

AGENDA REPORTS PACK

FULL COUNCIL

NOVEMBER 2015

Minutes of the Full Parish Council Meeting

Meeting held in the Village Hall, Lambs Lane, Cottenham on Tuesday 6th October 2015 at 7.15pm

Present: Cllrs Morris (Chair), Berenger, Bolitho, Collier, Collinson, Gibbs, Heydon, McCarthy, Mudd, Nicholas, Ward, Young, SCDC Cllr Harford, CCC Cllr Mason and Clerk (Jo Brook), Assistant Clerk (Sam McManners), RFO (Debbie Seabright)

- 15/235. Chairman's Introduction and Apologies for absence** – Cllr Gibbs was welcomed to the meeting. Apologies accepted from Cllrs Wotherspoon (personal) and CCC Cllr Jenkins (personal).
- 15/236. Public participation – Standing Orders to be suspended** – none present.
- 15/237. To accept Declarations of Interest and Dispensations** – Cllr Berenger declared an interest in 15/254 and will leave the room during discussions and take no part in the voting. Cllr Collinson declared a pecuniary interest in 15/244 and will leave the room during discussions and take no part in the voting.
- 15/238. Minutes** - Resolution that the minutes of the meeting of the Full Council meeting held on the 4th August and extra ordinary meeting on 8th September signed as a correct record. **RESOLVED.** Cllr Richards arrived at 7.21pm.
- 15/239. Reports**
- **SCDC** – report circulated prior to the meeting. Cllr Heydon queried whether we should respond to the consultation on planning delegation. Clerk to add to next planning agenda. Standing Orders suspended at 7.23pm. Cllr Harford advised that SCDC can't 'auto advise' a Parish Council regarding approval by an Officer but she is hoping that we can ask for applications to come forward to Committee. Would like more local members to get involved on behalf of Parish Councils. On those applications we feel strongly about we should ask them to come forward when we submit our comments. Final decision is made by the Head of Development Control/Chair whether it will go to Committee. Cllr Collier left the room at 7.26pm and returned at 7.28pm. Cllr Nicholas asked when it will go before the Portfolio Holder: in December and then to Committee. Cllr Harford detailed the rationale behind the consultation. CPC are very effective and work well, giving good feedback but not all PC's do. The local input is important due to local knowledge. Householder applications don't immediately go to Committee.
Cllr Mudd asked about the refugee situation. Cllr Harford stated that there was a difference of opinion on how SCDC can help but until there is clarity the matter is unresolved. Clerk queried street sweeping. Cottenham has an enhanced service.
 - **CCC** – report circulated prior to the meeting. Cllr Mudd queried the sentence re. possible development on County Farms land. Cllr Mason was unable to give any comment, having not written the report. Cllr Morris thought that the meeting was probably due to County wanting to develop on a significant piece of land and as one of our County Cllrs he should know. CPC have had a meeting with Steven Conrad re. a land swap where it became clear that County had aspirations to develop on the land on Rampton Road. Cllr Collinson said that neither of the County Cllrs were serving the village well by not informing us of such important matters. Cllr Mason stated that not everything goes to Committee. Cllr Collinson said that it seemed odd that with a dual member parish that one is informed and one isn't. Cllr Heydon queried if it was discussed by a working party rather than Committee. Cllr Mason responded that it wasn't a Committee. Furthermore any disposal of land would have to go to the General Purposes Committee. He will find out the status of the discussion and report back.
Cllr Morris queried Cllr Jenkin's comment regarding the IT issues at Addenbrookes when County were also partly responsible.

Cllr Richards asked if there was any further news regarding resurfacing of Harlestones Road: Cllr Mason waiting to hear further information but still hoping to get the new machine to do the patching work.

Cllr Mason, as a resident, thanked the Parish Council on their work regarding the Gladman proposal at the public meeting. He has spoken to a number of residents who were impressed with the way that the meeting was handled.

Street lighting – Cllr Mason understood our concerns and has read the correspondence with Graham Hughes. CPC were consulted in the same way as other PC's but the consultation was sent quickly. He fully understood how sensitive the subject matter was but failed to see how he had failed the PC when he didn't know the content. Cllr Mason felt the criticism of the County Cllrs leaving the previous meeting before the item was discussed was unjustified. Cllr Collinson responded that as representatives of the division they both should have stayed given that the item was on the agenda. Cllr Nicholas added that there would have been a previous meeting at County level prior to the consultation but this had never been mentioned to us; it should have been flagged previously. Standing Orders reinstated at 8.05pm.

- **Clerk** – the drainage work on the Recreation Ground has now started so we need to monitor to see whether it has improved the situation. We have now heard that Beach Road will be included as a main gritting route.
- **Changing rooms** – the vinyl floor is still to be laid and some of the systems need checking. Still within budget. Regarding the opening event, Cllrs should arrive at 9.30am to take a tour of the building prior to VIPs arriving at 10.30am. Daniel West will officially open the building at 11am and photos will be taken. Keyholder meeting to be arranged.
- **Northstowe** – report circulated prior to meeting.
- **Speedwatch** – report circulated prior to meeting.

15/240. Finance

Income	Description	Net	Gross	
Jane Williams	Hall Hire in August 2015	£ 103.50	£ 124.20	
Day Centre	Hire of village hall - Aug 15	£ 200.00	£ 240.00	
Debbie Prince	Hire of rec ground for Buggy Bootcamp	£ 21.00	£ 25.20	
Village hall casual rent	Rent of village hall x 2	£ 70.00	£ 84.00	
Church and Causeway	Donation from the Church & Causeway charities	£ 3,000.00	£ 3,000.00	
Ladybirds	Recouped Oil and Water	£ 217.30	£ 217.30	
SCDC	S106 for Public Art - Beach Road	£ 27,684.93	£ 27,684.93	
SCDC	Precept 2nd installment	£ 102,049.00	£ 102,049.00	
		£ 133,345.73	£ 133,424.63	
Expenses over £500				
Beneficiary	Description	Net	Gross	code
Durman Stern Ltd	Works carried out as per interim certificate 4	£ 13,501.38	£ 16,201.66	351
C.J Murfitt Ltd	Value of works carried out as per certificate no 5	£ 64,014.18	£ 76,817.02	352
Peter Dann Engineers	Professional services in relation to Pavillion	£ 1,485.00	£ 1,782.00	353
PHS group	3 sanitary disposals	£ 673.53	£ 808.24	359
A J King	Contract cost for September 15	£ 2,536.24	£ 3,043.48	360
PKF Littlejohn	External audit costs	£ 800.00	£ 960.00	361
Southern Electric	Quarterly electricity bill (paid by DD)	£ 1,211.37	£ 1,453.64	363
Salaries	Salaries for October 2015	£ 3,077.26	£ 3,077.26	
HMRC	Tax and NI for October 2015	£ 676.65	£ 676.65	
Connections Bus	12 sessions	£ 2,904.00	£ 2,904.00	364

Strictly Tables & Chairs	Tables and Chairs for new changing rooms	£ 1,378.40	£ 1,714.08	366
		£ 92,258.01	£ 109,438.03	
Expenses under £500				
Beneficiary	Description	Net	Gross	code
Cutting Edge PC	Computer set up for Clerk and RFO	£ 125.00	£ 125.00	354
CSA	Floor cleaner/Toilet rolls/Mop	£ 79.70	£ 95.64	355
Debbie Seabright	Stamps	£ 12.96	£ 12.96	356
Smith & Saunders	Website hosting	£ 180.00	£ 216.00	368/369
PHS Group	1 Annual duty of care	£ 71.95	£ 86.34	358
Staples	Wireless mouse/Notepad/Envelopes	£ 21.06	£ 25.27	362
Green & Purple Ltd	Monthly accountancy support	£ 50.00	£ 60.00	365
The BC Group trust	Work at Crowlands manor site	£ 392.00	£ 392.00	366
		£ 932.67	£ 1,013.21	

Kids Only are now 3 months behind with payments. Need to arrange meeting with them to discuss as a matter of urgency. Cllr Collier queried the Connections invoice due to sessions being cancelled. RFO confirmed that any cancelled sessions aren't invoiced for and that we are invoiced in arrears. Cllr Bolitho queried Phs invoice. RFO to reduce the number of sanitary units. Resolution to pay these invoices. **RESOLVED.**

- 15/241. Management accounts** – RFO left the room at 8.20pm. It has been picked up that some of the nominal codes weren't being used so the number of codes will be slim-lined. RFO returned to the room at 8.21pm. FLAC have had their first meeting regarding 2016/17 budget. RFO looking at potential expenditure and surplus amounts.
- 15/242. Bank reconciliation** – Cllr McCarthy has carried out reconciliation with the RFO. We have £434k in the bank. Need to check net assets.
- 15/243. Neighbourhood Plan** – The consultation is now live. Hopefully we will receive formal area designation towards the end of October. SLA will then be drawn up. Cllr Ward has produced approx. 80% of the survey. Suggestions welcomed as to how we get surveys returned.
- 15/244. Public Art** – Cllr Collinson left the room at 8.45pm and took no part in the discussions or vote. Proposal from Primary School regarding a public art project circulated in the reports pack. Concerns raised about making the artwork truly accessible to the public however it was suggested that this could be mitigated by putting photos/video on the website. Cllr Young thought that there would be a lot of public engagement on a daily basis due to the nature of the artwork. It was agreed that the proposal was well thought out. Resolution that in principle CPC offer £8k to CPS for use towards public art installation in the new lobby area subject to 4 conditions: the money must be used within 12 months, ensure adequate maintenance of the artwork, suitable photo permissions of any children used, full public access to the artwork. **RESOLVED.** Cllrs Morris and Nicholas to meet with the school to discuss. Cllr Collinson returned at 9pm. Cllr Bolitho left the room at 9pm and returned at 9.02pm.
- 15/245. Village Hall refurbishment** –Cllr Richards outlined plans, consisting of disabled toilets at the front of the building, toilet access from the S&SC, removing the stage and installing new cupboard for Kids Only and the Day Centre. Subject to sorting the levels it may be possible to add toilets in the old changing rooms but some degree of exploration work was necessary first. Costs in the region of £20k for initial refurbishment works. Cllr Mudd asked if Kids Only had cleared out old items from their storage; it was presumed not. It was noted that these changes may not generate revenue. Cllr Nicholas left the room at 9.16pm. Resolution to spend £5k this financial year and £15k in 2016/17. **RESOLVED.**
- 15/246. Village Hall replacement** – The working party have now gone to PQQ and 10 of the original 52 architects have responded. 3 will be shortlisted for a proper tender to take to outline planning. We don't yet know whether the project can be implemented in the next 3 years because we don't know how quickly the money could be raised. Cllr Collinson raised concerns about disabled access

with the main hall being upstairs. Cllr Richards responded that there would have to be a disabled ramp to the second floor regardless of the location of the main room.

- 15/247. Financial Regulations amendment** – Cllr Morris outlined proposed FLAC modifications. Small amendments suggested. FLAC to redraft and bring forward at next meeting. Larger grants: we have to indemnify SCDC so we must show due diligence otherwise a developer could claim money back in 10 years. NB: Community Centre don't own their building so need to check lease details.
- 15/248. S106 money** – Resolution to sign indemnity for £120,185.79 (on-site provision of public open space) and £23,415 (provision of community facilities) from Long Drove/Beach Road development. Cllr Nicholas returned to the room at 9.20pm. **RESOLVED.**
- 15/249. Community Centre request for S106 monies** – Resolution that we accept Community Centre request for a share (no more than 50%) of the Community Facilities money received as part of the Racecourse View development provided that their application is technically compliant with the rules. **RESOLVED.**
- 15/250. Harradine lorries** – Cllr Bolitho raised concerns about the significant number of lorries coming through the village. Cllr Mudd stated that currently there is no end date for the works on Long Drove due to the significant amount of work being done. The owners of the site are conscious of the problems but it is out of their hands and the works are required as part of a planning condition. Cllr Mudd confirmed that there was no access available from the A10 and the route being used is the most direct. Resolution that we write to Hobbs, Harradine and the Gun Club to see when the work will be completed. **RESOLVED.**
- 15/251. King George Vth online booking system** – Cllr Morris outlined new system which is now online.
- 15/252. Connections Bus AGM 27th October** – Cllr Collier can't attend therefore Cllr Heydon will attend in her absence.
- 15/253. WARG Field** – to consider quotes for fencing around the perimeter – Item deferred.
- 15/254. Gladman/Endurance developments** – Cllr Berenger left the meeting at 9.35pm and took no part in the discussion or vote. Cllr Morris outlined. Suggested that Philip Kratz lead for us but we need to see whether he thought it necessary at appeal stage – this isn't a public enquiry. Cllr Heydon queried whether the Neighbourhood Plan could be fed in at this stage and Cllr Morris responded that he hoped this would be possible. Standing Orders suspended at 9.40pm. Cllr Harford stated that Philip Kratz had been used by other Councils at this stage. Standing Orders reinstated at 9.41pm. Resolution that we meet with Philip Kratz to seek his advice on possible representation. Cllrs Morris, Mudd, Nicholas and Young to attend. **RESOLVED.** We have an option to meet Andrew Filmore this Thursday to discuss possible projects for S106 provision. NHS England have already confirmed they would be asking for money so we may want to suggest a medical centre, Village Hall, buy land for sports provision, swimming pool, rugby pavilion – all possible candidates. The Primary School and early years provision would be separate discussions. Standing Orders suspended at 9.47pm. Cllr Mason asked if negotiations were for the developers to give a unilateral agreement. Cllr Morris responded that as he understood it Andrew Filmore needs to build these mitigations into his report. Cllr Harford said it would be delegated approval. The report would also include figures. Standing Orders instated at 9.52pm. Cllr Morris clarified that at the moment it was just CPC providing a 'shopping list' of items and costs. Cllr Heydon mentioned the parking problems near to current shops so a second local centre may be needed plus a link to the guided busway. Resolution that meeting held on Thursday 8th October with SCDC Officers. **RESOLVED.** Cllrs Morris, Mudd and Nicholas + Clerk to attend. Cllr Berenger returned at 10.05pm. Cllr Collier left the room at 10.05pm.
- 15/255. TRO application for double yellow lines on Lambs Lane** – Cllr Morris outlined. Cllr Collier returned to the room at 10.07pm. Cllr Collinson asked if CPS had been consulted, confirmed that they had. Resolution to submit a request to County Highways for a TRO at a minimum cost of £250 plus up to another £750 in advertising fees. **RESOLVED.**
- 15/256. Church & Causeway** – Cllr Berenger left the room at 10.09pm and took no part in discussions or vote. Resolution to split the monies for Goode Bequest and Dissenters Cemetery 50/50. **RESOLVED.** Cllr Berenger returned at 10.10pm.

- 15/257. IT & Communications policy** – Cllr Collinson sought clarification that the policy referred to CPC computers only, confirmed that it did. Resolution to adopt IT and Communications policy document. **RESOLVED.**
- 15/258. Councillor expenses** – Cllr Morris outlined. Scheme would need developing whereby if someone left they would need to refund a proportion of the allowance. There may be tax implications but this needs further checking. Cllrs can choose to opt out and then claim back expenses. Cllr Harford left the meeting at 10.15pm. Resolution to provide expense allowance of up to £120 per year for paper/printer ink/phone bills. **RESOLVED.** Scheme would come into effect from April 2016.
- 15/259. Committee membership** – Resolution that Cllr Gibbs joins FLAC as Committee member. **RESOLVED.**
- 15/260. Matters for consideration at the next meeting**
- 15/261. Dates of next meetings** – Planning 8th October, Highways 13th Oct, CALF 20th Oct, Planning 22nd Oct, Full 3rd November. NB: FLAC meeting for 27th October has been cancelled and the next meeting will take place on 10th November.
- 15/262. Close of Meeting** – 10.21pm.

Signed _____ (Chair) Date _____

Item 15/239 - Reports

South Cambridgeshire District Councillors' Report to Parish Councils October 2015

There was a fairly short agenda for the **Finance & Staffing** portfolio holder's meeting in October. He considered a report detailing a review of the Council's current Local Council Tax Support [LCTS] scheme and agreed to recommend to Council that the current scheme should be continued for 2016/17. The LCTS scheme has been in operation since 2013/14 and the current scheme is almost unchanged from the time of its inception. The general principles of the scheme which allows for a maximum 91.5% support for those not in protected groups remains financially viable. The continuation of the scheme for 2016/17 will allow time to evaluate the administration impact of Universal Credit. The start date for what is likely to be an extended period of implementation of Universal Credit in South Cambridgeshire is end February 2016. The detail of the next local government finance settlement may make a change of scheme for 2017/18 inevitable and, in anticipation of that, extensive work to evaluate other local authority schemes will be carried out meanwhile.

The portfolio holder also received a report on the review and determination of the boundaries of Rural Settlements for the administration of Rural Rate Relief ["Village Shop Relief"]. This list has remained unchanged for a long time but this year saw Longstanton being removed as a qualifying village. To qualify a village must have a population of less than 3,000 and the village has now exceeded that number. The two businesses currently receiving Rural Rate Relief will lose their entitlement from April 2016. However, it is likely that they will be entitled to receive Small Business Rate Relief which will cover a proportion of their Non-Domestic Rates.

The quarterly review of performance of the Revenues & Benefits team showed the usual very high standards have been generally maintained. Recent recruitment of generic staff and the introduction of electronic claims forms will help to address the missed target during the last quarter for processing new claims for Housing Benefit and Council Tax Support. Full details: <http://tinyurl.com/qfhae7g>

At his October meeting the portfolio holder for **Corporate and Customer Service** as well as approving the Annual Report and the basis for the development of the Corporate Services service plan for 2016-17, agreed to recommend to Cabinet an indicative ICT capital programme. This will form the basis for discussions to ensure alignment with strategic partners as part of the emerging shared service business model. Full details: <http://tinyurl.com/pv5mu8g>

The **City Deal Executive Board** met at the beginning of the month and agreed that its Chairman would meet with officers including the City Deal Director to produce an outline of how the Board and Assembly could work together in the preparation of proposals to secure ideas from members of the public and organisations to address congestion in Cambridge.

It also considered a report from the Chairman of the City Deal Assembly requesting acceleration of improvements to Junction 11 of the M11. The Board agreed that improvements as set out in the the feasibility report be investigated further with Highways England as an urgent standalone project. An update on progress of assessing its feasibility and a possible viable business case will be submitted to the next meeting of the Board. Full details: <http://tinyurl.com/oj9hel>

The little money remaining in the Community Chest pot was boosted to £3,008.25 by the return of £1,500 from one recipient whose scheme had not proceeded and, at his October meeting the **Leader** approved 3 applications. Full details: <http://tinyurl.com/o3ut8du>

South Cambridgeshire's MP and the **Housing** PfH met with the Government's housing minister to make the case for how much needed new social houses could be built in South Cambridgeshire if the Council were given the freedom to do what's best for local people. Proposals put forward as part of a new national housing bill could see SCambs' plans to build 1,000 new council houses

over the next 30 years scrapped as the Council's funding stream to invest in new homes would be cut. Although a 1% cut to rent is good news for council tenants, it takes away our ability to invest in high quality new council houses for future generations. The Minister has requested that the Council provides more data to support our contention that we should be treated as a special case. There were no items of local interest at Planning committee in October. The debate by members at a special workshop and parish councillors at the parish planning forum on the proposed amendments to the Scheme of Delegation was robust and constructive. The consultation has now ended and a recommendation will go to, I believe, Corporate Governance rather than to the Planning Pfh before Council is finally asked to approve any amendments.

The next **Northstowe** Parish Forum will be held on 18 November 18.00 - 19.45 at Cambourne. This will take the form of a workshop to review and discuss how to involve county, district and parish councillors [as well as local residents] in getting the new community of Northstowe off to the best possible start. Please contact Bridget Fairley, bridget.fairley@scambs.gov.uk/01954 713157 to book your place.

A final reminder that the Neighbourhood **Planning** workshop will be held on Wednesday 11 November, 18.00 - 21.00, in The Chamber at South Cambridgeshire Hall, Cambourne. This will include a brief overview of the process including designation, evidence gathering, consultation, examination and referendum as well as items on Community Land Trusts, Self-build and Design & Conservation. There is also to be a guest speaker from Rendlesham PC [Suffolk] who will cover 'from designation to referendum and beyond'.

The latest news on Climate Energy [the company appointed as the preferred supplier for installation of home energy improvements under the Cambridgeshire Green Deal Communities Scheme] which recently went into administration, is that attempts to find a purchaser for the company have failed. However, some of the installers who had been operating as subcontractors to Climate Energy Ltd are intending, as far as possible, to offer to complete work without customers needing to pay any further deposit or incurring any additional cost other than that already agreed with Climate Energy Ltd. Guidance on this with a covering letter was recently sent to all customers.

The Council's annual estimate of the number of people sleeping rough in the district will take place overnight 09-10 November. Please can you contact susan.carter@scambs.gov.uk if you are aware of anyone sleeping rough locally on that night. It will be helpful to know where the rough sleeper is located to prevent double counting.

Congratulations this month go to: Cottenham's Alex Collier who was named NALC's Young Parish Councillor of the Year and Steven's Close, Cottenham who won Best Sheltered Scheme in SCambs' Garden Awards.

We look forward to your meetings and welcome your comments or questions.

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Monthly Report for Parish and Community Councils October 2015

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

Full Council meeting

Council met in October. There's a full account at <http://bit.ly/1HiEs5g>.

Committee meetings

General Purposes. There were three key decisions. The first related to the Draft Strategic Framework (the basis for Service Committees' consideration of this year's Business Plan proposals), the second to the Ely Hub and Cambridgeshire Archives and the third to 'building community resilience'. There was a lot in the first about what CCC would not do in future and how it would look to 'partners', including parish councils, to do it instead. I challenged this because it was presumptive and there was little explanation of what should be done or how. To some extent the resilience decision was complementary. The Ely Hub decision was a response to a recommendation from the Highways & Community Infrastructure Committee (see below) and was another example of decision making based on poor data and analysis.

There were no meetings of the Adults Committee, the Children and Young People's Committee and the Economy & Environment Committee. There has also been no meeting of the Northstowe JDCC and with poor progress being reported for phase 1 one wonders what's going on. The Planning Committee was due to meet but there's neither an agenda nor minutes on the website. Maybe it didn't meet.

Health Committee: there were two key decisions. The first related to action to respond to the in-year 6% cut in the Public Health grant. It's difficult not to be angry about this. Cuts are bad enough but when they are made after the fact when budgets have already been set it really is too much. And to implement them for a service which reduces long term costs seems really silly. The second was largely procedural and related to the awarding of a new NHS health check contract.

Note that the Health Committee has the 'authority to review and scrutinise any matter relating to the... operation of the health service ..'. At its next meeting it will be exercising this authority and looking at the Addenbrookes' CQC judgement. The meeting will be attended by representatives of Addenbrookes itself, the Clinical Commissioning Group (the CCG), Monitor and the CQC. It is held in public.

During the month I met the chairs of the Hinchingsbrooke Trust and the CCG and the deputy chair of the Addenbrookes Trust.

I attended the 'quality summit' at which the results of the Cambridgeshire and Peterborough Trust (the mental health trust) were presented. The trust is rated 'good' overall but its record regarding waiting times for children and adolescent assessments is not good enough.

Highways & Community Infrastructure: there were no key decisions. As noted above the committee made a recommendation relating to plans for the Ely Hub/Cambridgeshire Archives project.

All of the committees will be considering budget proposals as laid out in the papers for their November meetings. This put them in the public domain but at present they are just officer suggestions notwithstanding what has been reported in the press and on TV. There's an implicit assumption that council tax will be increased by 2% but this has not been debated at any committee.

Consultations relevant to this division

There's a new consultation on Cambridgeshire's carers strategy (<http://bit.ly/1hTIQRh>) which runs until 15 Nov 15. There are, strangely, several consultations regarding tables on pavements outside cafes in Cambridge. There's also one on the Chisholm Trail (<http://bit.ly/1KMHWwR>) which is not in CH&I but might be used by

our cyclists. It will run until 30 Nov 15. And finally, and bizarrely, CCC is consulting on its street light dimming/switch off proposals (<http://bit.ly/1RjRYem>). This one runs until 11 Dec 15.

And as always at this time of year there's a consultation on the budget (<http://bit.ly/1Vz21T4>). It's still open for input until 8 Nov 15. Preliminary results have been shared with councillors.

More local matters

I joined parish councillors and officers in a further meeting to address the funding of the measures necessary for surface water management in Histon & Impington. A stakeholder meeting is now set for 12 Dec 15.

I raised the issue of congestion in the City and its impact on bus reliability. Road works seem to be taking forever and all we seem to be doing is waiting for the City Deal.

IVC made a good pitch to run the new secondary school at Darwin Green but failed narrowly with the decision going in favour of Chesterton.

Diary (next public meetings)

3 Nov	0930	Highways & Community Infrastructure Committee	Shire Hall, Cambridge
3 Nov	1400	Adults and Wellbeing Committee	Shire Hall, Cambridge
5 Nov	1400	*Health Committee	Shire Hall, Cambridge
10 Nov	1400	Children and Young People Committee	Shire Hall, Cambridge
12 Nov	1000	Planning Committee	Shire Hall, Cambridge
17 Nov	1000	Economy and Environment Committee	Shire Hall, Cambridge
24 Nov	1000	*General Purposes Committee	Shire Hall, Cambridge
25 Nov	1000	*Northstowe Joint Development Control Committee	SCDC, Cambourne
15 Dec	1030	Full Council	Shire Hall, Cambridge

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

And finally the World Cup, that's the rugby world cup, is over. It seems to have been going on for ever and the intense nature of the first few weeks when pool games were being played could not continue so it's been just four then two and finally one game at the weekend. From my point of view, that's a Welsh one, we did OK given that we lost most of our first choice backs before and during the tournament. And we did of course win the one game that mattered. And to stand back and look at the broader state of the game outside the 'tier 1' countries it was splendid to see the improvements shown by Japan, Georgia and Namibia.

But rugby's not the only sport to have had a world event running in October. Glasgow hosted the gymnastics world championships and both UK teams won medals, a level of success unimagined until recently. As a sport gymnastics demands a lot from those who excel at it and I guess the rewards aren't great for most of them.

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CLERKS REPORT – November 2015

Highways

Anything in bold is new or an update.

- Histon Road –Gavin Wiseman is going to inspect the road during wet weather to ascertain whether anything can be done regarding the puddling and water not draining into gullies. Waiting update.
- Telegraph Street - tarmacking at the base of the HCV signs hasn't been done well. Matter has been reported to County and they will inspect.
- **Harlestones Road – Have been informed that it is likely that the road will be included in 2016/17 budget for micro asphalt resurfacing.**
- Waiting restriction signs (x2) have been requested for the 2 unmarked bays on the High Street (from post office to Hopbine). Without the signs the police are unable to enforce waiting restrictions. David Lines is looking into this for us. Waiting update.
- **Lambs Lane – gullies have been cleared again.**
- **Routine jetting has been carried out around the village over the past month. Some have been missed (Clerk & Assistant Clerk witnessed works being undertaken and noted several gullies completely blocked on Beach Road which were omitted). AC following up with Highways.**
- Streetlights – have now had an email from Mark Oldfield at Balfour. Works hadn't been scheduled until the new year however he is now going to work with the planning team to bring this forward.
- Histon Road streetlighting works have started.
- 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. Waiting update.
- **TRO has been submitted for works on Lambs Lane.**
- **Beach Road: Orders will be made active at the end of October.**
- Sign for Long Drove has been knocked down and left in the verge; reported. Showing as closed but work not done. Waiting update from Gavin/Graham.
- Sign on Twentypence Road damaged and has been reported. Showing as closed but work not done. Waiting update from Gavin/Graham.
- Damaged railings on the crossing near the College are being replaced completely – the existing ones aren't made any more and there are no spares available. Waiting update.
- Safety Barrier, Cottenham Lode is broken again and some of the railings are missing: NM-94440. Showing as closed but work not done. Waiting update from Gavin/Graham.
- Bus Lay by opposite Cost Cutters, faded keep clear road markings: NM94445. Showing as closed but work not done. Waiting update from Gavin/Graham.

Village Hall

- **Users have been contacted about cleanliness issues in the kitchen and main hall i.e. dirty floor, not locking cleaning cupboard, non-edible items in the kitchen.**
- **User meetings being arranged to finalise contracts.**
- **Plumber called to check on radiators not working – reported by Day Centre.**

Recreation ground

- County Farms has been contacted regarding getting damaged fence on 3rd field repaired. No response received to date. **Chased again and enquiry has now been passed to Lorna Thomsen.**
- **Items for repair are being looking at (as per safety inspection report) and manufacturers have been contacted accordingly.**
- Need to install signage on new gate by Les King Wood to state no dogs on the rec.

- Rope bridge has been reinstated as part of the trim trail.
- Drainage works have been completed on second and third fields. Need to monitor effectiveness.
- Issues with guttering to Ladybirds building + rotten windowsill. Abco investigating.
- User meetings being arranged to finalise contracts.
- Cricket club have donated £1000 towards funding of new furniture in the pavilion.
- Concerns have been raised with Wheelscape re. possible drainage issues at the skatepark. Working party to monitor and document.

Misc admin

- October Issues log distributed separately.
- Dog bin on Lyles Road due to be installed in mid-October.
- Planning Enforcement have stated that no action can be taken against Three Horseshoes but they have spoken with the owners. No further action necessary for Costcutter or Old Labour Hall but they will follow up when work will be undertaken to tidy OLH.
- Cllr Collier has been announced as the winner of Young Councillor of the Year at the NALC Star Councils Awards!
- Fly tipping at Fen Reeves – SCDC have been out to clear due to the presence of asbestos.
- Fly tipping reported at Les King Wood and this has been reported to County. Car parking area is also badly rutted and needs attention. Waiting response.
- Thurstons Funfair would like to book Green for 29/30th Sept – 1st October 2016.
- Maintenance work has started on the tree belt behind Kingfisher/Woodlark. Slower going than expected but main entrance has now been cleared. Will stockpile the brush and use a chipper later so it can be done in one hit.
- Persimmon are holding a public consultation on 10th November at the Community Centre re. their plans for Oakington Road.
- Newsletter article submitted.

Correspondence

- We have been contacted by the organisers of the Red Bull 'Wings for Life' running event which is scheduled for 8th May 2016 around Cambridge. Cottenham is on the proposed route and they are contacting all residents plus holding a public consultation on 26th January at the Village Hall.
- County have sent through information regarding budget proposals for 2016/17. Resident consultation ongoing until 8th November.
- Winter health packs – gauging numbers required via Day Centre, Mobile Warden etc. and then packs will be ordered.

Facebook

506 likes. NB: Cllr Collier has attempted to 'break the internet' following the post about her NALC award with over 4,700 people seeing the post, a whopping 126 likes and 34 comments. This is a record for C

Northstowe Community Forum meeting (public meeting open to all), Longstanton Village Institute, 7pm, 7th October 2015. Update by Kate Heydon.

Update on Local Centre Square

Update by Andy Lawson from Gallaghers on the plans so far, for the Local Centre Square. The main features were:

- A 10m wide pavement in front of the community building.
- 3m wide pathways across desire-lines, through the green square diagonally, for shared use by pedestrians and cycles.
- 5m wide cycleways and paths around the perimeter.
- A lit green square area.
- A hard area.

Plans as yet not finalised. Consultation, local involvement.

Phase 1 Earthworks

Updates on the movement of earth. Discussion about flood risk and drainage patterns. Water from the new sports areas will drain into Northstowe, by design, with the existing soil profile. Some concerns raised about contracted hours, agreements, and soil/dust during the drier months.

Environmental habitat – water voles

Trapping and over-wintering, before moving to the new habitat. All within guidelines, and oversight. English Nature licence. Mink trapping to prevent invasion of the new habitat prior to introducing water voles into the environmental niche.

Transport B1050 road closures

The week road-closures had some issues over the location of the signs, and some reported inaccuracies on the signage. There will be some day-closures. Andy Lawson will attempt to supply for the local magazine deadline 10th October, but not able to promise that the firm dates are available as yet. Dates will be advertised locally. Road closures are also published via <http://www.northstowe.com/blog/b1050-future-road-closures>

Archaeology

Alison Dickerson, talked about the Roman, Saxon, finds. The land uses discovered, such as a Saxon reuse of the Roman structures for a burial ground. Saxon enclosures, fairly typical of the area. A local garden archaeology was held on the weekend 10th and 11th of October, information is available online at: <https://accesscambridgearchaeology.wordpress.com/2015/10/12/longstanton-community-test-pit-digging-10-11-october-2015/>

Public Rights of Way

Tam Parry introduced temporary footpath uses, and there will be public consultation on retaining temporary paths. There were some audience positive comments on this suggestion, as desired.

Histon Police Panel, 20th October 2012 Swavesey Village College 19:30-21:00, update notes by Kate Heydon.

The meeting started with an update on **priorities**, followed by updates about the **organisation**, and **local information**. There was an opportunity for members of the **public to ask questions**.

The main **priorities** raised related to protecting vulnerable people from abuse, whether that be **sexual exploitation, domestic violence, or slavery**. Slavery was raised as a local issue, with a raid being made only 5 miles from the panel location. **Internet crime** was also raised as a concern.

Burglary peaks in the darker months, November and December. The 101 policing service is now one of the fastest-responded in the country. 999 also. The Police Crime Commissioner also raised the **importance of 101 enquiries being handled quickly**, as sometimes calls that should be 999 calls – such as reporting a crime in progress – are reported through the 101 route. The average call is answered within 4-9 seconds, and 5-6 minutes for transferred calls.

The **Community Parking** problem was raised, with a number of villages having shown interest into **contributing payment for overtime policing to police parking in specific areas of their village**, as designated alongside the funding. Some villages also have local business interested into contributing towards supporting a Community Parking local service. The Community Parking paid-for service is **over and above the normal policing, the normal policing will continue as usual**.

Pedal cycle theft, particularly on the cycleway, was raised. Whilst **CCTV** can be used to attempt to catch criminals, many wear hoodies, or avoid facing cameras. **Always use two locks, and good quality locks**, to reduce the risk of bicycle theft.

Cambridgeshire remains a particularly safe area to live within the country, and **policing intelligence** works to keep the county safe. There has been some police turnover, which impacts on newly trained officers catching up to speed, but **numbers are pretty much resilient** in spite of some policing loss to early retirement, pursuing university qualifications, etc. by some officers who have left the force recently.

Summer has less disorder than in 2014. There was a car-meet with racing at **Cambourne, impromptu last weekend, causing some disturbance** and noise nuisance.

Speedwatch is proving effective; there are fewer repeat offenders. It's rare that a driver offends, is caught by Speedwatch volunteers. **County wide** there are now **250 Speedwatch teams**.

- Special policing is looking at a new form of a '**village bobby**'.
- There was also discussion around **fly-tipping** locally, as a question raised by the public.
- Sir Graham Bright spoke, and answered public questions, he stated that **every burglary is visited within 2 hours**. That the elderly can be traumatised, and schemes such as the **Bobby Scheme** could help people feel safe again in their own homes after a burglary. **Sir Graham Bright intends not to stand again**, but will remain committed until the end of his position.
- A question was raised by **Neighbourhood Watch**, one local co-ordinator has stood down in protest, over **concerns over not being included in setting priorities/not being listened to**. Another – **Girton – Group plan to hold a public talk on 8th March (Tuesday) 2016, with a guest speaker about Cyber Crime**.
- Concern over **Huntingdon Road** temporary crossing lights and children, school safety. Unable to use the **databox** as it is a wide road. Looking into options with the traffic policing, possibly through the county council resources.
- **Impington and Milton**, both expressed interest in the **Community Parking**, and are already on the list. The list is about at **capacity** for what the policing can deliver in terms of expressions of interest.

- Concerns were raised over an **increase in violent crime**, including explicitly **Cottenham** as one of four villages showing more violent crime. this question was raised **by former Community Engagement Manager John Fuller**; the rise may be due to a new policy of logging **skeleton crimes**, which may or may not be substantiated. **Skeleton crimes cannot be deleted.**

Update on the 27th October 2015 AGM meeting of the Connections Bus, at St Andrews Centre, Histon 7-9pm, Kate Heydon.

Andrew Smith as Chairperson introduced the meeting, the minutes from 2014 were accepted as true and accurate. Reports were made by the Chairperson, the Treasurer, and Project Manager. The Community Representative position remains unfilled for 2015-2016.

The key points made were as follows:

The **majority of funding comes from users**, parish councils, community groups, charges for the service.

The **turnover is just over £100,000 pa**, breaking even last year, and on target to break even again for 2015-16.

The **County Council** projects have had cut backs, and may cease.

Some of the County Council funded projects are villages with some left over funds from the **initial County-funded Connections Bus projects a number of years ago** (Cllr Mudd was asked after, informally, from prior Cottenham sessions when he was Chairperson).

Other current County Council funded projects include **Fen Road**, where the Connections Bus provides informal help with schoolwork, as well as the other facilities available on the bus, for youth in the traveller community.

The Connections Bus provides **up to ten sessions a week**, and one session is held in a fixed building where a community has raised funds for equipment. The **equipment on the bus is an essential part of the service** – I asked about provision of youth services aside from on the bus. The answer given: **Youth Workers are hard to recruit**, and the focus is on the Connections Bus service with those facilities, the games, music facilities, computers, awning, seating area, tuck shop, quizzes.

The attendance is in the region of **15-20 youth attendance per event on average**, over the year. The largest number of attendance at a **single event, was 60 youth**, at Warboys.

There is a **donation offered privately, over two years**, to help fund a reduced-cost service for a **smaller village**. Initially an invitation being sent out to around 40 potential small villages to ascertain interest and viability.

Connections is investigating a **Charitable Inc.** status. Looking at ways to mitigate the financial climate. The newer bus is off the road currently, there is a £5k fund ring-fenced specifically for repairs and keeping the buses on the road as they age. **A new bus would be desirable**, but would need access to a large grant. The **biggest expenditure is on paying wages**. One location – Haslingfield – has a community volunteer manning the tuck shop.

Specific to Cottenham:

There have been **difficulties in access to the car park** at the Recreation Ground, due to the Recreation Ground car park being **full**.

A couple of times on a **Thursday evening 7-9pm** the Connections Bus has had to locate in the **newly-widened lay-by in front of the primary school**. (NB. Planning on the same evening has encountered a **similar problem**, with **some councillors parking on Lambs Lane**, and another in the space reserved for pedal cycles where there are provided sheffield stands).

The improvised-changed location has had an **impact on attendance**. This was raised during the formal village by village summary part of the presentation.

I spoke informally with Julie, our local driver, both before and after the event:

The **new roadway up to the Pavilion**, that also has a **turning circle** for the vehicles to turn when delivering the gas tank etc.

Concerns would be whether the Connections Bus could manage the **90 degree bend** after the drive onto the car park, and **manoeuvre around the fixed metal posts** for the locking gate.

Suggested a **'walk around' informally next Thursday, inviting Martin** as our Highways Chair.

Also. Not raised, but considerations that may be helpful:

Would a Connections Bus be allowed to park on what is an **Emergency Access Road**?

Would youth would choose to **walk** across that location on the **darker colder nights**?

My recollection is that this problem was raised at CALF last year/early this year, and there was **an intention to use traffic cones to mark out an area** in front of the Village Hall opposite the burger van, **to prevent cars parking, leaving that area accessible** for the Connections Bus from **7-9pm on a Thursday** evening?

Another consideration that I picked up during the formal presentation, was that some events use **power from outlets**, rather than from the bus generator. That **reduces noise, and cost** from fuel needed to run the generator.

Sports Pavilion – update on contract and early user experience – Cllr Morris

- Project is essentially complete within budget; Durman Stearn now off site.
- Some minor issues to be resolved by C J Murfitt in the coming weeks
- User experience highlights several minor problems to be fixed by someone:
 - Internal temperatures a little high for players
 - External locks are an outstanding issue
 - Alarm system needs some more attention and programming
 - External barrier matting, boot-cleaning needs adding
 - Internal cleaning equipment needs upgrading
 - Additional drinking water outlets needed for players' water bottles
 - Towel rails outstanding in Changing Rooms
 - Bench needs extending in Officials 1
 - Access road needs time to settle
 - Some kitchen electrical items to be installed
 - May need pedestrian footpath / lighting (not necessarily alongside access road)
- Booking and Caretaking arrangements need finalising
 - Booking system is on-line now covering VH, pitches and Sports Pavilion
 - Formal safety and security procedures to be documented
 - Early appointment of Caretaker will facilitate “normal” operations

Village Hall replacement – update on user contracts and appointment of architects – Cllr Morris

- Three architects have been invited to submit proposals by 13th November
- Architects brief was posted at Feast Parade (and could go on our website?)
- Initial goal is a flexible concept on which we can get outline planning permission

Major development applications - update on current and imminent planning applications – Cllr Morris

- Gladman/Endurance applications due at SCDC Planning Committee on 2nd December
- Possibility we will have sight of Planning Officer recommendation next week
- Persimmon application likely at end of 2015
- No formal news of County Council intentions

15/269. Bank reconciliation (to the end September 2015)

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

In summary:

£484719.91	Cash at Bank
-£43749.14	creditors
+ 6523.06	debtors
£447493.83	Net balance on bank reconciliation

For management accounts

VAT owed £34,026.00

Minus £2100 Accruals and £94 PAYE

NET ASSETS £479325.84

15/271. Neighbourhood Plan

- Following information presented in the Newsletter and at the Feast Parade, including a new Flyer and logo; the WP has continued to engage more community groups, including the Primary School and Village College, a Choir, some Travellers, the Churches, FECA and helpers from 2003.
- The SCDC consultation on Area Designation for our Neighbourhood Plan ran from 2nd October to 30th October; representations are likely to be reviewed at the SCDC Portfolio Holder's meeting on 17th November by which time a provisional Service level Agreement will be offered outlining the roles and responsibilities each of the two parties will have as we take the Plan forward.
- Competitive quotations have also been sought from four consultants who responded to our request for expressions of interest. The response deadline was 30th October. The WP now recommends ...

15/272. Furniture for Pavilion

We initially purchased 32 chairs, 3 long tables and two short tables plus a table trolley to support possible Committee meetings in the Club Room. We now have a serious enquiry from Cambridgeshire FA to pay £500 to use the Club Room and a pitch for a week-long Coach training course for 18 people. This will require two additional long tables at an estimated cost (from previous quote) of approximately £90 each.

15/273. CPS Remembrance Project

We have been approached by Mrs Hilton regarding Remembrance project at the Primary School.

“Recently my father went on holiday to the Isle of Islay where we have family and he visited the island’s War Memorial.

My father was very moved to see that the children on Islay have a certain way of honouring those men from their community who fought in the First or Second World Wars or who were involved in any subsequent conflict, either as soldiers or civilians. As the island is very windy for much of the time, instead of placing paper poppies or wreaths on the ground, each child paints a poppy on a stone or pebble and lays it down as a marker of remembrance instead.

I thought that this would be a wonderful way for the children in our school to honour those from our community – and indeed, every community – this year. Here, on the edge of the Fens, we are not immune to the effects of the wind. Additionally, this is an activity which both smaller and older children can engage in equally and it would make a stunning visual display of our thanks and gratitude to those who made and continue to make sacrifices on our behalf.

We will paint the stones during class time.”

The School are now seeking permission for (some) of the stones/pebbles to be placed on the War Memorial.
NB: This probably won’t be until after the services at the Memorial itself.

15/274. Financial Regulations amendment

Recommendation to extend the text of section 16 to read as follows:

16.1	Other than in exceptional circumstances as judged by Council, Voluntary Bodies that seek funding must complete the appropriate application form within the published process and timescales and provide a timely report on outcomes.
16.2	<p>The Council may set aside funds each year as the “Cottenham Chest”.</p> <p>Awards from the fund, which must be for £250 or less, may be considered at any Council meeting, subject to adequate funds remaining in the Cottenham Chest.</p> <ul style="list-style-type: none"> • Applications, which must be made to the Clerk, should identify the reason for the request, be supported by a copy of the Cottenham-based group’s constitution as a not-for-profit entity with a social purpose and evidence of more than 12 months successful activity with a membership of 30 or more. • Grants, payable in the name of the applying group by cheque, are made in the month following the approval meeting. • Funds not awarded by year-end are rolled back into general Council reserves.
16.3	<p>Subject to specific oversight procedures to ensure compliance with associated conditions, the Council may make grants towards open space or community facility improvements delivered by third parties but funded from s106 or CIL developer contributions paid to the Parish Council.</p> <ul style="list-style-type: none"> • Applications, which must be made to the Clerk, must be from bona-fide not-for-profit groups based in Cottenham and must include: <ul style="list-style-type: none"> ○ Annual accounts for the most recent three years ○ A business plan showing how the work to be funded will improve the services offered in Cottenham by the organisation without compromising its viability over the next three years. • Council will review applications ruled to be technically-compliant by FLAC. • Applicant must undertake that procurement follows similar financial procedures to those used by the Parish Council. • If granted, applicant makes claims in arrears using the approved claim form supported by satisfactory evidence, usually as invoices, of proper expenditure.
16.4	<p>Subject to specific oversight procedures to ensure compliance with associated conditions, the Council may make grants towards public art delivered by third parties but funded from s106 or CIL developer contributions paid to the Parish Council.</p> <p>Applications, which must be made to the Clerk, must be from bona-fide not-for-profit groups based in Cottenham and any agreement reached should take the form:</p> <p>This agreement, between Cottenham Parish Council and PARTNER, sets out the terms under which Cottenham Parish Council will part-fund a work of Public Art to be installed and maintained in LOCATION and made available for public viewing.</p> <p>The two parties agree as follows:</p> <p>PARTNER undertakes to:</p> <ul style="list-style-type: none"> • commission and install the original art work within 12 months of this agreement • ensure that appropriate permissions are available for any images used of real people • provide free public access to the art work on at least six occasions in each year • maintain or develop the art work for a period of at least three years • support applications for re-imbusement with validated original invoices presented from time to time <p>Cottenham Parish Council undertakes to:</p> <ul style="list-style-type: none"> • re-imburse PARTNER for expenses incurred wholly and necessarily in design and construction of the artwork up to a maximum total of £NNNN

15/275. Connections Bus

Cottenham Parish Council fund the Connections Bus in order to provide the young people of the village with a safe and stimulating environment for a period of time each week. This enables them to interact with people of their age group amongst many other benefits.

It was originally envisaged that the bus would be parked in the Village Hall car park, which affords not only access to other amenities to complement those on the bus but also protects the children from coming to harm from passing traffic, and possibly other dangers of the open road.

In recent times due to a combination of the location of the burger van, and a reluctance of the bus driver to come into the Village Hall car park the bus has started to park in the layby in front of the school. For many reasons this could not be described as a safe or appropriate place for the bus to be parked. In particular during play I have seen teenagers run absent-mindedly into the road, fortunately when the road was clear but at toehr times I have seen cars driving past faster than they should. If these two things coincide the consequences could be very serious for all concerned.

I propose that we ensure there is an appropriate parking space in the village hall car park on Connections Bus night, and write to the bus operator asking them to ensure their drivers only park in the village hall car park. To allow the current situation to continue is not really an option.

15/278. Racecourse View public space

As part of the S106 agreement at Cottenham Barratt Homes are required to offer the Parish Council the open space. This is set out below in the following extracts:

Schedule 2

2.2 To provide the Open Space laid out maintained and fit for purpose in conformity with the Planning Permission and to subsequently to transfer on reasonable terms acceptable to the Developer the freehold title of the Open Space to the Parish Council for a consideration of £1 prior to the Occupation of the thirtieth Dwelling PROVIDED that in the event that the Parish Council declines to accept such transfer within three months of that offer alternative arrangements shall be secured as may be reasonably approved in writing by the District Council so as to ensure the continuing provision availability and proper maintenance of the Open Space as a recreational or amenity facility for free and unfettered enjoyment by the public subject only to Byelaws as may be made to regulate conduct avoid damage and ensure public safety

2.3 In the event of the Open Space being transferred to the Parish Council in accordance with paragraph 2.2 of this Schedule then the Owner and/or the Developer will within one month of completion of such transfer pay the Additional Open Space Contribution to the District Council.

Definitions Section

"Additional Open Space Contribution"

The sum of £9,706.50 (Nine Thousand Seven Hundred and six pounds and fifty pence) Index Linked payable to the District Council in the event of the Parish Council accepting a transfer of the Open Space and undertaking the maintenance and management of the Open Space

They are obligated to offer us the Open Space in the first instance and if we decline to accept a transfer, they will make alternative arrangements.

NB: In terms of the open space there is:

An untidy hedge running along the ditch between the estate and Long Drove

Approx. 14 newly planted trees

2/3 open green areas (one large area near the front of the estate + 2 smaller)

Possibly 1 shrubery at far end of estate in courtyard

15/283. Caretaker appointment

Following advertisement for potential caretakers to manage security and cleaning of the new pavilion, a candidate has been interviewed and the HR Working Party recommends that NNNN be appointed to the role, subject to satisfactory references being received. The appointment will be on similar terms as that for the Assistant Clerk, albeit with a different scope of work.