

COTTENHAM PARISH COUNCIL

AGENDA REPORTS PACK

FULL COUNCIL

MARCH 2015

Item 15/055

COTTENHAM PARISH COUNCIL

Full Council Meeting Minutes

Held in the Village Hall, Lambs Lane, Cottenham on Tuesday 3rd February 2015 at 7.15pm

Present: Cllrs Morris (Chair), Beckford, Berenger, Bolitho, Collier, Collinson, Heydon, Mudd, Nicholas, Richards, Ward, Wotherspoon, Young, SCDC Cllr Harford, Clerk Jo Brook and RFO Debbie Seabright

- 15/030. Chairman's Introduction and Apologies** – Apologies accepted from Cllr Leeks (personal), CCC Cllrs Jenkins (meeting) and Mason (illness).
- 15/031. Public participation – Standing Orders to be suspended** - none present.
- 15/032. To accept Declarations of Interest and Dispensations** – i. To receive disclosures of pecuniary and non-pecuniary interests from Councillors on matters to be considered at the meeting. ii. To receive written requests for dispensation. iii. To grant any requests for dispensation as appropriate. Cllr Berenger declared a non-pecuniary interest in item 15/042 (Dissenters Trustee).
- 15/033. Minutes** – Amendments were made to the figures for Andrew King under item 15/035. Resolution that the minutes of the meeting of the Full Council meeting held on the 13th January be signed as a correct record. **RESOLVED.**
- 15/034. Reports**
- **SCDC** – report circulated prior to the meeting. Cllr Harford apologised that some text was missing from page 2 of the report: the words 'localised council tax support scheme' was missing. Cllr Bolitho queried the write off and what it was. Cllr Harford clarified that it was a debt incurred through business rates that hadn't been paid. Cllr Bolitho stated that a second report said there were no write offs in 2014; Cllr Harford to clarify.
 - **CCC** – report circulated prior to the meeting. Cllr Beckford queried the format of the report which is causing formatting issues. Clerk to liaise.
 - **Clerk** – report circulated prior to the meeting to highlight matters on agenda & update on matters arising since last meeting. Clerk gave a further update regarding the flooding on Denmark Road and a jetting team will be on site to rectify this week. Cllr Richards raised the state of Harlestons Road again. Clerk to chase Jon Clarke for an update. Balfour Beatty – we had been given the impression that outstanding issues would be done quickly but this hasn't happened. Clerk to write to Balfour and copy our County Cllrs.
 - **Police** – Police Panel meeting on 25th February at the College.
 - **Northstowe** – report circulated prior to the meeting.

15/035. Finance

Income	Description	Net	Gross
Day centre	Rent of village hall Dec 2014	£ 180.00	£ 180.00
Jane Williams	Rent December	£ 170.00	£ 170.00
Cottenham Church & Causeway	Annual pay-out from Church & Causeway Charity	£ 3,000.00	£ 3,000.00
Ladybirds	Quarterly payment	£ 1,554.95	£ 1,554.95
Michell Plowman	Rent of village hall November 2014	£ 945.00	£ 945.00
Michelle Antill	Casual hire of village hall	£ 45.00	£ 45.00
CUSSC	Quarterly rent and hall bookings	£ 2,175.00	£ 2,175.00
		£ 8,069.95	£ 8,069.95
Expenses	Description	Net	Gross

Salaries	Salaries	£ 2,369.55	£ 2,369.55
HMRC	PAYE and NI	£ 598.21	£ 598.21
Goode Bequest /Dissenters donation	£1500 each	£ 3,000.00	£ 3,000.00
ABCO construction	Clean and repair guttering at the village hall	£ 142.00	£ 170.40
Nick West	Labour cost for cleaning village hall	£ 567.00	£ 567.00
Nick West	Cleaning materials - Air Fresheners x 6	£ 34.00	£ 34.00
PPL	For entertainment license	£ 196.01	£ 235.21
Cambridge Sound	Lighting for carols on the village green	£ 250.00	£ 300.00
Jo Brook	Expenses re Ink Cartridge	£ 16.00	£ 16.00
The BC Group Trust	Monthly groundworks to the Crowlands manor site	£ 420.00	£ 504.00
The BC Group Trust	Dismantling of the roadside fence	£240.00	£288.00
Travis Perkins	Lever basin tap and Celmac Seat and cover	£ 41.88	£ 50.26
Staples	Stationary items	£ 97.48	£ 116.98
Debbie Seabright	Stationary items and Stamps	£ 17.80	£ 17.80
Andrew King	Monthly invoice	£ 2,536.24	£ 3,043.48
Andrew King	Extra work - Narrow lane	£ 100.00	£ 120.00
Andrew King	Extra work - Fen Reeves woodland	£ 80.00	£ 96.00
Wilby and Burnett	Architectural & QS services up to commencement on site	£ 8,432.43	£ 10,118.92
		£ 19,138.60	£ 21,645.81

Cllr Mudd queried late payment by Kids Only. Cllr Bolitho queried the cost of the air fresheners and lack of breakdown for the stationery items. RFO stated that valid receipts and breakdowns were available. CPC need to make a decision on the Goode Bequest before it can be agreed (see item 15/042). Resolution to pay these invoices with the exception of Goode Bequest. **RESOLVED.**

- 15/036. Changing Rooms** – To receive an update on the project – Further to the report circulated with the agenda pack Cllrs Morris confirmed that work had started on the 2nd February and the funders have been advised. A system is now in place for claiming grant monies.
- 15/037. Skatepark** – To receive an update on the project – Further to the report circulated with the agenda pack it was confirmed that the WREN contract had been received. We are still waiting for Wheelscape to resolve some issues regarding power cables. Cllr Berenger has met with the youngsters involved with the project regarding the setting up of a skatepark club. Cllr Morris clarified that there are 3 contracts for this project: Administrator, Wheelscape and WREN. It was confirmed that there will be no extra costs for the permanent path and that the £10k in the original quote for track matting is being replaced with an investment for the future. Phil Carr was thanked for removing the fencing around the existing site.
- 15/038. Scrutiny Committee** – To consider setting up a Scrutiny Committee (item deferred from January) – Cllr Nicholas queried the lack of a scrutiny committee at SCDC. Cllr Wotherspoon clarified that the scrutiny committee has not been abandoned, only that the minutes other committees were no longer included in the full meeting to save time. Item deferred.
- 15/039. August Full Council meeting** – Resolution that no full Council meeting is held during August. **Resolution FAILS.**
- 15/040. Beach Road speed limit changes** – to consider County plan for location of speed limit changes on Beach Road as part of the Pelham Grange development S106 agreement – Cllr Morris explained the background. It was suggested that the 30mph sign was moved beyond the Long Drove turning subject to adequate lighting. Clerk to contact Karen Lunn.
- 15/041. Grant applications** – to consider recommendations regarding applications received outside of the S137 guidelines – Cllr Morris explained the background to how the applications were received. A new application form has been sent out to all those who have applied. Some of the applications aren't valid for S137 money and will be brought to the March meeting for discussion. The Financial Regulations could be amended if we wanted. Cllr Wotherspoon left the meeting at 8.20pm. Need

to look at possible flexibility for FLAC to agree exceptional grants during the course of the year. Cllr Wotherspoon returned to the room at 8.22pm. There is a published process for applications in place that is compliant with our Financial Regulations. Resolution that FLAC will review the Financial Regulations to include applications in exceptional circumstances as judged by the Council. **RESOLVED.** There was then a discussion about the difficulties of changing the process. Counter resolution proposed that the Financial Regulations be amended to accept grant applications twice a year. **Resolution FAILS.**

- 15/042. Church and Causeway Estate** – to agree division of monies received from the charity – Cllr Morris outlined. Traditionally the money has been split equally between the Church and the Dissenters but it is unclear if there are any rules relating to the sharing of the funds. We need to investigate our obligations further and this will fall under the Burial Working Party. Cllr Berenger stated that this donation formed the majority of the income for the Dissenters and was needed to fund planned improvements of the cemetery. Resolution to split the £3000 Goode Bequest money equally between the Church and Dissenters cemetery. **RESOLVED.**
- 15/043. Refurbishment of village sign** – Resolution to use funds received from WISER for the refurbishment of the painting by digital retouching. **RESOLVED.** Clerk to contact WI to see what they would like doing with the original painting.
- 15/044. Committee Terms of Reference** – to consider amending ToR's FROM Membership is N members of the Parish Council + ExOfficio TO Membership is N+2 members of the Parish Council, including Chair and Vice Chair "ex-officio" - Cllr Morris outlined the report item. Resolution to amend the Committee Terms of Reference to 'membership is N+2 members of the Parish Council'. **RESOLVED.**
- 15/045. Standards Committee** – Resolution to appoint Cllrs McCarthy and Young to the Standards Committee. **RESOLVED.**
- 15/046. Dissenters Cemetery** – to consider usage of the layby for cemetery business – Cllr Berenger said that the Trustees would like CPC support for their use of the cemetery layby. It was initially constructed for their use but currently it is permanently full which is having a knock on effect for visitors and the groundsman. It was pointed out that it would be very difficult to police any parking restrictions on the layby. The Highways Committee have looked at extending the layby to create further parking along the road. Highways Committee to investigate further. The issue of the land behind the cemetery was discussed. Cllr Collinson thought that although County maintain the land they may not actually own it and this would be the same for the grassed area on Pelham Close. If they would make a statutory declaration that they don't own it then we could subsume and use for additional parking.
- 15/047. Exclusion of public** – To exclude the public from the meeting because of the confidential nature of the business to be discussed. The meeting closed at 9pm.
It is hereby resolved in accordance with section 1 (2) of the Public Bodies (Admission to Meeting) Act 1960 that as publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted at the next agenda item (s) the Chairman asks that in the public interest the public and press are temporarily excluded from this meeting and are herewith instructed to withdraw.
- 15/048. Sale of grounds equipment (closed item)** – To consider update on the sale of all unwanted grounds equipment
The meeting re-opened at 9.05pm.
- 15/049. Matters for consideration at the next meeting** – King George V playing field trustees (Cllr Collinson), lime trees, HC committee mechanics (amend to working party), grant applications, Highways Committee £20k budget (following Oct? resolution), APM – Highways and CALF reports for their budgetary vision for 2015/16.
- 15/050. Dates of next meetings** – Planning 5th February, Highways 10th February, Facilities 17th February, Planning 19th February, Finance 26th February, Full Council 3rd March
- 15/051. Close of Meeting** – 9.12pm

Signed _____ (Chair) Date _____

Item 15/056 - Reports

South Cambridgeshire District Councillors' Report to Parish Councils February 2015

There were no items of local interest at **Planning Committee** on 04 February. During the month, however, there have been 2 appeal hearings.

The first hearing on 10 February was of the appeal by HC Moss of Millfield, Cottenham against [a] the enforcement notice issued when his retrospective planning application was refused and [b] the refusal of the retrospective planning application. Local residents had prepared extremely well for this hearing and several of them together with Andrew Fillmore, Principal Planning Officer at SCDC, Simon Edwards and I were all present and contributed to the evidence giving. We await the decision of the inspector which hopefully will be forthcoming in the next few weeks.

The second hearing on 18 February was of the appeal by Mr T Wall against the refusal of permission for 5 pitches at Pine Lane, Smithy Fen, Cottenham. The council had retained the services of a planning lawyer, Mr Philip Kratz, to defend this appeal. Two parish councillors, one resident and I were also present and participated. Mr Kratz has an extensive knowledge of the planning history of Smithy Fen and those of us who attended are also familiar with this and the usual conduct of hearings. This hearing was unusual in that the inspector introduced himself as a chartered surveyor rather than a lawyer and gave much greater emphasis to the site visit than we have experienced previously. He said that his decision would be very promptly delivered so we expect to receive this soon. At the meeting on 03 February the **Planning Pfl** agreed the new charging schedule for pre-application advice. The new scale of charges will generate an annual increase in income of £50,000. Pre-application advice for parish councils remains free of charge. Agenda pack: <http://bit.ly/1LSGFWD>

The inspector's examination of the draft **Local Plans** for South Cambs and Cambridge City resumed this month with hearings that related to [matter 6] the green belt and [matter 7] transport. You can follow progress of the examination on the council's website: <https://www.scamb.gov.uk/local-plan-examination> The **March hearings** on [matter 8] housing land supply and delivery and a continuation of [matter 5] infrastructure/monitoring/viability will be held on **17/18/19 March** in the council chamber at Cambourne.

Scrutiny & Overview Committee met on 10 February. The agenda included the Corporate Plan and 2015/16 Budget, a performance review of the Contact Centre and a quarterly position report on Finance, Performance and Risk. Agenda pack: <http://bit.ly/1wt72LN>

At its meeting on 12 February **Cabinet** considered the draft list of requirements to be included in the S106 agreement should outline permission be granted for Northstowe Phase 2. Agenda pack: <http://bit.ly/1Ajf1eM>

At his 25 February meeting the **Environmental Services Pfl** received an interim update on the changes to the way the service operates and the savings that have been made as a consequence. Whilst providing savings of £600,000 [£400,000 in 2014/15 and £200,000 in 2015/16] the changes to bin collections have, as anticipated, resulted in an increase in customer complaints. Up to the date of the report 150 residents [less than 1%] had contacted the council to present their opposition to or criticisms of elements of the service changes. Locally your councillors have received a total of 4 emails from residents of all our

villages offering in the main constructive criticism about these changes. There was also an increase in the number of bins reported missing during the first few weeks of the changes to collection rounds. Locally we are aware of concern expressed about schedule changes that are adversely affecting morning peak traffic in Cottenham. The PfH has advised that adjustments are still required to the collection rounds over the next few months which will hopefully help to resolve this issue. Agenda pack: <http://bit.ly/1E0CS8M> The annual Environmental Services Satisfaction Survey is now available on the council's website. You can take part at www.scambs.gov.uk/EnvServSurvey or request a paper survey by calling 01954 713258

Members of the **Northstowe JDCC** attended a briefing on 09 February and then met to consider 2 applications relating to Phase 1 on 25 February. The applications were for a changed access to agricultural land being retained in proximity to the Hattons Road attenuation ponds and for reserved matters for the Hattons Road ponds strategic engineering works. Both were approved. The meeting also included a further briefing on Phase 2. Many issues: the town centre park, the heights of the buildings, car parking provision are still being worked on by the developers and officers of both the County and South Cambridgeshire Councils. The outline application is due to be considered by the committee on 25 March and members were briefed on the conditions that it is being suggested should be applied should permission be given. Agenda pack: <http://bit.ly/186ZmIM>

Council met on 26 February and approved the Corporate Plan and budget for 2015/16. South Cambs' portion of council tax will be increased by 1.99% [£2.45 per Band D property]. Increasing council tax is not something the council wants to do but it is unfortunately necessary if the council is to continue, in the face of diminishing grant funding from central government, to deliver the services for which it has responsibility. This year the reduction in the council's grant funding equates to £13.68 per average Band D home. It will make up for this through identifying £11.23 of council efficiency savings in addition to the £2.45 rise in council tax. Council agenda pack: <http://bit.ly/1G188a3> & <http://bit.ly/1G188a3>

In a report published on 26 February plans were announced for the Greater Cambridge City Deal partners to speed up the delivery of affordable homes by becoming a housing developer. The proposals will be presented to the **City Deal Assembly** at its **next meeting on 06 March** Report included in agenda pack: <http://bit.ly/186Pajx>

Dates to note:

SCDC Annual Awards Celebration:

05 March at Cambourne from 19.00 - 20.30

Cabinet & Parish Councils' Liaison Meeting:!

11 March at Cambourne starting 18.30

Police & Crime Panel meeting

18 March at Cambourne starting at 14.00

Candle in the Wind: an introduction to low cost energy saving:

19 March at Rampton Village Hall from 19.30 - 21.30

We welcome your questions about these and any other matters, local or strategic.

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Monthly report for parish and community council February 2015

For the Cottenham, Histon and Impington (CH&I) division of Cambridgeshire which also includes King's Meadows, Oakington & Westwick, Orchard Park and Rampton.

David Jenkins www.chilibdems.co.uk 07739 748859

ccc@davidjenkins.org.uk 01223 236232

Full Council meeting

It was the budget meeting in February. There's a full verbatim account at <http://bit.ly/1DevXoT>. It was a generally good natured debate although it did highlight the problems that some councillors have with the 'committee system'. Rather too many used the vote to make a political statement instead of recognising that their responsibility was to do the best with the resources available. Note that I shall be pursuing my police questions directly with the Police and Crime Panel. I really do think that the decision not to increase the police precept is irresponsible budgeting.

Committee meetings

The General Purposes Committee, the Adults & Wellbeing Committee, the Children & Young People Committee and the Health Committee did not meet in February.

I chaired a meeting to prepare the Council's response to the Government's 111 (the NHS non-emergency number) consultation.

I attended a briefing meeting with the Care Quality Commission and the Cambridgeshire and Peterborough Clinical Commissioning Group regarding recent events at Hinchingbrooke Hospital. The Health Committee will be scrutinising these events later this year.

The Economy & Environment Committee met. It took one key decision viz to agree the recommended option for the King's Dyke crossing (near Whittlesey). It reviewed and was critical of the recent implementation of parking charges at the five Cambridge Park & Ride sites. It also reviewed the draft Section 106 agreement for Northstowe phase 2 when serious concern was expressed at the low level of affordable housing proposed. It agreed that there would be a further review of the Park & Ride parking charges and of congestion in Cambridge in general in June/July.

I attended a meeting of the Northstowe Joint Development Control Committee. This meeting approved two applications related to phase 1 and then provided an update on phase 2. The Homes & Communities Agency (HCA), developers of phase 2, came in for some criticism for its absence and apparently hostile approach.

I attended a workshop on the Community Infrastructure Levy and developer liability calculations.

I attended the Planning Committee. It was a tough meeting because we had to balance some short term community 'discomfort' (HCV movements) against the need to allow a local business to invest to survive. The committee approved the planning application with only one vote against. I also attended a relevant site meeting.

The Highways & Community Infrastructure Committee met. There were no key decisions. It approved the implementation of parking charges at Guided Bus Park & Ride sites. This will be effective 1 Apr 15. It also set up a working party to review the working of the Minor Highways Improvements Scheme.

I attended the first meeting of the reconstituted Cambridgeshire Future Transport committee. This committee is looking at options to optimise the Council's spend on adult social care, school and subsidised buses.

Other County Council matters

It's official: www.shapeyourplace.org is closing down. It will be no more on 25 Mar 15.

Consultations relevant to this division

The Council continues to consult current Adult Social Care service users, their carers, Care Managers, Day Centre and other service staff included third sector volunteers and charities about how transport support is currently used and what reception a transport policy would receive across the County (bit.ly/1bElrX). It runs until 12 Mar 15.

It is consulting on the way in which it screens children's eyes to make sure they can see clearly and have healthy eyes (<http://bit.ly/1AOsP17>). It runs until 10 Apr 15.

More local matters

I joined County officers, the new highways team, and representatives of Cottenham Parish Council to review the current list of highways projects.

I met group leaders to brief them on Histon & Impington Parish Council's ByPass Farm project.

I met representatives of the Histon Hornets, IVC, Histon & Impington Parish Council and the Police to review plans for the Hornets' July football tournament.

I attended the open meeting at Histon library where first steps were taken towards setting up a 'Friends' group.

I met County officers for a first review of 2015 primary admissions numbers.

Work on the St Andrew's Centre Minor Highways project has started and seems to be making good progress. Some repairs to the road surface will be done at the same time. Common sense rules!

Diary (next public meetings)

3 Mar	1000	General Purposes Committee	Shire Hall, Cambridge
10 Mar	1400	Children and Young People Committee	Shire Hall, Cambridge
10 Mar	1000	*Economy and Environment Committee	Shire Hall, Cambridge
12 Mar	1400	*Health Committee	Shire Hall, Cambridge
17 Mar	1400	Adults and Wellbeing Committee	Shire Hall, Cambridge
17 Mar	1000	Highways & Community Infrastructure Committee	Shire Hall, Cambridge
18 Mar	1030	Cambridge Fringes Development Control Committee	City Hall, Cambridge
24 Mar	1030	Full Council	Shire Hall, Cambridge
25 Mar	1400	*Northstowe Joint Development Control Committee	SCDC, Cambourne
26 Mar	1000	*Planning Committee	Shire Hall, Cambridge

*committees of which I am a member

And finally... I grew up with cricket. My father had a passion for it and he passed it on to me. And so of course I'm following the world cup and today I've been fascinated by the news of Afghanistan beating Scotland. It's incredible that a war torn country like Afghanistan which none of us would ever have thought of as a cricketing nation should suddenly emerge as an, albeit second division, contender. Where on earth do they play? Is there a league? How do they find their good player? There really are too many questions but it's an amazing story.

CLERKS REPORT – March 2015

Highways

NB: Items in red have been outstanding for some while and reported again in bulk to County.

Anything in black is new or an update.

- Histon Road – The path was swept again on the 16th January. The end of the cyclepath hasn't been marked but will be looked into over the spring. 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.
- **Telegraph Street** - unsuitable for HCV's sign will be moved in the new financial year. Gavin Wiseman will forward a location plan before work is carried out.
- **Harlestones Road** – Gavin Wiseman and Graham Armstrong have inspected and we're awaiting their report. The road may be suitable for filling using the new 'fire breaching dragon' pothole machine. Unfortunately the road is too bad to use 'micro surfacing' (as done on Pelham Way).
- **Denmark Road** – This is the biggest project that County are currently working on. Taylor Wimpey has started initial clearing the ditch on BGW. Remaining works will be done in the next couple of weeks and Brian Heffernan will push for action asap. Gavin Wiseman has been out with a different jetting company to get a second opinion on the blocked pipe running between Denmark Road and BGW. It appears that there are issues with tree roots near Polarglaze and by the Chequers car park. Pat Matthews is liaising with developers regarding the pipe running through 2 Denmark Road and a camera team will inspect the pipe properly once the water levels have dropped following the ditch clearance. 27/2/15 – There is now an issue with sewage leaking at the location. Cllr Morris joined me for a meeting with Gavin, Graham Armstrong, Pat Matthews (SCDC Drainage), Brian Heffernan (County) and Anglian Water to inspect. Resident also present to show us where the flooding issues were at her property. Access allowed to 2 Denmark Road to see the test pits re. the drainage pipe. AW did tests of the surface water on Denmark Road and found significant traces of ammonia. There will be a few hurdles further down the line re. getting the pipe fixed across the land belonging to 2 Denmark Road. Gavin and Brian will keep residents + CPC updated on progress.
- **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. Have been informed that this now won't be looked at until replacement for Jon Clarke is found. However following meeting with David Lines he will now look into this for us.**
- Spoke to CCC Cllrs Jenkins & Mason re. taking over land at the back of the Dissenters Cemetary and near Pelham Close/Wilkin Walk to use for additional parking. Suggestion is that it is done via the LHI bid. That way we won't be liable for ongoing maintenance. Gavin is checking ownership of the land.
- **Line reinstatement requested at junction of Broad Lane/Tenison Manor, Twentypence Rd/Smithy Fen and Rampton Rd/Lambs Lane. County looking to do the work in the spring.**
- Lambs Lane – still issues with the gully at the end of Crowlands. Gavin Wiseman awaiting contractors report. Further maintenance may be needed.
- New street light for Lyles Road has been ordered. Installation date will be approx. 6-8 weeks (mid/late March)
- Blocked drain in Lambs Lane reported (near junction with Pelham Way). Causing damage to front wall outside property.
- Pothole on Telegraph St/Denmark Road junction reported.

- Deep pothole on High St opposite King & Co reported (by ironworks).
- Streetlights – Balfour have responded to apologise for the delays and suggesting that we wait until after the FFFF for them to complete all outstanding works.
- 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.
- Gavin Wiseman & 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.
- Histon Road – Enforcement has been out to inspect Cottenham Skips and is continuing to monitor the situation.
- Margett Street and Pelham Way pavement potholes have been filled.

Village Hall

- Lockable cabinet for the cleaning products is being supplied by Cllr Beckford. This will be situated in the alarm cupboard.
- New door mats have been ordered from Dentons. Awaiting date for installation.

Recreation ground

- Woodwork around the aerial runway has been removed. Quotes being obtained for banking, installing safety matting and seeding/turfing.
- 2 x Cradle swing seats have been ordered from Online Playgrounds.
- New signs for ‘no dogs/bbqs/camping’ to be installed.
- Wooden edging around the Himalyan play unit has been removed and edges banked and seeded.
- RoSPA have been in touch re. carrying out the annual inspection sometime in April.
- We still haven’t got all of the floodlights working on the training pitch. This needs to be addressed.

Misc admin

- February Issues log distributed separately.
- Kingfisher Way trees – the remaining works on the other side of the ditch have been carried out over half term.
- Amazon Tree Surgery have carried out of works on BGW and at the Recreation Ground.
- Sue Reynolds is contacting parties involved with Tenison Manor adoption to organise meeting.
- CGM have carried out vertidrainning at the rec. Need to return to finish off the works.
- Three residents have contacted us regarding article in the last Newsletter requesting suitable land for affordable housing. Site visits being arranged.
- Dog bin requested for Lyles Road (end of private road) following dog walkers bagging but then throwing the bags in residents hedges.

Facebook

365 likes.

15/058 – Planning appeal hearing

A 'cause for concern' on Smithy Fen – Report prepared by resident

The 'cause' being:

"the levelling, with approval and advice from officers of South Cambs. District Co., of two bunds created by the Council to prevent further planning abuse on land separating the two Traveller sites at Smithy Fen."

The 'concern' that:

"the levelling will create an opportunity for further expansion (19 pitches plus) of the northern site (generally known as Setchell Drove) and thereby erode, almost entirely, the gap which separates it from the southern site (Water Lane)."

Background (in brief)

- The land in question (being part of Pine View and all of Victoria View) was the subject of two major appeals. Both refusals were determined by the Secretary of State and ratified, in the case of VV, by the Court of Appeal.
- Post the appeals an injunction was granted over the land to prevent any further development.
- The unlawful pitches on the land were bulldozed with pits and bunds created to prevent further occupation. Residents of Smithy Fen and CPC were given to believe that SC would seek ownership of the land in lieu of outstanding debts.
- From 2003 to circa 2010, SCDC recognised the sensitivity of the two sites and either arranged meetings or participated in regular dialogue with both PC and residents. As a further courtesy it became customary for SCDC to advise both (CPC and residents) of any and all action or development associated with the two sites.
- Furthermore, and subsequent to a 2004 Environmental Health Officer 'boob' whereby an additional 11 pitches were created by sub-division without reference to members, officers adopted the habit of co-operating fully with elected representatives.

Current Position

The attitude of SCDC planning/enforcement has changed since 2010, the co-operation and consideration enjoyed with earlier officers is now but a memory. The relationship twixt residents and 'some' officers has disintegrated because 'some' officers can no longer be trusted to deliver on the promises and assurances they give. This lack of trust and a record of poor enforcement (some extant enforcement notices date back to the 1990s) is the corner-stone of the 'cause for concern'.

That there are 26 official pitches on Water Lane [plus 2 with temporary permission (expiring 2018) and a further pitch (11 Orchard Drive) soon be the subject of an injunction for prompt evacuation] **and 19 on Setchell Drove** [with a further 5 awaiting an appeal decision which is likely to be allowed and an isolated pitch (12 Victoria View) now abandoned and hopefully soon to be the subject of a further injunction request] **is not the issue.**

Nor is it that Tommy Wall has submitted the same planning application, for the same families, claiming the same 'unmet need', **twice (and the planners did not spot it)** particularly surprising.

The cause (the levelling) for concern (opportunity for development), as detailed above, is a consequence of officers acting unilaterally in that:

- they have acquiesced with Tommy's desire for a pony paddock cum children play-area (a play-area, incidentally, which during the 2012 appeal was deemed unnecessary);
- they have offered advice as to what may be done and how (so says Tommy Wall);
- they have ignored the sensitivity of the area (borne of past events);
- they have failed to keep 2 of our 3 local members informed (I'm assuming Tim Wotherspoon must have known because he's not commented to the contrary);

and made no attempt to appease CPC or residents.

My request of CPC is that it asks our 3 District Councillors to have the SCDC officers explain, in writing:

- the reason(s) for acting without reference to all members and advice to interested parties particularly CPC
- the details of the legal options considered before conceding to Tommy Wall's wishes together with copies of the land registry search confirming his ownership of the land
- the nature of the authority, afforded by way of the injunction, which grants unequivocal rights to enforce against any future development
- the definition of 'development'
- the a –z of the steps (which may be) needed to enforce together with a timescale for such

AND:

(i) confirmation that any attempt to effect development (as defined) will result in immediate, inside 24 hours, action to enact the injunction;

(ii) confirmation that it is, and will remain, impossible for Tommy Wall (or a.n.o.) to submit a planning application on any of the injunctive land.

Finally a request that if land ownership cannot be proven then SCDC is asked to effect a compulsory purchase using the **outstanding debt** as a means of restricting the cost, and **Local Policy's protection** of the open vista, together with the intention to prevent coalescence of the two sites, as justification.

15/059 – Endurance Estates – Cllr Leeks

I together with four other councillors meet with Endurance Estates last week. In addition to Tim Holmes from Endurance there was also Emily Harvey and James Renney from Saville's and Jane Darlington from Cambridge Community Foundation in attendance.

They gave some background to the project and presented outline plans for the proposed build of 50 houses of mixed stock on the site on Oakington Road, including 40% of which would be "affordable" housing.

We understand that they do have signed documents from all of the land site owners agreeing to Endurance acting on their behalf and as you state the role of Endurance appears to be that of "Land manager" bringing the proposal in conjunction with Saville's to market. I am not sure if the intention is to "sell" the project to a developer or for them to select a builder to complete it on their behalf providing of course that the application is successful.

It would appear under questioning that they do intend to use the possible lack of planning for housing stock over a 5 year period by SCDC as a route to obtain outline planning permission. This clearly requires further clarification from SCDC and I am sure that our District Councillors will be able to enlighten us on this issue.

Endurance have requested that CPC discuss this at our March meeting, they favour an "exhibition" approach rather than a public meeting.

15/060 – Changing Rooms update

- Durman Stearn site possession commenced on February 2nd
- Handover to C J Murfitt expected around April 6th
- Material completion expected within August allowing a few final weeks of fitting out.
- CPC VAT registration completed WEF 1st January; monthly claims begin after February; Bowls Club and LadyBirds have been "opted-out" for tax purposes.
- Grant claims procedures with FF, SE and SCDC confirmed
- Invoicing, payments and claims schedule developed – some cheques need to be signed at Committee meetings
- LPG supply arrangements (tank base, tank, pipework, supply) in hand with DS/Calor
- First valuation > invoice > claim cycle this week – 4th (valuation), 5th (claims prep) to 6th (claims)
- DS appear slightly ahead of schedule
- Roadway finishing to be discussed
- Final fit list (kitchen, mirrors, blinds, etc) to be prepared

15/061 – Skatepark update

- Permission to protect/cover buried power cables being sought from UK Power Networks
- Reversion to track matting – alternative sub-structure of permanent pathway through to Skate Park due to higher cost and logistics
- WREN contract signed and returned following project registration with ENTRUST
- WREN offer of 50% advance grant payment being investigated

15/066 – Additional Clerk/RFO resource

- Our increased project and Committee activity have increased demands on both the time and skills of our administrative staff (and Councillors).
- To date, the increased demands on our Clerk and RFO have been met by:
 - working (and being paid for) more than their contracted hours which, while acceptable on a temporary basis, is not sustainable.
 - provision of supplementary accounting resource
- The HR group is developing a proposal to increase our administrative resources with some additional cost implications.
 - Christine and Tony met with Debbie and Jo to review their workload and issues; this shows a persistent overload and skills gaps in some areas with no cover for sickness or absence.
 - Christine and Frank subsequently reviewed the situation, primarily to assess if the workload can be reduced by removing or simplifying tasks, fewer Committees etc but concluding that the only viable solution involves provision of additional part-time resource.
 - FLAC has reviewed and endorsed the outline proposal
- For the RFO role, supplementary accounting resource is proposed to support four specific tasks which have become more technically complex – preparation of monthly accounts (rather than quarterly), management of VAT returns, support for internal audit and support for external audit.
- For the Clerk role, a part-time (10hours p.w.) assistant is proposed (following training and a supervised learning period) to support / offload several tasks, including supporting at least one Committee, carrying out simple “risk monitoring” tasks, managing Notice Boards, getting estimates/quotes, checking/reporting pothole/highway issues, managing bookings, office cover, help with media etc
- In both cases, relaxing the pressure should provide scope for additional learning and training to reduce skills gaps
- **Headline costs include:**
 - Part-time “assistant clerk” – approx. £5,000pa (~10h@£10 per week)
 - CAPALC training for above - £200;
 - **SLCC RoadShow for Clerk/RFO and/or HR group**
 - **April 15th - approx. £80 each**
 - **(includes updates on Law, Neighbourhood Plan, Finance etc)**
 - “Hand-me-down” laptop from planned replacements (in budget) - £0
 - Mobile Phone - £200pa
 - Accounting support for monthly reporting, VAT, audits – approx. £3,000
- There is scope for avoided or already committed costs to reduce the above:
 - Clerk/RFO overtime costs should fall by around £3,000pa
 - Accounting & Audit support was £600 last year.
- **Next steps (if approved)**
 - SLCC RoadShow attendance? - Clerk/RFO and/or HR group
 - Job Description of Assistant Clerk – HR Group with Clerk/RFO
 - Recruitment Process – HR Group with Clerk/RFO
- **Outcome**
 - **Net additional cost is likely to be around £5,000pa**
 - **Improved administrative support, management information and cover**

15/068 – Neighbourhood Plan

Some key questions and provisional answers

- What is it all about?
 - Opting for local development
 - More control over where and how that development, including infrastructure, happens
- Why have one?
 - Developers may be tempted to speculative development applications
 - The County Council is land-rich but cash-poor and owns a lot of land locally
 - A Neighbourhood Plan provides support for how and where we develop sustainably
 - Choose where and how houses, shops and offices are built
 - Integrate traffic management measures and other infrastructure improvements
 - Improve public transport services
 - Integration of job provision and Community facilities
 - Maintain the character of the village, especially the conservation area.
 - A NP would also provide local capital to develop local facilities under CIL/s106
- Why not to have one?
 - Risks random development on a large-scale, accelerating the transition to a dormitory town
 - A rushed, under-consulted, over-scale, divisive scheme has no future either
- Should we attempt a first-pass vision based on the 2003 / 2012 exercises?
 - We learned a lot from both these exercises
 - No-one likes forced change, nor 4,500 homes in a split village.
 - We have time to consult stage-by-stage on the scale and nature of any development
 - Possibly 600 to 750 extra homes plus “zoned” industrial development over the Plan’s life
- What has changed / not changed most since 2003 and 2012?
 - A neighbourhood Planning process will consult more widely during the process
 - Consider neighbouring villages’ aspirations
 - Consider potential for local and neighbouring employment
 - Consider and integrate views of a wide community base
- Can we identify enough potential consultee groups?
 - All five neighbouring villages, especially Rampton
 - Resident groups, including Church End, Tenison Manor, Brenda Gautrey Way, The Lanes etc
 - Special Interest groups, including FECA, VDG, Community Centre, etc
 - Cambridge Science Park companies
 - CPS, CVC, pre-school, out-of-school establishments
 - Youth Groups
 - Statutory Bodies
 - Local business groups, industrial areas
 - Transport operators
 - Special groups, including those in Sheltered Housing, Care Homes etc

- etc
- When/how to engage with the SCDC NP person?
 - Invite to March CPC meeting?
- When/how to engage with consultee groups?
 - Identify now; seek engagement after Annual Parish Meeting
- What are the key preparatory milestones for us?
 - February – update PlanningComm, CPC, “experience learning” from Linton Parish Council
 - March – update PlanningComm, invite SCDC “NP rep” to CPC
 - April – initial presentation (of initial “vision” and outline plan?) at Annual Parish Meeting
 - Logic, Initial Vision, Initial Consultee Groups etc.
- And that is just the start of a possible 18-24 month process.

15/069 – Budget 2015/16

We have agreed partial delegation of financial responsibility to CALF and (subject to 15/070 below) also to FLAC but have not yet specified which budget lines would be delegated.

A This proposal delegates spending authority (within FRs and ToR) for all lines in the following sections to CALF

- Open Spaces
- Sports
- Village Hall
- Play Area

And under the section Streets – Bus Shelter Cleaning

B This proposal (subject to 15/070 below) delegates spending authority (within FRs and ToR) for all lines in the following sections to FLAC

- General Expenses (excluding Gross Wages & Employers NI which remains with Council)
- Shared (excluding Groundsmans fees)

15/070 – Terms of Reference modification

Delegation of financial powers – proposed amendment as per adopted CALF proposal

7 Delegation of powers

- a) The Clerk may spend on any matter (in accordance with the Financial Regulations) deemed as an emergency, up to £5000 in any one quarter and report back to the Parish Council at its next meeting.
- b) *When authorised by a Committee vote, the Committee may approve spending, up to 10% of the budget in a quarter on a delegated expense line item without referring to the Parish Council, provided that the Responsible Financial Officer (RFO) is notified.*