

**AGENDA REPORTS PACK**

**FULL COUNCIL MEETING**

**MARCH 2018**

## Item 18/0xx.



### DRAFT Full Parish Council Meeting Minutes

Meeting held in the Village Hall, Lambs Lane, Cottenham on Tuesday 6<sup>th</sup> February 2018 at 7.15pm

**Present:** Cllrs Morris (Chair), Bolitho, Collinson, Dewey, Graves, Mudd, Ward, Wotherspoon, Young and the Clerk, Asst Clerk and RFO

**In attendance:** 1 member of the public

- 18/025. Chairman's Introduction and Apologies for absence** – Apologies accepted from Cllrs Hodson (work), McCarthy (personal), Nicholas (sick), Wilson (holiday) and SCDC Cllr Edwards (work).
- 18/026. To accept Declarations of Interest and Dispensations** – None received. Cllr Smith arrived 7.20pm.
- 18/027. Minutes** – Minor amends made to 18/003 and 18/014. Cllr Young requested amendment to 18/012 to add his opinion that the unspent 17/18 supplementary precept can be used to fund loan interest in 18/19. Resolution that the amended minutes of the meeting of the Full Council held on the 9<sup>th</sup> January 2018 be signed as a correct record. **RESOLVED.**
- 18/028. Public participation – Standing Orders to be suspended** – No questions.
- 18/029. Reports**
- **SCDC** – Report noted.
  - **CCC** – Cllr Collinson queried the possible move from Shire Hall and where County were proposing to move to. Additionally, will Parish Councils and residents be consulted? CCC Cllr Wotherspoon stated that no decision had been made and discussions were ongoing behind closed doors. Currently not even the members have been consulted but there is a growing weight of opinion that there should be a wider consultation. Amey waste incinerator: This is generating a lot of concerns. CCC Cllr Wotherspoon attended a preview in September and was concerned that assurances weren't being given regarding emissions. He has been pushing for County to get experts in the field to check the data. Cllr Mudd attended the same even and raised the same issue. Cllr Young queried the CLT reference; it was clarified that Stretham was used as an example. Potholes: Clerk raised the issue of the same holes being repaired repeatedly and the patching not lasting. CCC Cllr Wotherspoon said that at the County meeting today CCC Cllr Shuter informed the Council that the repairs were good value for money. CCC Cllr Wotherspoon still waiting response from Heidi Allen and Lucy Frazer regarding issues with the pothole grant.
  - **Clerk** – A heads up to Committee Chairs that they need to start considering their APM reports in preparation of the meeting. Have inspected the war memorial and the crack on the side facing the pub is still visible; have contacted contractors accordingly. Parish Planning Forum has been rescheduled to 21<sup>st</sup> February. We're running out of web space. Unlimited space would be an additional £40 per year. Cllr Morris stated that the NP grant could be used to pay for this. High St post box: had an update late today to say that the petition will be presented to the House on 27<sup>th</sup> February.
  - **Major developments** – County appeal: will be sending version 4 of the Neighbourhood Plan as part of the evidence and an updated submission will be sent. Oakington Road (Lau) 23 houses: some amendments have come through which are to be considered by our Planning Committee this Thursday. Cllr Young asked if there was any update from SCDC regarding the 5 year land housing supply? Cllr Morris responded that we've read the current Local Plan information and it appears to say that they do have the required supply but SCDC require confirmation from the Inspector first before they will use the information. Noted that the Appeal Inspector will look at the LP anyway.
  - **Neighbourhood Plan** – Currently focussing on the next Regulation 14 consultation. Almost certain that version 4.1 of the Plan will be the one going to SCDC. The Council needs to formally adopt the Plan before we can consult; item to be added to March agenda.

- **Village Hall & Nursery** – report noted.
  - **Highways Improvements update** – Pavement project has been trimmed again to keep within budget. At the moment Highways say that the work will be completed in the next 12 weeks. Post Office zebra crossing project has been evaluated and Cllr Morris is speaking at a County meeting tomorrow. Costs for the project shouldn't increase but we could use reserves if absolutely necessary.
- 18/030. CAPALC AGM EOM** – To consider attendance at meeting on 22<sup>nd</sup> March – Resolution that Cllr Morris attend CAPALC AGM EOM on behalf of CPC. **RESOLVED.**
- 18/031. Northstowe public consultation** – To consider attendance at Northstowe Education Campus consultation event on 21<sup>st</sup> February – Noted. Cllr Wotherspoon clarified that the catchment for the Campus would be Northstowe and Longstanton.
- 18/032. Rec Ground maintenance** – To consider CALF recommendation that we shockwave and sand slit the two pitches on the 2<sup>nd</sup> field plus the training area in autumn 2018 up to a value of £9k + VAT – CALF has made this recommendation as a consequence of the pitches being used more intensively. Resolution to shockwave and sand slit the two pitches on the 2<sup>nd</sup> field plus the training area in autumn 2018 up to a value of £9k + VAT. **RESOLVED.**
- 18/033. County Council Planning Appeal** – To consider applying for Rule 6 status for appeal hearing on 14<sup>th</sup> March 2018 – Cllr Morris outlined that rationale. There is no barrister involved and costs will be approx. £1k. At the moment the case is focussed just on the landscape issues – Case Officers are constrained in what they can do and can only argue on the original grounds for refusal. By getting Rule 6 status we will be able to introduce extra material. We now have a clearer view of how sport would be affected by the proposals. Cllr Wotherspoon stated that the more that is put forward to the Inspector the better and that SCDC weren't happy with the application. Resolution to apply for Rule 6 status for appeal hearing on 14<sup>th</sup> March 2018 – **RESOLVED.**
- 18/034. Land adjacent to Dissenters Cemetery** – consider accepting the gift of land between Pelham Way and the rear of the cemetery to facilitate creation of a rear entrance – Cllr Morris outlined. Resolution to authorise 2 people to sign the title transfer as a deed in order to affect transfer of ownership of land between Pelham Way and the rear of the Dissenters Cemetery. **RESOLVED.** NB: as a consequence there will be minor additional grass cutting costs. There may be an opportunity later to move the Dissenters fence to encompass this area.
- 18/035. Financial Regulations** – Consider an amendment to Financial regulations sections 10.1 and 10.5 which deal with the need for an order system for items over £25. The recommendation from FLAC is that this figure is increased to £100 – RFO outlined. NB: a purchase order spreadsheet is already in place but nominal codes need adding going forward. Resolution to amend Financial Regs 10.1 and 10.5 to substitute £100 for £25 and require a log of orders issued above to be referenced by NNN.nnn etc where NNNN is the related account line from the Management Accounts and nnn is a sequential serial number within that line of account. **RESOLVED.**
- 18/036. SCDC Consultation** – Consider response to consultation on District Councillor engagement with Parish Councils – Clerk outlined. Noted that particular issues currently are: lack of swift responses and it was suggested that there should be a service level agreement put in place; content could then be consulted on separately. Website recommendations – Clerk commented that there appeared to be a lack of information on the SCDC website currently regarding the forthcoming elections.
- 18/037. Play spaces on new developments** – consider whether we insist on on-site provision of play space for developments beyond 450 metres from the Recreation Ground – Cllr Morris commented that the situation has arisen following an email from the SCDC S106 Officer. Discussions regarding the need to ensure safety of children who don't have a local area to play. Resolution that we insist on suitable play provision when a development is beyond 450m from the Recreation Ground. **RESOLVED.** NB: Policy H1d of the emerging Neighbourhood Plan states that any cluster of more than 30 houses must incorporate a play area unless within 450m of play facilities.
- 18/038. Village Hall hire** – Consider request by Sunflowers Care to hold a quiz night for their charity Support 4 Sunflowers, on Friday 23<sup>rd</sup> March 2018 in the Village Hall – Resolution that permission is

granted for free use by Sunflowers Care to hold a quiz night on Friday 23<sup>rd</sup> March in the Village Hall.

**RESOLVED.**

**18/039. Finance**

<b>Income</b>	<b>Description</b>	<b>Net</b>	<b>Gross</b>	
Cambridge Kids Club	Invoice payment	£ 873.92	£ 1,048.70	
Aerobics instructor	Hire of the green for one session	£ 7.00	£ 8.40	
HMRC	VAT repayment	-	£ 1,333.91	
Aerobics instructor	Hire of the Village Hall	£ 35.00	£ 42.00	
Ladybirds	Quarterly payment	£ 1,554.75	£ 1,554.75	
Village Hall hire	Invoice payment for hire of Village hall	£ 30.00	£ 36.00	
Donations	From local businesses towards Christmas lights	£ 587.99	£ 587.99	
		<b>£ 3,088.66</b>	<b>£ 4,611.75</b>	
<b>Expenses over £500</b>				
<b>Beneficiary</b>	<b>Description</b>	<b>Net</b>	<b>Gross</b>	<b>code</b>
Salaries	Salary costs for February 18	£ 3,441.19	£ 3,441.19	-
HMRC	Tax and NI for January 18 (month 10)	£ 864.50	£ 864.50	-
Sports & Social club	Quarterly charge for contract Oct-Dec 17	£ 1,080.00	£ 1,080.00	1058
A Mappedoram	for putting up lights on the Green	£ 514.50	£ 617.40	1059
CB Creative	Expenses re Lights for the green	£ 96.99	£ 96.99	1062
Alliance Construction Solutions	Completion of phase 1 Option A (Path the Pavilion)	£ 2,137.54	£ 2,565.05	1063
Lowther	Phase 3 clearance at Kingfisher Way	£ 2,075.00	£ 2,490.00	1064
Calor Gas	Delivery of Gas to the Pavilion	£ 938.31	£ 985.23	1065
AJ King	Monthly groundsman cost	£ 3,166.67	£ 3,800.00	1074
Brown and Ralph	Work on War Memorial to replace slab	£ 433.20	£ 519.84	1075
		<b>£ 14,747.90</b>	<b>£ 16,460.20</b>	
<b>Expenses under £500</b>				
<b>Beneficiary</b>	<b>Description</b>	<b>Net</b>	<b>Gross</b>	<b>code</b>
Legal and General	Pension costs for February 18 (DD)	£ 37.28	£ 37.28	-
Birketts	Professional fee re Gladman appeal (Final invoice)	£ 467.20	£ 467.20	1057
Business Consultancy Services	Payroll Processing	£ 28.00	£ 33.60	1060
Wave	Sewerage charges for the Village Hall	£ 153.34	£ 153.34	1061
PPL	Annual licence for public performance (VH)	£ 208.55	£ 250.26	1066
Alan Mappedoram	Work done on Pavilion lighting	£ 237.70	£ 285.24	1067
Southern Electric	Electricity bill for the Pavilion	£ 278.91	£ 334.69	1068
Debbie Seabright	Stationery (paper/stapler/folder)	£ 13.97	£ 16.76	1069
Barton Oil Burner Services Ltd	Replacement of dirty nozzle and oil pump in VH Boiler	£ 159.00	£ 190.80	1070
Aquarius Liquid Engineering	Routine inspection of the pumps at rec ground	£ 260.00	£ 312.00	1071
AJ King	Work done & supply of security cables re goals & hose clips re dog bins	£ 26.42	£ 31.70	1072
Assistant Clerk	Expenses re Key cutting and telephone	£ 8.54	£ 9.25	1073
Alan Mappedoram	Work on village hall after high winds	£ 135.99	£ 163.18	1074
Assistant Clerk	Expenses re teabags/coffee/sugar	£ 7.48	£ 7.48	1076
ICO	Data Protection renewal payment (DD)	£ 35.00	£ 35.00	1077
Clerk	Expenses re Dropbox renewal	£ 79.00	£ 79.00	1078
		<b>£ 2,136.38</b>	<b>£ 2,406.78</b>	

Resolution to pay these invoices (with exception of Brown & Ralph until query resolved). **RESOLVED.**

- 18/040. Management accounts** – to review the monthly management accounts – Cllr Mudd queried item 7607. RFO responded that we'd over-estimated the rates figure – at the time the buildings hadn't been valued. Figure has been amended going forward now true data was available.
- 18/041. Bank reconciliation** – to review monthly bank reconciliation – Report noted.
- 18/042. Matters for consideration at the next meeting** – Post box
- 18/043. Dates of next meetings** – Planning 8<sup>th</sup> Feb, CALF 20<sup>th</sup> Feb, Planning 22<sup>nd</sup> Feb, FLAC 26<sup>th</sup> Feb, Full 6<sup>th</sup> Mar
- 18/044. Close of Meeting** – 8.34pm.

Signed \_\_\_\_\_ (Chair) Date \_\_\_\_\_

## Item 18/029. - Reports

### South Cambridgeshire District Council Report February 2018

Council met on 22 February and approved the **budget for 2018/19**. The challenges of reducing Revenue Support Grant from the Government and changes to the rules on New Homes Bonus had been anticipated and other financial risks such as the potential cost to the Council of increasing homelessness have been prepared for. Ermine Street Housing, the company set up by the Council to provide an income stream for reinvestment in front line services, will generate nearly 10% of the Council's budget during 2018/19. Looking to the future the Council will be seeking ways to make this percentage even higher. It will need to deliver another £4.4m of savings during the next 5 years so will continue to investigate potential commercial activities to help generate revenue. Council tax will be increased by £5 for the average Band D property. SCambs remains one of the lowest taxing district councils in the country with the new charge for Band D properties set at £140.31. The Housing Revenue Account continues to support just under £205m of debt [imposed by Government in 2012 on the previously debt free Council]. The assumption currently is that no resource will be set aside for repayment of the debt. Any such resource will be used instead to deliver a new build programme. Although house building by the Council remains modest, it has delivered 50 already and has an established pipeline for delivery over the next year.

Council also approved a **new taxi licensing policy** that will see SCambs become one of only a few authorities who require the installation of CCTV in most vehicles. The new policy also requires compulsory wheelchair accessibility in hackney carriages and introduces a knowledge test for new drivers. Any applicant who has been convicted of the most serious offences, including sexual or indecent assault, will be automatically refused a licence and the Council will work with the Disclosure & Barring Service to receive alerts of any crimes committed by a licence holder during the licence period. The policy was developed following full consultation with residents, drivers, operators and parish councils whose comments helped to shape the new rules. The new policy will become effective from 01 April 2018. Agenda and printed decisions: <http://bit.ly/2H3no9X>

At its meeting on 07 February **Cabinet** approved the setting up of a £200,000 loan fund to help South Cambridgeshire's residents, voluntary groups, including parish councils, and businesses [with up to 250 staff] become more energy efficient. **The Green Energy Loan Fund** will provide interest free loans to residents and community groups while small and medium sized businesses will be charged interest at the same rate offered by the Government for start up loans. With the overall aim of funding creative and innovative ways to reduce energy consumption and costs, projects such as air source heat pumps, solar panels, battery storage, electric car charging points, LED lighting, insulation or draught proofing will qualify. It is anticipated that the fund, which will be paid for through business rates income from new renewable energy projects in South Cambridgeshire, will be set up in time for launch by mid-July this year. Over the next 4 years residents, community groups and business will be able to apply for loans from £1,000 to £10,000 repayable over 3 years. Cabinet also approved proposals to invest further elements of the same business rates funding pot in renewable energy projects. These will aim to generate income for the Council to spend on services whilst also allowing it to become more environmentally friendly. Potential projects such as solar canopies over the car park at its Cambourne offices or renewable energy generation schemes at the planned new sports pavilion and community centre sites at Northstowe will now be investigated. Agenda and decisions: <http://bit.ly/2oHA3Zo>

Meanwhile the **Community Energy Grant Fund** [details of which were included in November 2017's report] has now been launched. £55,000 is available and local groups are invited to bid for funds to spend on measures that make them more energy efficient. Parish Councils, charities, sports and social clubs, not for profit organisations and other voluntary groups can bid for up to £3,000 to spend on initiatives like insulation, lighting and heating controls and energy efficient boilers for their buildings, battery storage to make the most of solar panel installations and electric car charging points for community use. Further details and application form: [https:// www.scambs.gov.uk/community-energy-grant](https://www.scambs.gov.uk/community-energy-grant)

A couple of good pieces of news in **planning**: firstly the Secretary of State [SoS] for Housing, Communities and Local Government confirmed that he is happy for the development of a new stadium for Cambridge City

Football Club to go ahead at Sawston. SCambs' **Planning** Committee approved the plans last November but, as the site is on green belt land, the approval of the SoS is required. The proposal will provide a 3,000 capacity stadium with a neighbouring artificial grass pitch and spectator area and importantly will provide sporting facilities for local teams and families. 600 local people signed a petition urging the Council 'to facilitate the proposal as soon as possible'. Now with the approval of the SoS that becomes a reality.

The second good piece of news was the announcement that a bid by SCambs Planning Service for funding to support closer working with communities to shape high quality developments has been successful. The money is being provided by the Ministry of Housing, Communities and Local Government as part of its Planning Delivery Fund. The **successful bid for £130,000** by SCambs will allow the Council to work more closely with neighbourhood forums and Parish Councils to encourage even higher quality development. The Council will use the money to support some Parish Councils in carrying out character assessments to capture what is unique about their area. This is designed to help ensure that new developments reflect the distinctiveness of the local community. The bid was prompted by feedback from villages who asked whether more could be done to further boost the quality of new development in their parishes.

The annual celebration of outstanding contributors to our communities takes place on Thursday 08 March 2018. **Community Awards** will be presented for best Environment project, best Wellbeing initiative, Parish Councillor of the Year, Outstanding Youth initiative, Outstanding Local Service or Amenity and Village Hero. More news in next month's report or on Twitter as the awards are made!

We welcome your questions and comments on the foregoing or any other local or strategic matter.

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# **County Councillor's report for Cottenham, Rampton & Willingham February 2018**

**TO FOLLOW**

**Tim Wotherspoon**



## CLERKS REPORT – February 2018

Anything in bold is new or an update.

### Highways

#### County Highways still inundated with potholes.

- Rooks St - HCVs ignoring advisory signs 4/4 - AC emailed David Lines for advice/suggestions – awaiting response. Emailed 12/5 CCC Cllr Wotherspoon. New HO has advised this would need to be covered under an LHI bid or similar – he only covers repairs. HO suggests implementing a weight limit, Cllr Wotherspoon investigating. 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 to action.
- Rooks Street - Cllr Morris & Asst Clerk met with Highways Officer (HO) on 17th Oct 2017 - several areas of footpath and road were marked out for urgent repairs, road works completed 24th, pathway repairs will be a while longer (up to 12 weeks). HO also going to enquire as to whether we can get the pavements slurry sealed (a homogenous mixture of emulsified asphalt, water, well-graded fine aggregate, and mineral filler that is used to fill small surface cracks & provide a thin covering on the existing pavement). Concrete bollard at entrance to Fitzwilliam House broken – replacement ordered. 30th Nov; 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, lightly trimmed, nettles cleared, cuttings left in situ. Visited as part of village walk with HO. Some areas identified for cutting back. HO has advised that County are responsible for up to path edges only (normally up to a concrete border) - any verges/vegetation are the residents' responsibility, however, upon checking CCCs map it says CCC are responsible for the Wilkin Walk bit – HO to check with searches team; awaiting update. 30th Nov; HO has chased searches again, but only one person on the team(!)
- Leopold Walk (Pathway to High St) – overgrown trees/shrubs, blocking light. Neighbouring property has submitted a tree works application for works to the 7 plum trees. Works undertaken 27th Oct 2017 (to rear boundary of 315 High St). Bulb replaced in street lamp 19th Oct 2017. Asst Clerk to ascertain ownership/responsibility for the section beyond 315's boundary.
- Beach Road – HO and CCC Cllr Wotherspoon visited 24th August 2017. Road is under guarantee and the contractor has indicated that they will be taking responsibility for remedial works. It is their intention to carry out “Hydroblast Texturing” and patching. “Hydroblast Texturing” was carried out during the Dec road closure, damage to be assessed and relevant repairs ordered. Emailed Martin Gowler 1st Feb 2018, awaiting update. **7<sup>th</sup> Feb 2018 – CCC's contractor and their supply chain do have it on their list of sites to mark up for patching work.**
- 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; Telegraph St to Co-op, 5th March 2018.**
- 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).
- Urgent works have been ordered for the pothole outside 46 Lambs Lane. Pothole repaired 18th Dec 2017 – disintegrated the following week – have requested it be repaired properly. Re-plugged 15th Jan 2018 which lasted less than a week – re-reported. **Pothole deteriorating again (!) and another one has appeared close to it – repairs ordered 28<sup>th</sup> Feb 2018.**
- 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).
- 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.
- Denmark Road white lining – should have been done when Coolidge Gardens was resurfaced; rescheduled to 5th March 2018 (during High Street road closure).
- Potholes – CCC are behind on potholing due to the current number they are experiencing and more so as they have had to deal with an increasing number as emergencies. This means the crews get diverted away from the planned potholes works to attend particularly dangerous ones which puts them behind schedule. Works ordered for Twentypence Road, Broad Lane (up to the Bridge), Rampton Road, Long Drove. Smithy Fen was partially done as a trial of their new dragon patching equipment, this was meant

to have been done earlier on the year but the previous patcher was more than slightly prone to breakdowns. **County Highways still inundated with potholes.**

- Histon Road Cycle/Foot path – some lighting studs not working – from the Team Leader, Cycling Projects, Major Infrastructure Delivery, Cambridgeshire County Council: “the studs have a battery inside which is recharged daily by a small solar panel. If the studs get covered over with debris or undergrowth, then it can prevent the units from recharging sufficiently. Noted that Working Party went out on 13th Jan 2018 to clear the path. Hopefully this will have the effect of getting the non-working studs to recharge. If not then all that is left is replacement. Technically this would fall to my maintenance colleagues to address, but given their very tight budgets and other priorities, I think it’s unlikely that this will be done. Where we have other cycling projects nearby we have replaced lengths of solar studs en masse, so in due course I would hope that we can do this length, but it may not be for a few years. The only other option would be for the Parish to pay – costs are around £70 per unit to supply and install.” 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.
- **Gas works – expected to be completed at the end of March. Currently on Rampton Road. There have been a few traffic management issues and we have liaised directly with Cadent as and when.**
- **Pavement Project: Beach Road; give way feature, traffic calming measures and a crossing point to be installed mid-March. High Street (by the end of Wilkin Walk); Zebra crossing is due to be installed mid-April. Victory Way/Lambs Lane/Stevens Close junction improvements due mid-March.**
- **LHI Bid - Zebra crossing on the High Street near to the Post Office, decision due mid-March**

#### **Traffic and Transport Working Group**

Asst Clerk met with Speedwatch Co-ordinator on 26<sup>th</sup> Feb 2018 and 4 possible locations for Speedwatch events have been forwarded to Police for approval. Northern end of High Street, Beach Road, Histon Road and Oakington Road – Rampton Road couldn’t be assessed due to ongoing gas works. Once the locations have been approved, volunteers will be trained on equipment usage and hope to be up and running by mid-April. Next meeting is 15<sup>th</sup> March 2018 - we will be defining the main objectives of the group and ways to portray the group in a positive way. We also plan to have regular updates in the Cottenham Newsletter.

#### **Village Hall**

- **Heating oil ordered 1<sup>st</sup> March but won’t be delivered until w/c 12<sup>th</sup> March.**

#### **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.
- Quote being obtained for repairs to tennis courts.
- **Received notification that the RoSPA inspection is due April/May.**
- **Cambs FA have booked a 4 day coaching course in the Pavilion in April and a 3 day course in July**

#### **Misc admin**

- February Issues log distributed separately – see appendix for summary.
- Les King Wood – Tree guards still require removal.
- Red Cross Emergency First Aid course – takers so far are: Day Centre, Bowls Club, Rugby Club. May want to consider opening up more widely.
- Residents in BGW are liaising directly with Brian Heffernan (County) re. maintenance to the ditch on the estate and TDS regarding maintenance of vegetation etc. Some confusion with Taylor Wimpey as to what part of the treebelt they own. They have only been maintaining a very small section at the College end behind 3 houses at the College end. TW don’t believe they own the treebelt/hedge adjacent to the ditch from near Sovereign Way up to Beach Road, this appears to differ from our own records. TW would like to know whether the Council wish to take over the 600mm strip. Brian Heffernan is prepared to act as go between with TW and CPC. Meeting took place on 13<sup>th</sup> October. **Further meeting being arranged.**
- 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.

- Treeworks to weeping ash on The Pond have been ordered and application is with SCDC (will be revised by our Planning Committee on 9<sup>th</sup> Nov). **Chased 23/1/18. Should be completed in next 2 weeks.**
- Some treeworks needed to section alongside Bullfinch Way with several trees showing signs of decay. One severely rotted branch and dead trunk to be removed to groundsman asap. NB: none of the trees are of good quality, being tall and spindly due to overcrowding.
- Contacted Bovis re. getting broken streetlight on Tenison Manor estate repaired. 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.**
- **Defib – BT Payphones has confirmed that the Denmark Road kiosk does have a power supply. BT Payphones work closely with The Community Heartbeat Trust and recommend them to supply defibrillators due to their compliance to BS7671 electrical safety standards. If we go via another route for the defibrillator then we would need to ensure that the defibrillator cabinet is class 2 and compliant to BS7671-416/417 in its construction and manufactured by a ISO 9001/2 certified manufacturer. When the cabinet has been installed we need to let BT know and they will guarantee the power supply for 7 years. Have contacted CHT for advice. They have said that our £1500 + VAT budget may fall a bit short and we may need to consider increasing slightly. CHT will register the box and get written confirmation from the ambulance service, run a training seminar for residents, provide signage (to change 'telephone' to 'defibrillator', provide online governance system for checks, counselling service for anyone who is involved in a situation whereby the equipment is used plus backup and support as required. Can use our own electrician to install but they need to provide a certificate of installation. CHT can meet with us to go through suitable options to match our requirements and will send written proposal.**
- Have contacted web hosts regarding upgrading our package. Waiting response.
- Work started in office on clearing old paperwork prior to GDPR. NALC has provided a 'toolkit' with some useful templates.
- Histon Road cycle path (Histon end) has been left with hedge cuttings littering the path. Request sent to Hisimp Clerks to ask for it to be cleared.
- Incident at the Moat has left an area of turf needing replacement. Groundsman to action in the spring. NB: Appears that children have been using metal detectors and digging in the scheduled area of the Moat.
- Articles submitted for both the Village Newsletter and Fen Edge News.
- Clerk & RFO booked to attend CiLCA training on 11<sup>th</sup> April, 16<sup>th</sup> May, 13<sup>th</sup> June and 11<sup>th</sup> July.

#### Correspondence

- Resident regarding wreaths on war memorial; is there some better way of attaching them so that they don't blow away?
- Resident requesting installation of a basketball posts at the Rec or on Tenison Manor for practice/improvement to youth provision.
- Notification of public meeting re. Cambridge waste incinerator – date moved to 20<sup>th</sup> March. Amey are also hosting at meeting at the Community Centre on 19<sup>th</sup> March.
- Cambridge Council for Voluntary Service have been asked by SCDC to provide some infrastructure support to local community groups and as part of this they are offering to run a late afternoon/evening event in Cottenham, which is also open to community & sports groups from other nearby villages. They would like to hold the event in early July, and envisage it consisting of a training slot 4-6pm on trustee training – outlining the essential responsibilities of trustees, followed by a short networking opportunity and then 6.30 to 8pm a series of informal talks given by funders where people can ask questions. People can attend all or part of the event. They are happy to run the training and organise the event for free if your CPC would be willing to provide a venue, basic refreshments and help to publicise it to local groups.

#### Facebook

- 911 likes/960 follows.

## **Major developments**

Bellway Homes have outline permission (development principle and access) to build 50 homes off Oakington Road

Reserved Matters (site layout and house types etc) application yet to be determined.

Gladman Developments also have outline permission for their Rampton Road site.

The site is now up for sale with offers due by 2nd March.

Persimmon Homes also have outline permission for 126 homes off Oakington Road.

At end of February there was no sign of the Reserved Matters application.

County Council (2876) application to build 154 homes off Rampton Road was refused in August with their appeal due to be heard on 14th March.

County Council (3551) application to build 137 or 125 houses has been withdrawn.

Lau (23 homes off Oakington Road) - refusal recommended partly for concerns over drainage

Manor Oak (50 homes off Beach Road) - refusal recommended; although possible Rural Exception site in NP

SCDC do now have a 5-year land supply so the speculative wave should now subside.

## **Village Hall and Nursery update**

Pre-app meetings being arranged with SCDC:

- On-site with architects, case officer etc. on 16<sup>th</sup> March
- Cambourne with SCDC and CCC Highways planning officers, hopefully later in March.

## **Highways Improvements update – Highways**

### **High Street Post Box update**

Heidi Allen MP presented the petition on the floor of the House of Commons on Tuesday 27<sup>th</sup> February after the votes. Below is a link to a video clip of the presentation:

<http://parliamentlive.tv/event/index/e875ca58-766d-48eb-b023-d81520e5195b?in=19:04:26>

Going forward, this means that the petition has been officially laid before the House under Standing Order 156. The petition has now been forwarded to the Ministry of Housing, Communities and Local Government (formally DCLG) for their consideration. Normally, substantive petitions such as this will receive a response from the Minister which will outline the action it will be taking. The Petitions Office have advised this might take up to 2 months to receive.

## 18/050. Neighbourhood Plan

### Summary:

Draft v4 now with SCDC to obtain report on impact on Environment and Habitat Regulations

Sixteen “NP planning evidence papers” and three AECOM reports published on our website and will be refined as v4.1a is being finalised.

Draft Plan is now being cited in planning applications, so we may get more influence over site layouts etc.

Regulation 14 “local consultation” arrangements being prepared.

### Main Steps:

Step	Purpose	What?	How?	Outcome
1	pre-submission 6w consultation	hosted on our website inviting gmail comment to us	we widen “ <b>awareness</b> ” (CPC, NPAs, Target Groups) using face-to-face (our events plus “theirs”), on-line (eMail and website) and social media (FB).	“I’m aware”
2	submission 6w consultation	hosted by SCDC encouraging formal comment	we increase “ <b>consideration</b> ” of content using similar methods but modified targetting and “6 theme” content.	“I’m interested”
3	referendum publication	hosted by CPC and SCDC encouraging discussion	we raise “ <b>preference</b> ” discussions around content using similar methods but modified targetting and FAQ content.	“I’m engaged”
4	referendum	hosted by CPC and SCDC encouraging preference	we raise “ <b>propensity to vote</b> ” using “our plan, our village, our future”	“I’ve voted”

From initiation, each step could take 2 to 3 months to complete with – say - 6-8 months overall.

**Key policy groups:**

Under an over-arching “our plan, (our village), our future”, the “**key policy groups**” are:

<b>Conserving the character of the village as an attractive, safe community</b>	C/1 Landscape character	New developments should conserve the landscape character of Cottenham by (amongst others):  a) preserving essential elements of the “big sky / open space” fen edge landscape character b) protect vistas that contribute to the character of Cottenham
	C/2 Heritage assets	Planning applications that would result in harm to the heritage assets, including Ancient Monuments, Listed Buildings or their settings, or the wider Conservation Area will not normally be approved.
	C/3 Development framework	The development framework will be extended to include Racecourse View, the recently approved development sites e.g. Gladman and community facilities within the Recreation Ground. Outside this boundary planning permission is much more restricted.
	C/4 Village character – alterations C/5 Village character – new build	Alterations and new builds will be required to respect the Cottenham Village Design Statement.
	C/6 Local Green Space	The following sites are designated as Local Green Space and development will not be allowed except in very special circumstances: All Saints Church precincts; Broad Lane amenity area and old Recreation Ground, Recreation Ground, Village Green and Les King Wood.
	C/7 Protected Village Amenity Areas	Development affecting Village Amenity Areas will only be supported if it improves existing use and value: Dissenters’ Cemetery; Fen Reeves; WARG Field and smaller open spaces in residential areas.

<b>Making housing more affordable for the next generation of residents</b>	H/1 Large site design	In 2017 developers were granted outline planning permission for approx. 400 homes in several large developments in Cottenham. The Neighbourhood Plan will focus on ensuring the design of these is consistent with the Village Design Statement as well as securing sustainable transport and drainage and play areas.
	H/2 Brownfield sites	Development of brownfield sites in or near the village centre is a preferred way to meet the specific housing need for 20 x 1 – 2 bedroom flats or 2 – 3 bedroom houses.
	H/3 Rural exception sites & CLT	Although development of brownfield sites is preferred, planning permission will be granted for the development of around 90 locally affordable homes on greenfield Rural Exception Sites provided they: <ul style="list-style-type: none"> <li>a) are adjacent to the village development framework</li> <li>b) are within easy walking distance of the village centre or a well-served bus stop</li> <li>c) remain available in perpetuity to residents with a local connection.</li> </ul>

<b>Improving indoor amenities and facilities</b>	AF/1 Medical Centre	Cottenham’s two GP practices have insufficient capacity for the current village size and the recent planning permissions will make this situation worse. The Neighbourhood Plan seeks to provide a modern building, to be shared by the two practices with additional services such as X-ray, minor operations, social services etc. If feasible, it should include a “Drop-in & Chat” Centre for elderly/less mobile to help combat loneliness.
	AF/2 Multi-purpose Village Hall	A growing village population will increase pressure on our tired Village Hall but will bring developer contributions to help offset the cost of replacement. The Neighbourhood Plan would approve the building of a modern, energy-efficient, multi-functional Village Hall to provide more appropriate community facilities including out-of-school childcare, a day-centre for the elderly and drop-in facilities for businesses and community groups including the Parish Council.
	AF/3 Nursery	The 400 newly approved homes will have an estimated 120 pre-school children which will add to the under-capacity for early years child care already existing in the village. Cottenham has an estimated need for an all-day, all-year-round, 50-place nursery for babies up to school-aged children This would provide child care for working families in Cottenham in addition to and complementing the existing Ladybirds pre-school facility which is 2 – 3 hours/day for children aged 2+ during term-time only.

	AF/4 Primary School extension	Nearly 400 newly approved homes will trigger the need for approx. 120 more Primary School places. The Neighbourhood Plan supports an extension to the Primary School.
	AF/6 Supermarket	Relocation of the existing supermarket (in consultation with The Co-op), ideally to a larger site, provided this: <ul style="list-style-type: none"> <li>a) is in the village core</li> <li>b) creates safer traffic movements, and</li> <li>c) releases the current site for any of the purposes in the Neighbourhood Plan</li> </ul>

<b>Improving outdoor amenities and facilities</b>	AF/5 Sports facilities	Although the Colts have a girls' football team, most sport supported by the Parish Council is for boys and men. The village will receive developer funds to build an all-weather floodlit 3-court Multi-Use Games Area (MUGA) for basketball, 5-a side football and netball. An extension to the Recreation Ground is required for the MUGA and to meet the existing shortfall in outdoor sports facilities, which could include an all-weather full-size football pitch.
	AF/7 Burial grounds	Extension of the village's burial grounds to meet anticipated local needs.

<b>Encouraging employment opportunities</b>	E/1 Village employment	Development of a wider range of small retail and commercial facilities within the village that (amongst other things) are designed to minimise the amount of additional traffic.
	E/2 Rural employment	Development aiming to increase tourism and outdoor pursuits likely to increase employment, particularly if it re-uses redundant buildings (amongst other things).
	E/3 New Durman Stearn site	Relocation and expansion of Durman Stearn near the village edge provided this: <ul style="list-style-type: none"> <li>a) increases local employment, and</li> <li>b) reduces HGV traffic within the village.</li> </ul>

<b>Reducing the impact of traffic, especially in the core of the village</b>	See Community Action Plan in section 8	Changing the character and speed of traffic throughout the village <ul style="list-style-type: none"> <li>• long term project to rebuild the arterial roads within village centre</li> <li>• introduce modern calming measures on each approach road</li> </ul>
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		<ul style="list-style-type: none"> <li>• improve the effectiveness of traffic-calming measures along the High Street with the long-term goal of 20mph limits in the village core</li> </ul> <p>Improving pedestrian safety</p> <ul style="list-style-type: none"> <li>• improve pavements on the High St and connecting other areas with key facilities in the village core</li> <li>• introduce additional or improved pedestrian crossings</li> </ul> <p>Improving off-road routes within Cottenham</p> <p>Improving access to the countryside from small parking areas on approach roads</p> <p>Improving cycle links to neighbouring villages</p> <ul style="list-style-type: none"> <li>• especially Landbeach, Rampton and Oakington.</li> </ul> <p>Improving public transport links, especially with Cambridge</p> <ul style="list-style-type: none"> <li>• reduce traffic impact by seeking developer contributions to extend Cottenham Community Bus routes</li> <li>• encourage Stagecoach services to avoid unclassified roads in the village and extend the service beyond Lambs Lane northward to a turning circle / small bus hub at Fen Reeves, synchronising with Community bus services</li> </ul>
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***CPC: “Consider adopting / endorsing the key policy groups outlined above and referenced in the draft NP’s “golden thread” (page 13 of the NP v4.1a)”***

**Collateral:**

The plan’s progression to referendum is supported (provisional) with:

- a) The evidence base (those 20 or so documents on the NP website)
- b) The draft plan (which evolves slightly following each consultation stage) currently at v4.1 and on our website – some A5, A4 and A3 hard copies to be made available.
- c) The “plan in a nutshell” – A4\*6pp summarising the plan and its policies – 3,000 hard copies to be distributed in next (but one?) Cottenham Newsletter
- d) The “theme leaflets” - (2 sides A5?) each with policy map (showing areas affected and how) combined with a “what is a NP?” “Why is it needed in Cottenham?” “What does it mean for me?” “Who is behind it?” What should I do about it?”

For 6 months outdoor promotion:

Qty	Location	Style	Indoor / outdoor	Size	Content
1	Village Green	Landscape banner	Outdoor	Big	Logo + Our plan, our village, our future – Cottenham Neighbourhood Plan
1	Village Hall	Portrait poster	Outdoor	A2	Logo + Our plan, our village, our future +Cottenham Neighbourhood Plan +6 themes

For taking to events (both ours – APM, Council meetings, CCC/VH events and “theirs” – Fun Run, CPS?, CVC? WI? Churches? etc):

Qty	Location	Style	Indoor / outdoor	Size	Content
2?	Mobile	Pull-up portrait	Indoor / Outdoor	A2	Logo + Our plan, our village, our future +Cottenham Neighbourhood Plan
1	Village Hall	Portrait poster	Outdoor	A2	Logo + Our plan, our village, our future +Cottenham NP +6 pic / text bubbles

As semi-permanent exhibition boards:

Qty	Location	Style	Indoor / outdoor	Size	Content
1	Village Hall	InfoBoard	Indoor	A1 + 6*A5 pockets	Logo + Our plan, our village, our future +Cottenham NP + leaflets
1	Pavilion	InfoBoard	Indoor	A1 + 6*A5 pockets	Logo + Our plan, our village, our future +Cottenham NP + leaflets
1	CCC	InfoBoard	Indoor	A1 + 6*A5 pockets	Logo + Our plan, our village, our future +Cottenham NP + leaflets

Material also to be used in interactive format with links to virtual leaflets, plan page etc.

Supported by:

Qty	Vehicle	Style	Medium	Size	Content
6	NPA Mail	eMail	Comms	200, 300 w versions	Our plan, our village, our future + “Theme at a time”
2-3	CN / FEN	advertorial	Local Press	300, 400, 500 w versions	Logo + Our plan, our village, our future + Cottenham NP + themes
2-3	Cambridge Independent	advertorial	Press	200, 300, 400 w versions	Logo + Our plan, our village, our future + Cottenham NP + themes

## **18/051. Annual Parish Meeting**

Date: Thursday 10<sup>th</sup> May

Timing: 7.00pm for a 7.30pm start, finish approx. 9pm

Format: Theatre style with projector / screen

Agenda:

Welcome

Parish Council report

CCC report

SCDC report

General Q&A

Other: Annual report, exhibitors? (if so then who?), NP info, VH/nursery plans and.....

## **DRAFT Communications Policy**

### **1.0 PURPOSE AND AIMS**

- 1.1.1 Maintaining good internal and external communications is particularly important during a climate of change. Effective communication at this time will help staff and other stakeholders to understand the CPC's mission, values, objectives, developments and issues.
- 1.2 Planned communication aims to:
  - 1.2.1 provide stakeholders with timely information regarding matters of interest or concern to them;
  - 1.2.2 ensure that key stakeholders are engaged on a regular basis in order to provide information, receive feedback and act on this as appropriate;
  - 1.2.3 enhance the commitment of all staff to CPC's performance;
  - 1.2.4 inform stakeholders (as appropriate) of the financial, economic, and environmental factors affecting the performance of CPC;
  - 1.2.5 raise awareness of CPC and its achievements;
  - 1.2.6 promote and enhance the reputation of CPC;

### **2.0 POLICY STATEMENT**

- 2.1 CPC is committed to the following clear communication principles for staff, and all other stakeholders.
- 2.2 All communications activity should:-
  - 2.2.1 Be accessible to all in line with CPC's commitment to equality legislation, including the provision of material in alternative formats and languages on request;
  - 2.2.2 Reflect a commitment to using plain English;
  - 2.2.3 Be open and honest;
  - 2.2.4 Be relevant, accurate, sensitive and timely;
  - 2.2.5 Enable meaningful engagement with stakeholders;
  - 2.2.6 Recognise the importance and value of engaging with constituents;
  - 2.2.7 Ensure that CPC listens to stakeholders, acts on information received when appropriate and provides feedback;
  - 2.2.8 Reflect the principles of confidentiality, Data Protection, Freedom of Information and other relevant legislation.

### **3.0 POLICY OBJECTIVES**

#### **Internal**

- 3.1.0 To ensure that robust systems of communications are in place
- 3.1.1 To ensure that all staff are made aware of and participate in the implementation of the Communications Policy.

#### **External**

- 3.2.0 To develop effective two- way communications channels between CPC and all key stakeholders.
- 3.2.0 To ensure timely communication of changes and developments
- 3.2.1 To build and maintain confidence in CPC.

3.2.2 To develop and sustain positive relationships with key external stakeholders.

#### **4.0 ENSURING GOOD COMMUNICATION**

- 4.1 Systems for communicating will include the following:- staff/team meetings, publications, newsletters. It is CPC's aim to implement, maintain and monitor these systems to ensure that the information reaches all village members.
- 4.2 CPC will appoint a Councillor as the CPC Communication Officer to ensure this policy is properly implemented and maintained. The Communication Officer will work closely with the Chairman and Parish Clerks to deliver this policy on a consistent basis.

#### **5.0 EXTERNAL COMMUNICATION**

- 5.1 CPC recognises the importance of engaging with key stakeholders about key developments in a timely manner.
- 5.2 CPC will achieve this by:-
  - 5.2.1 The development of CPC's Communication Strategy
  - 5.2.2 Ensuring there is awareness amongst stakeholders of relevant information regarding CPC's business and services.
  - 5.2.3 Promoting a positive corporate identity.
  - 5.2.4 Maintaining and monitoring methods of external communication such as:-
    - 5.2.4.1 Media relations
    - 5.2.4.2 CPC website
    - 5.2.4.3 Publications
    - 5.2.4.4 Social Media
    - 5.2.4.5 Presentations
    - 5.2.4.6 Direct and indirect personal contacts
  - 5.2.5 Taking reasonable steps to ensure that communication is accessible to all by ensuring that information is made available upon request.

#### **6 ROLES AND RESPONSIBILITIES**

- 6.2 Lead responsibility for the policy lies with the Chairman.
  - 6.2.1 Responsibility for implementation, monitoring and review of the policy lies with the Communications Officer and CPC Clerks

#### **18/053. Holiday Club grant application**

This grant would be used to offer 160 children of primary school age a holiday club for one week in the summer holidays. The request is for £250 and the total cost is £1200. FLAC have assessed the application to be compliant and suggest that this come from our Community Chest fund.

#### **18/054. Office licence**

The Community Centre are proposing that we renew on the same terms and arrangements as currently: £2600 per year in 2 instalments, not less than 6 months' notice by either party. The current licence was for 3-year maximum period. FLAC recommends that we renew the license with the same terms and arrangements for a period of three years from the 1st April 2018.

## 18/055. Tree survey

Following a tree blowing over during recent gales a tree surgeon was consulted to give an assessment. Given the number of trees we have he has suggested getting a professional consultant in to assess the trees and map them properly. The two sites initially chosen to be assessed are the Recreation Ground and Village Green. There are a limited number of consultants in the area and Argenta was recommended (Ian Lorman is a former SCDC Trees Officer and is familiar with Cottenham).

The provision of a tree health & safety survey (valid for at least 12 months) for two plots of land within the Parish: The Green and Recreation Ground

Description	Quantity	Unit Price	Amount GBP
Trees plotted on digital maps using GPS either as individuals or groups. Method: Visual Tree Assessment at ground level using no invasive equipment. Covering only those trees on Parish Council land (not land adjoining). OS map license valid for 12 months. License renewal required for subsequent use.	1.00	450.00	450.00
Supply digital OS base maps at cost: The Green - Mastermap	1.00	32.40	32.40
Supply digital OS base maps at cost: The Rec - Vectormap	1.00	39.00	39.00
		Subtotal	521.40
		<b>TOTAL GBP</b>	<b>521.40</b>

### Terms

Advice and work in addition to the above is charged at a rate of £60.00 per hour in 15 minute increments of £15.00

If access to a site is unavailable on the day arranged a charge of £120.00 applies. Argenta Tree Surveys is not responsible for vegetation clearance to obtain site access. If the site is overgrown it shall be the responsibility of the client to arrange clearance before the date of the tree survey.

Price quoted does not include arboricultural method statements or discharge of planning conditions unless explicitly stated.

Reports are provided in electronic format (e.g. PDF) and submitted by email.

## 18/056. Rec Ground benches

### Quote 1

Please find attached quotation for painting the benches. May be have the benches in the fenced off play area one colour, another colour for the other two benches and a different colour for the picnic table! We would need the weather to warm up before we can paint outside! I think the best thing to do is do them after the Easter school holidays.

**Dom Sylvester**  
Painters & Decorators

37 Pelham Close Cottenham  
Cambridge CB24 8TY

Tel: 01954 252768  
Mobile: 07753662070  
Email: [enquiries@domsylvester.co.uk](mailto:enquiries@domsylvester.co.uk)  
Web: [www.dspaintersanddecoratorscambridge.co.uk](http://www.dspaintersanddecoratorscambridge.co.uk)

7 August 2017

Sam McManners  
Cottenham Parish Council

Dear Sam,

#### **Exterior Redecoration**

I have pleasure in submitting the following specification and quote for your consideration.

#### **5 Benches**

Thoroughly prepare, scraping back, rubbing down and filling any defects. Spot prime exposed substrates with Weathershield Preservative Primer. Refinish with one full undercoat followed by one full coats of gloss. Lightly sanding between each coat.

#### **Picnic Table**

Thoroughly prepare surfaces. Refinish with two full coats of a coloured opaque stain.

£510.00 + VAT @ 20% **Total Cost: £612.00**

The price stated is inclusive of all labour and materials costs.

I hope this is acceptable to you and look forward to hearing from you.

Yours Sincerely

*DOM*

Dominic Sylvester

**Quote 2:**

As you said you were open to suggestions I thought it would be nice to paint the benches and the picnic table in 3/4 different colours. I have attached a photo to give you an idea of what they would look like. I thought it would brighten the place up a bit! Could do the work end of March.

**ADAM BELL**  
**PROFESSIONAL PAINTING & DECORATING**

FAO: Sam McManners  
Cottenham Parish Council  
Community Centre  
Cambridge  
CB24 8RZ

26<sup>th</sup> February 2018  
Ref: est0464.0218

**Estimate**  
**For work to be carried out on 5 benches and small picnic table**

**Labour to include:**

- Rub down and prepare all benches and small picnic table for painting
- Apply 2-3 coats of trade multi surface paint to all benches and picnic table – final colours to be decided
- Apply 2 coats of trade metal paint to bench legs

**Materials to include:**

- 1 litre of trade metal paint for all bench legs - black
- 4 x 1 litre tins of multi surface paint in the following colours – red, yellow, blue, green

<b>LABOUR COSTS:</b>	<b>£500</b>
<b>MATERIAL COSTS:</b>	<b>£100</b>
<b>TOTAL COST</b>	<b>£600</b>

Should this estimate meet your approval please contact me as soon as possible on either of the numbers shown below to arrange a suitable date to start the work.

Many Thanks  
Adam Bell

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Adam Bell - Professional Painting & Decorating  
73 Rooks Street, Cottenham, Cambridge, CB24 8QZ  
Tel: 01954 770305 Mob: 07811 185138  
E-Mail: info@adambellpainting.co.uk  
www.adambellpainting.co.uk





## 18/057. Village Hall

<b>Ladies toilets</b> - wash down all walls, pipes and doors. Clean all toilets and sinks, mirror and hand dryers. Machine scrub all flooring	£97.50
<b>Gents toilets</b> - wash down all walls, pipes and doors. Clean all toilets and sinks, mirror and hand dryers. Machine scrub all flooring	97.50
<b>Kitchen</b> - wash down all walls, cupboard doors, work tops, pipe work. *Clean oven and microwaves. Clean extraction vent. Machine scrub all flooring.	156.00
<b>Entrance corridor</b> - Wash down all walls in corridor between toilets and kitchen and machine scrub floor area.	58.50
<b>Outside toilet</b> - wash down all walls and door. Clean toilet and sink. Hand scrub floor area.	58.50
<b>Total</b>	<b>468.00</b>

## 18/058. Anti-climb paint

Paint anti climb paint on top 150mm of flat roof on village hall and over-hang above old tea room. Paint top of beams on new sports pavilion. £285.00 (no VAT).

## 18/061. Bank reconciliation

Reconciled on 12<sup>th</sup> February 2018 by RFO and Cllr McCarthy

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

In summary:

£728,916.53	Cash at Bank (as of the 31 <sup>st</sup> January 2018)
- £18,744.32	Creditors
+ £3580.20	Debtors
£713,752.41	Net balance on bank reconciliation

**+ VAT owed £3028**

**+ Salary Control Account £546**

**Minus: £2000 Accruals**

**Minus: £865 PAYE**

**Net assets: £714,461.41**

### Creditors

- AJ King
- Alliance Ltd
- A Mappedoram
- Anglian Water
- Aquarius Liquid Engineering
- Assistant Clerk
- Barton Oil Burner Services
- Birketts
- Browns of Burwell
- Brown and Ralph
- BCS
- Calor Gas
- CUSSC
- Clerk
- Debbie Seabright
- Lowther Forestry Ground Ltd
- PPL
- Assistant Clerk
- RFO
- Wilby and Burnett
- Xmas Direct

**TOTAL £18,755.32**

### Debtors

- Cottenham Community Land Trust
- CUSSC
- Aerobic instructor
- Thurstons - £244.20 (OVERDUE)
- Overpower fitness

**TOTAL £3580.20**

## Appendix 1: Issues log

35 issues were reported to us by residents during January:

Date	Issue	Further details	Follow up
01/02/2018	Beach Road	When is safe route to school being installed	Clerk updated
02/02/2018	Street Light	Lamp head covered by tarpaulin	reported to Balfour Beatty
02/02/2018	Parking on Lambs Lane	Cars still turning left out of the Rec and also, some idiots [SIC] are parking in the coned areas (lambs lane roadwork bit and / Harlsetone road police cones) and picking their kids up	referred to Cadent
02/02/2018	Dog Poo	3 piles on lh side entrance to Tennison Manor	Poo Fairy sprayed
04/02/2018	Fly Posting	Malicious post on telegraph pole near to the Rowells	removed accordingly
04/02/2018	Damaged bollard	Bollard knocked over outside Dentons Carpets, High Street	reported to CCC
05/02/2018	Broken nameplate	Pelham Way nameplate fallen off of wooden frame	reported to SCDC ref BFMUOIES
05/02/2018	Pothole	Large hole on Rampton Road	reported to County
05/02/2018	Parking on Lambs Lane	Cars are parking in the school layby to drop off children which is causing problems for the school bus and also they then don't know the light sequence	Cadent have bollarded the layby to prevent parking
06/02/2018	Dog Poo	5 piles on Tenison Manor cut through to High St + outside the doctors surgery	Poo Fairy sprayed
07/02/2018	Pothole	Dangerous pothole on Rampton Rd, approx 6" deep. Located approx outside 65 Rampton Rd. Has reported online and phoned County who said it would take 15 days for someone to inspect.	Asst Clerk to chase Highways again. 15 days is incorrect.
07/02/2018	Pothole	Hit large pothole on Rampton Road and have broken steering.	Passed on details for making claim against County Council.
07/02/2018	Fly Posting	malicious post on telegraph pole opp 130 Rampton Rd	removed accordingly
07/02/2018	Pothole	Dangerous pothole on Rampton Rd, approx 6" deep. Located approx outside 65 Rampton Rd. Has reported online, is getting car checked for damage.	Asst Clerk to chase Highways again - currently 10 days behind schedule, hope to get repaired within 7 days
07/02/2018	Parking on Lambs Lane	Cars parking within coned areas	referred to Cadent
07/02/2018	Beach Road	Wanting update	Asst Clerk to chase

08/02/2018	Accident	Bollard knocked over outside Dentons Carpets, High Street. Cars are unable to see the 'nibs' due to shadowing by the trees so need to be made more visible.	Asst Clerk to respond
08/02/2018	Glass on High St	Glass in bus layby on the High Street	Reported to SCDC
09/02/2018	Litter	Litter in Co-op car park, wants them to install bigger bin.	CLlr Morris to speak to manager
12/02/2018	Bin Collections	Collided with blue bin left in middle of Histon Cycle Path, fell in middle of road.	advised to contact SCDC
14/02/2018	Trees	Asst Clerk approached whilst doing boards - resident is unhappy about tree being cut down at 42 Lambs Lane, wants it left to grow back.	advised to contact SCDC/CLlr Bolitho
14/02/2018	Dog Poo	6 piles on The Green	Poo Fairy sprayed
15/02/2018	BGW	Several drain and manhole covers have disappeared over night.	Reported to CCC
15/02/2018	BGW ditches	Doesn't understand why can't CPC formally adopt the ditches? Why is it taking so long?	Will call back when Clerk back from holiday.
15/02/2018	Missing water stopcock cover	18 high street the cover of the water stopcock lid has been removed!	Reported to CCC
16/02/2018	Missed bin collection	Leopold Walk	Referred to SCDC
16/02/2018	Missed bin collection	Leopold Walk	Referred to SCDC
16/02/2018	Missed bin collection	Leopold Walk	Referred to SCDC
16/02/2018	Missed bin collection	BGW	Referred to SCDC
16/02/2018	Missed bin collection	BGW	Referred to SCDC
19/02/2018	Missed bin collection	Tower Close	Referred to SCDC
23/02/2018	Gas works	Major delays in morning/evening towards Rampton/Willingham adding approx 30 mins delay in each direction	AC to speak to Cadent re. timing of lights which are also causing large queues around the Village Green/Histon Rd
27/02/2018	Gas works	Half hour delays from Rampton to Cottenham yesterday.	AC to speak to Cadent re. timing of lights which are also causing large queues around the Village Green/Histon Rd
28/02/2018	Histon cycle path	Cycle path at the Histon end has been left covered in debris from hedge cutting. Concerned about accidents.	AC had already contacted Histon/Imp Clerks regarding the matter and requested that it is cleared.
28/2/2018	Gas works	When are works on Rampton Road ending? Long delays between Rampton and Cottenham	Clerk updated