proportion, materials, texture and colour in relation to the surrounding area.
3. The proposal would increase traffic to the site at peak times. The proposed access is not considered satisfactory as it would not allow sufficient width for two vehicles to pass and would either lead to a vehicle reversing back to the adopted public highway or a vehicle traversing the footway into the site. Any increase in motor vehicle use of the access at peak times will be to the detriment of highway safety. The proposal would therefore be contrary to Policy DP/3 of the South Cambridgeshire Local Development Framework Development Control Policies DPD 2007 that states all development proposals should provide appropriate access from the highway network that does not compromise safety.
4. Insufficient information has been submitted to demonstrate that infiltration is suitable as a method of surface water drainage for the development. The proposal is therefore contrary to Policy NE/11 of the South Cambridgeshire Local Development Framework Development Control Policies DPD 2007 that seeks to resist developments that would increase the risk of flooding to the site and surrounding area.

We thought we had provided the relevant information as indicated in our most recent letter:

...

Planning Application S/3163/16/OL – Village Hall & Nursery, Cottenham

We note your concern about the time this application has been with you but have to point out that much of the delay has been caused by SCDC staff absence and changes of requirements on your side. Throughout those challenges we have remained patient in the hope that a satisfactory outcome can be achieved, especially for Cottenham residents. We do not feel that you and your colleagues have done enough to work with us to make this development acceptable in planning terms.

You note three grounds that are still giving you and your Officers concerns:

1. **bulk of the building** - we have provided information in our Business Plan and Design, Access & Heritage statement etc. to demonstrate the importance for this building and all its facilities to be located on this site; our work on the emerging Neighbourhood Development Plan has found no other suitable site in Cottenham and we have adapted the building design to take account of recommendations of your Urban Design Officer. Other input, from pre-app to now, has been inconsistent and the multi-party meeting suggested by your own Case officer to find a way forward was not allowed.
2. **Highways** - the access road will be subject to a modest increase in traffic which we have mitigated, following initial guidance, by removing a hedge providing a physical barrier between the pedestrian

traffic and the carriageway. This prioritises pedestrian movements and retains a carriageway width well in excess of the DfT-mandated 4.1 metres minimum allowing two cars to pass. The County Highways Officer's escalation of requirement to a 5 metre carriageway is unusually obstructive and appears prejudiced in favour of an undetermined application by another department of the County Council.

3. **flood risk** - the proposed building has an approx. 300m² footprint , only around 50% larger than the current building so, although it will undoubtedly increase surface water run-off, that 50% increase can readily be mitigated as shown by our infiltration tests to support our proposed SUDS approach.

Conclusion

We suggest that previously-offered meeting should be arranged before any decision is made.

...

Our Architects are summarising the chain of events that led or misled us along the way.

At present, we seem to have two main options:

- Begin the application process again with pre-application advice from both SCDC and CCC. If a way forward can be identified, much of the consultation work can be re-used but, depending on the degree of re-design necessary, there will be some direct additional costs.
- Failing an acceptable way forward, we could – within 6 months – appeal this decision.

There may be other possibilities:

- Our draft Neighbourhood Plan currently sets out to allocate the site for the Village Hall & Nursery; that could enable permission in due course.
- The Inspector examining the SCDC Local Plan has asked whether community facilities should be allowed in the open countryside.

Separately, we could initiate work to revamp the Car Park and Access Road once the “corner land” situation is clarified.

17/124. Open Studios

Cambridge Open Studios is coming up in July and they are seeking permission to put up a banner on the Village Green for June and July 2017. As before, the banner measures 90cmx170cm.

17/125. Fen Edge Festival

Haart have kindly offered to erect 30 stakeboards to promote our Festival. They have the boards - we just need to provide some sites (front gardens or businesses) where they can erect these signs. They will be an incredibly effective way of promoting the Festival.

Do you think we could please put a couple on the Green - one at the Histon Road end and another at the Rampton Road end

17/126. Dedication of Bridleway

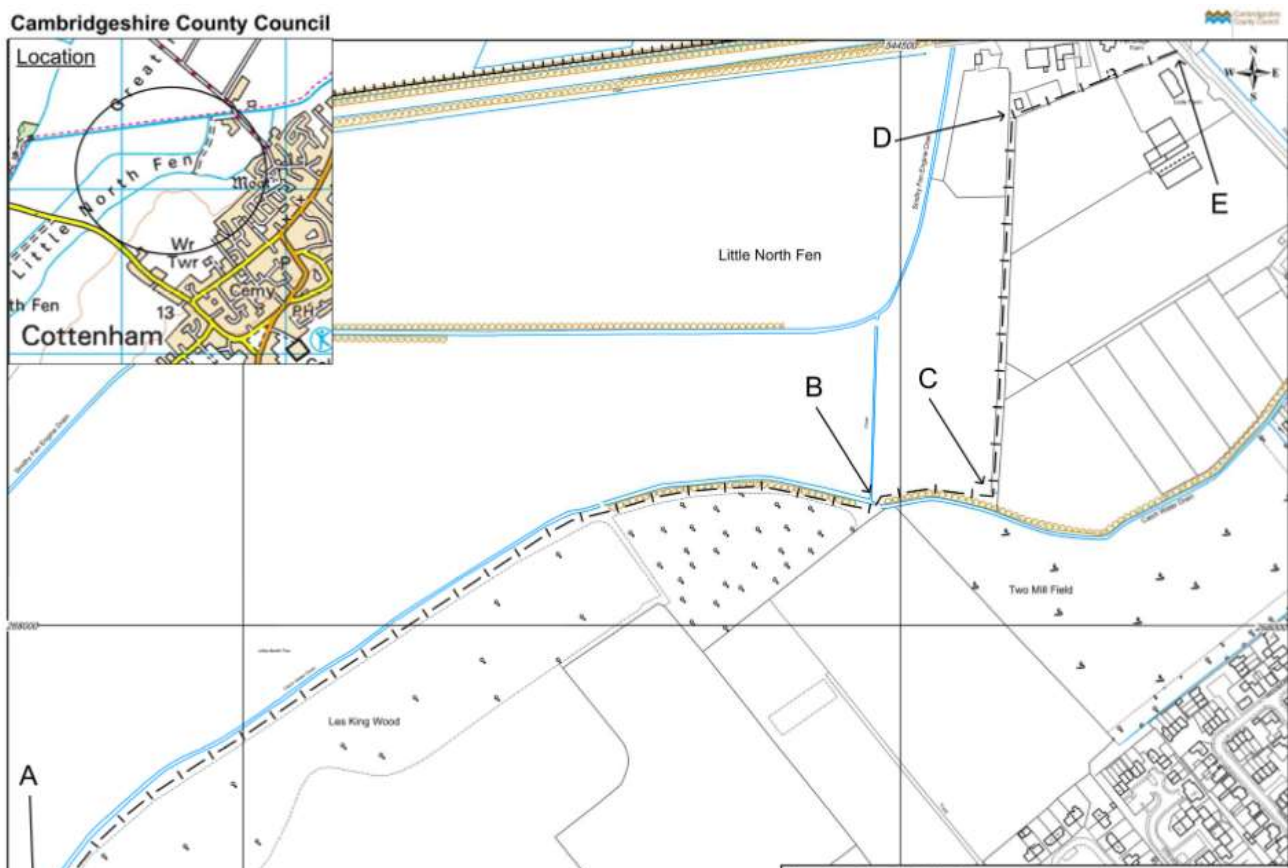
Local Government Act 2000 – Section 2 Proposed Deed of Dedication of Public Bridleway, Cottenham

Cambridgeshire County Council is proposing to create a Public Bridleway over land owned by the Authority between Rampton Road (Les King Wood) and Broad Lane. This creation is proposed under Section 2 of the Local Government Act 2000.

If signed, the dedication will record the route shown between points A-B-C-D-E on the attached plan, on the Definitive Map and Statement as a Public Bridleway with a width of 4 metres, except between points D-E where width is restricted to 3.5 metres.

I would be grateful if I could receive any representation you wish to make this proposal by 13th June 2017. If this timescale would cause you difficulty, or you have any queries, please contact me at the above address.

James Stringer, Asset Information Definitive Map Officer



17/127. Fen Edge Festival CPC stall

Manning

- Report to Control Tent by 8.30am for pitch allocation
- Team for setting up/de-rig
- 2 people to man the stall between 10am-5pm; hourly or 2 hourly slots? Rota required.
- Badges
- NB: Vehicles to be off site by 9.30am; can return from 5.30pm

Gazebo & equipment

- consider purchase of pop-up gazebo (plus weights & lighting) which could be utilised for other events i.e. Feast, Christmas
- what tables/chairs/display boards do we need and how are we getting them to the Green?

Items to display

- Neighbourhood Plan
- Highways consultations/projects
- Connections Bus summer holiday sessions
- Bluebell planting event
- Speculative development updates
- Village Hall update/plans
- Dog fouling signs?
- Others??

Incentives/giveaways

- 30mph wheelie bin stickers
- NP – prize draw and sweets

17/129. Tree safety training

Letter from Hunts DC:

We are thinking of running a half a day seminar entitled: Tree Safety: Managing trees on Town and Parish Council owned land-how to address the legal responsibilities involved in a common-sense way.

Whilst some of you do not have responsibility for the management of trees as you do not own or lease any land, many of you do. I know that many of you now have an excellent tree maintenance programme and a clearly recorded regular inspection and management plan in place, and need no help to get such a system in place. But there may be some of you who would appreciate a little help. (I attach a recent judgement which clarifies Parish Council responsibilities). We ran a similar seminar in 2013 which those who attended found very useful.

It is a very worthwhile seminar to offer because it is essential for Parish and Town Councils to have a clearly demonstrable system in place to manage their tree stock. This seminar is designed to explain how they can do it in a manner that addresses all their legal responsibilities and uses a recording and management system that is clear and as simple as it can be. I am organising it because I work with a network of voluntary Tree Wardens throughout Huntingdonshire. Our District Council has a Tree Strategy Working Group who consider it very important that our Parishes do manage their trees in an appropriate manner: both to ensure a healthy tree stock and to avoid harm to their users.

We plan to use an excellent external training company called Tree Life, from Syston, Leics. They have quoted us £750.00 to run the seminar which includes travelling and training materials. This is reasonable given their expertise and the confidence that all who attend can put in their training. But it does mean that we need

about 20 firm bookings to offer the seminar at £40.00 a head. So far we have expressions of interest from 30 Councils which is heartening. But inevitably this number will drop when it comes to fixing a date for the seminar.

Bridget Halford, Tree Warden Co-ordinator at Hunts District Council

17/130. CAPALC Training

New Councillor training available on 12/19/26 July at 7pm in Hemingford Abbots Village Hall. £35 per session. All 3 sessions must be completed to receive certification. Each session lasts 2-2.5 hours.

Session 1: Meetings, Meeting Procedures & Code of Conduct

Session 2: Budgets, Precepts, Statutory Powers & Standing Orders

Session 3: Planning, Section 106 Agreements, & Risk Management

We may want to consider Chairmanship training and we could have this run directly for us if there is sufficient take up. Can open up to other Councils to attend. Again this is run over 3 sessions.

17/132. Cabinet & Parish Councils Liaison Meeting

The next Cabinet and Parish Councils Liaison Meeting is due to take place 6.30pm to 8pm on 27 June at Cambourne (doors open at 6.15pm).

Need to confirm who will be attending from CPC (up to two representatives from each parish council on a first come first served basis). Also, if we have any questions that we would like to submit in advance we need to let SCDC know as soon as possible.

- | | |
|---|-------|
| 1. Welcome by Councillor Peter Topping, Leader of the Council | 18:30 |
| 2. Consultation on five-year vision for South Cambridgeshire
<i>Cllr Peter Topping</i> | 18:35 |
| 3. Feedback on changes to bin collection days, and paper caddies
<i>Cllr Mark Howell</i> | 18:45 |
| 4. Parish Questions – Open Forum | 18:55 |
| 5. City Deal
<i>Cllr Francis Burkitt</i> | 19:40 |
| a. Greenways | |
| b. Rural Transport Hubs | |
| 6. Close | 20:00 |

17/114. Bank reconciliation (carried out on 15th May)

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

In summary:

£727,437.95	Cash at Bank (as of the 30 th April 2017)
-£25,383.13	creditors
+ £8108.60	Debtors
£710,163.42	Net balance on bank reconciliation

+ VAT owed £5130

Minus: £2000 Accruals

Minus: £699 PAYE

Net assets: £712,594.42

Creditors

- AJ King £4382.68
 - Birketts £3600
 - British Gas £1808.10
 - BCS £67.20
 - Calor Gas £668.86
 - Capalc £703.15
 - Connection Bus £2445
 - CSA £58.29
 - Debbie Seabright - £12.47
 - Dom Sylvester £537.60
 - Essex Chambers £9600
 - FECA £15
 - Green and Purple - £1020
 - Heelis and Lodge £410
 - Jo Brook £16
 - Staples £38.78
- TOTAL £25,383.13**

Debtors

- Baby Clinic- £124.20
 - Cottenham Colts – £1776.00
 - Cosworth Group - £100
 - CUFC - £1776.00
 - CUSSC - £3120.00
 - Day Centre - £240
 - Helena Haramis - £30
 - Jane Williams – £55.20
 - Thurstons - £244.20
 - Katherine Barnwell - £180
 - John Lawson Circus - £360
 - Sharon Amiss-Gallant (deposit of £50 back after hire date)
 - Skatepark £120
 - SCDC - £33
- TOTAL £8,108.60**