

**AGENDA REPORTS PACK**

**FULL COUNCIL**

**SEPTEMBER 2015**

**Minutes of Full Parish Council Meeting**

Held in the Village Hall, Lambs Lane, Cottenham on Tuesday 4<sup>th</sup> August 2015 at 7.15pm

**Present:** Cllrs Morris (Chair), Collinson, Heydon, McCarthy, Nicholas, Ward and Wotherspoon and Clerk (Jo Brook), Assistant Clerk (Sam McManners), RFO (Debbie Seabright), SCDC Cllr Harford and CCC Cllrs Jenkins & Mason

**In attendance:** 2 members of the public

- 15/183. Chairman’s Introduction and Apologies for absence** – apologies accepted from Cllrs Bolitho (work), Mudd (holiday), Richards (personal) and Young (holiday). Cllrs Berenger and Collier arrived at 7.21pm.
- 15/184. Public participation – Standing Orders to be suspended** – no questions.
- 15/185. To accept Declarations of Interest and Dispensations** – i. To receive disclosures of pecuniary & non-pecuniary interests from Councillors on matters to be considered at the meeting. ii. To receive written requests for dispensation. iii. To grant requests for dispensation as appropriate – none received.
- 15/186. Minutes** – Resolution that the minutes (circulated to members) of the meeting of the Full Council meeting held on the 7<sup>th</sup> July be signed as a correct record. **RESOLVED.**
- 15/187. Reports**
  - **SCDC** – report circulated prior to the meeting – no questions.
  - **CCC** – report circulated prior to the meeting – no questions.
  - **Clerk** – report circulated prior to the meeting to highlight matters on agenda & update on matters arising since last meeting. Updates: the Telegraph Street HCV signs are due for delivery 5<sup>th</sup> August and will be installed by the end of the following week. Playdale have been given the go ahead by the insurance company to carry out the repairs to the play equipment; Playdale to invoice them directly. The new gate (second version) has already been collected and Andrew will install shortly. VH users have asked for an update as to when the sewerage works will be taking place. A video produced about the War Memorial has been circulated; Clerk to add to website/Facebook. SCDC have been in contact to state that the block paving on the Dunnocks isn’t swept due to possible damage to the machinery. Correspondence – SCDC have written regarding a consultation about District Cllr elections; notification of blood donor sessions on 19<sup>th</sup> August at the College.
  - **Skatepark** – to receive an update on the project – Cllr Morris reported that the project is complete! Final claim for grants has been submitted. SCDC will be sending Building Regs to take a look at the site and WREN may well want to look before payment. User agreement for the ‘club’ needs to be prepared. There is also some groundworks to tidy up which will be done as part of the third field drainage project. RFO arrived at 7.30pm.
  - **Changing rooms** – to receive an update on the project – Cllr Morris reported that there is a project meeting tomorrow. The floor screeds and underfloor heating has been completed. The project is currently coming in within budget and the grant claims are going well.

**15/188. Finance**

Income	Description	Net	Gross	
Michelle Plowman	Rent for May 2015	£ 770.00	£ 924.00	
Debbie Prince	Rent for June 2015	£ 21.00	£ 25.20	
Jane Williams	Rent for June 2015	£ 264.50	£ 317.40	
Cottenham Day Centre	Rent for June 2015	£ 250.00	£ 300.00	
HMRC	Vat repayment for June 15	-	£ 13,095.05	

Colts Football club	Parking on the recreation ground	£ 150.00	£ 180.00	
Ladybirds	Quarterly rent	£ 1,554.95	£ 1,554.95	
		<b>£ 3,010.45</b>	<b>£ 16,396.60</b>	
<b>Expenses over £500</b>				
<b>Beneficiary</b>	<b>Description</b>	<b>Net</b>	<b>Gross</b>	<b>code</b>
Salaries	Salaries		£ 2,689.13	
CUSSC	Contract services Apr- June 2015	£ 1,080.00	£ 1,080.00	318
Nick West	Labour costs for cleaning of the VH - May 15	£ 621.00	£ 621.00	324
C.J Murfitt Ltd	Works completed Wilby and Burnett cert 3	£ 103,541.74	£ 124,250.09	327
AJ King	Monthly contract cost - July 2015	£ 2,536.24	£ 3,043.48	331
Aquarius Liquid Eng	Inspection of the Pumping station	£ 496.20	£ 595.44	333
		<b>£ 108,275.18</b>	<b>£ 132,279.14</b>	
<b>Expenses under £500</b>				
<b>Beneficiary</b>	<b>Description</b>	<b>Net</b>	<b>Gross</b>	<b>code</b>
HMRC	PAYE and NI	-	£ 489.75	
HPN Chartered Architects	Re-build evaluation costs for L'birds/VH	£ 125.00	£ 150.00	316
The BC Group Trust	Crowlands manor upkeep	£ 350.00	£ 350.00	317
Cromwell Fire Ltd	Fire Extinguisher call out charge	£ 69.72	£ 83.66	319
Wheelscape	Skatepark opening prizes	£ 300.00	£ 360.00	320
A Mappedoram Electrical	Dusk to dawn head and fitting	£ 40.99	£ 49.18	321
Fen Edge Community Ass	Yearly membership	£ 15.00	£ 15.00	322
Debbie Seabright	Stamps and envelopes	£ 14.96	£ 14.96	323
Nick West	Reflector lamps x 2	£ 23.00	£ 27.60	325
Nick West	Vileda mop head and Handwash	£ 20.47	£ 24.56	326
Cottenham Primary School	Advert in the school mag re the Connections bus	£ 50.00	£ 50.00	328
3rd Cottenham Brownies	Donation for entering the road sign competition	£ 50.00	£ 50.00	329
2nd Cottenham Brownies	Donation for entering the road sign competition	£ 50.00	£ 50.00	329
2nd Cottenham Cubs	Donation for entering the road sign competition	£ 50.00	£ 50.00	329
2nd Cottenham Rainbows	Donation for entering the road sign competition	£ 50.00	£ 50.00	329
Green & Purple Ltd	Monthly accountancy support	£ 250.00	£ 300.00	330
AJ King	Extra re Grass cutting WARG field	£ 83.00	£ 100.00	332
Sam McManners	Phone card	£ 4.97	£ 4.97	
		<b>£ 1,547.11</b>	<b>£ 2,119.68</b>	

Resolution to pay these invoices. **RESOLVED.** CCC Cllrs Jenkins and Mason left the meeting at 7.31pm.

**15/189. Management accounts** – to review the monthly management accounts – FLAC have reviewed the accounts and they are ok.

- 15/190. Bank reconciliation** – to review monthly bank reconciliation – Everything is in order. Cash in the bank is currently more than the remainder of the bills for the changing rooms so we are in good shape.
- 15/191. Insurance renewals** – to review insurance renewal quotes – FLAC have reviewed quotes received from suppliers following meetings with them to detail our requirements. The recommendation is to accept quote from Zurich although there is one outstanding query. Resolution that in principal we accept quote from Zurich subject to clarification of outstanding point regarding limitation of liability. **RESOLVED.**
- 15/192. Technical support** - Consider ongoing accounting technical support for RFO – Cllr Morris outlined. Resolution to retain Green & Purple technical support for a fee of £50 per month from October 2015. **RESOLVED.** Resolution to retain Green & Purple for payroll services at a cost of £90 per quarter + an additional £90 at year end. **RESOLVED.**
- 15/193. Library summer reading challenge** – Resolution that Cllr Morris represent CPC at the presentation event on 24<sup>th</sup> Sept at 3.45pm. **RESOLVED.** NB: Cllr Ward potentially available.
- 15/194. Kettlebells** – Resolution to permit use of the Village Green for 3 kettlebell exercise sessions. **RESOLVED.**
- 15/195. Tenison Manor buffer zone** – to consider maintenance for the zone behind Kingfisher Way/Woodlark Drive – Cllr Nicholas outlined. Met with BC Trust onsite. The row of trees is very dense and there were concerns about branches overhanging residents properties. Resolution that we commit to 4 months work up to £2k with a progress report after the first month. **RESOLVED.**
- 15/196. Public art working party** – to consider setting up a working party to look into suggestions on how we spend public art S106 monies – item delegated to CALF Committee.
- 15/197. Cottenham Feast** – to consider permission to use the Village Green for the annual Feast – Resolution to permit use of the Village Green for the annual Feast. **RESOLVED.** NB: CPC to have a stall at the event.
- 15/198. S106 indemnity** – to consider signing S106 agreement for payment of public open space and community facilities contributions relating to development R/o 64 Rampton Road – Resolution to sign S106 agreement relating to development r/o 64 Rampton Road. **RESOLVED.**
- 15/199. Street Lighting** – to consider a detailed response to County Council proposals for night-time dimming of street lighting– Cllr Nicholas outlined. Concerns raised about lights being turned off in alleyways i.e. Leopold Walk and Wilkin Walk plus sheltered housing areas i.e. Franklin Gardens. Cllr Collinson stated that he thought it appalling that our County Councillors had left the meeting prior to this item being discussed and that the idea of turning off lights was positively dangerous. To leave densely populated areas unlit could cause issues with safety. Residents should be made aware that they are being charged twice for a worse service from their County Council. Cllr Collier pointed out that although there is a perception of increased crime the statistics for areas that have already had lights switched out show that there hasn't been an increase in crime. Resolution that Cllr Morris will draft a letter to the County Council, copied to our County Councillors and MP. Letter to express our concerns regarding the extent of the switching off. Letter to be circulated for comment prior to sending. **RESOLVED.** Cllr Nicholas to complete exercise to check lights and report back at the next meeting.
- 15/200. Post Office** – to consider endorsement of the Working Party recommendation – Cllrs Morris and Nicholas have met with the various parties involved. The intention is to have a 'Post Office Local+' from January 2016 which will be based in Shaun's News. It was confirmed that items that can't be delivered will continue as present with the homeowner receiving a card and then being able to collect the item from Shaun's. Resolution to support the recommendation for a Post Office Local+ to be located at Shaun's News. **RESOLVED unanimously.** NB: Jig has got to have his business plan approved and there will be a consultation, probably in October. CPC to publicise this.
- 15/201. Recreation Ground Third Field** – to consider weed killer and fertiliser treatment by Andrew King for material cost of less than £200+VAT – Cllr Morris outlined. Resolution to apply weed killer & fertiliser treatment to the rec ground 3<sup>rd</sup> field at a cost of less than £200+VAT. **RESOLVED.**
- 15/202. Insurance** – to consider acceptance of the quotation from Zurich Insurance - Duplicate item.
- 15/203. Caretaker** – to consider recruitment of a part-time Caretaker for the Sports Pavilion – Cllr Morris outlined. HR group to go through process of recruitment (either employee or contractor) and

produce job/person spec + advert. Resolution to delegate recruitment of a part-time Caretaker for the Sports Pavilion to the HR working party. **RESOLVED.**

- 15/204. Matters for consideration at the next meeting** – Christmas carol concert (Cllrs Berenger & Collier), Northstowe update (Cllr Heydon), Speedwatch update (Cllr Heydon), Road signs (Cllr Collier), Remembrance day
- 15/205. Dates of next meetings** – Planning 6<sup>th</sup> Aug, Highways 11<sup>th</sup> Aug, Planning 20<sup>th</sup> Aug, FLAC 29th September, Full 1<sup>st</sup> September
- 15/206. Close of Meeting** – 8.35pm.

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

**Minutes of Extraordinary Council Meeting**

Held in the Village Hall, Lambs Lane, Cottenham on Thursday 6<sup>th</sup> August 2015 at 7.00pm

**Present:** Cllrs Morris (Chair), Collier, Collinson, Heydon and McCarthy and Clerk (Jo Brook) and Assistant Clerk (Sam McManners)

**In attendance:** 31 members of the public

- 15/207. Chairman's Introduction and Apologies** – Cllr Morris thanked the public for attending. **Apologies accepted from Cllrs Berenger (holiday), Bolitho (work), Mudd (holiday), Richards (personal), Ward (holiday) and Young (holiday).**
- 15/208. Public participation – Standing Orders to be suspended** – Resident from Rampton Road spoke to raise concerns about numbers at the primary school; couldn't see how there would be sufficient room for additional pupils given the constraints. Concerns also raised about the site visibility and that it would be difficult to screen – the village plan wanted to keep hedgerows around the village to maintain the character. Another resident spoke re. Northstowe traffic flow and flooding - we don't know what the implications of Northstowe will be on Cottenham so it would be prudent to wait until that is built. Resident spoke re. traffic volume on Rampton Road – there would be a significant increase and there are already speed and flow issues. Resident spoke re. the population increase and risk of Cottenham becoming a town. The current health care facilities don't have capacity for current residents let alone additional ones.
- 15/209. To accept Declarations of Interest** - To receive disclosures of pecuniary and non-pecuniary interests from Councillors on matters to be considered at the meeting – no declarations by those present.
- 15/210. Gladman Development Limited Planning Application** – NB: It was clarified that as per policy only those Cllrs present need make a Declaration of Interest. Cllr Collinson said that residents can give their comments to SCDC directly. For the benefit of residents Cllr Morris outlined who Gladman were and what their role was in the potential development. Also advised that SCDC have 13 weeks to respond to the application and during that time it will come before CPC. We will then assess the application against the National Planning Policy Framework (NPPF) before giving our recommendation to SCDC who will have the final say on the matter.  
Resolution to hold a public meeting to hear resident's views on the proposed development of land off Rampton Road. **RESOLVED.** Cllr Morris stated that we would look at holding the meeting on 1<sup>st</sup> September at 7.30pm (TBC). We would provide a neutral summary of the application and invite a Gladman representative to attend. Cllr Harford arrived at 7.20pm. Cllr Morris ran through a possible outline agenda. Cllr Heydon suggested asking reps from CPS and NHS to attend however Cllr Collinson warned against 'touting' for representatives and that we shouldn't be seen to pre-determine in any way. Clerk to confirm meeting date/time via website/Facebook/noticeboards.
- 15/211. Close of Meeting** – 7.25pm.

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

## **Item 15/216 - Reports**

### **South Cambridgeshire District Councillors' Report to Parish Councils July/August 2015**

#### **Housing/Finance**

At the time of writing June's report we were still awaiting the Chancellor's Budget Statement. The prospect of having to find between 25% and 40% of further savings still has to be addressed but the immediate impact being felt is that of the rent reduction measures for affordable housing tenants. A 1% reduction in the rents paid by the council's own tenants, whilst good news for tenants, has a huge impact on the ability of the council to continue with the house building programme that it recently commenced. As a consequence it is envisaged that of the large number of possible sites that had been identified for new council housing only two are likely to be progressed in the near future. Work has now commenced on the twenty units at Swavesey. The council also hopes to deliver some additional affordable housing through the City Deal agreement.

The Chancellor also announced a reduction to the benefits cap. This will have a knock-on effect for SCambs' Localised Council Tax Scheme. The benefits system is very complex and, under the new rules if somebody is going to receive less in, for example, Housing Benefit [funded directly by the government] they may be entitled to more Council Tax Support [funded by the council]. As a consequence the council's scheme will need to be reviewed in the coming months.

Some good news though for those considering starting a new business or already running a business particularly in the food/drink sector. The council has created a 'One Stop Shop' for businesses by bringing together Trading Standards, Health and Safety, Food Safety, Licensing and the Fire Authority into one single Business Hub. This will mean that advice/guidance on all these areas will be available from one single point of contact. If the service proves successful the council may extend it outside the district. Offering the services on a commercial basis could provide a new income stream for the council.

#### **Environmental Services**

Christmas waste collection arrangements have been now been reviewed following the trial that took place last year and the subsequent feedback that was received. This feedback has supported the case for not shutting down the service between Christmas and New Year. It has been agreed that, with the exception of Bank Holidays and the minimal disruption that these always cause, the service will be maintained during the Christmas period this year.

#### **Planning**

There were no applications of local interest on July's planning committee meeting agenda. August's agenda included S/0039/15/FL for closure of one access and creation of a new one at The Lakes, Cottenham which was approved. The committee was advised that with reference to Plot 11 Orchard Drive, Judicial Review proceedings are underway, leave having been granted. Grounds to resist have been filed both by SCambs and the Secretary of State for Communities and Local Government as second defendant. The next planning committee meeting on 02 September includes nothing of direct local interest.

As many villages are only too well aware, in the absence of a 5 year land supply speculative planning applications continue to come forward and, in the face of a refusal, invariably the applicant immediately appeals. Appeals have already been registered against committee refusals for 95 dwellings at Foxton and 199 [+ extra care facility] at Melbourn. There are two

registered applications for developments in Cottenham, for 225 [+ 70 bed extra care facility] and 50 units respectively. Another developer is seeking pre-application advice for a proposal of up to 140 units.

A letter has now been received from the Local Plan Inspectors indicating that they anticipate examination of the draft plans being resumed in March 2016. The Inspectors have said that they are considering whether it would be possible to progress the CIL examinations whilst the Local Plan examination is suspended but have not come to a conclusion on its feasibility. There are aspects of the additional work required on the draft Local Plans that will have to be taken into account in considering progress of the CIL examination.

The Inspectors have agreed, as suggested by the councils, that a review of the Gypsy & Traveller Accommodation Needs Assessment would be beneficial and have recognised that, in view of the need to involve other local authorities and members of the Gypsy & Traveller communities, a slightly longer timetable will be needed. SCambs is though proceeding promptly with this work in order to keep it as closely aligned as possible to the timescales of the Local Plan examination.

### **Northstowe**

The Northstowe Joint Development Committee gave approval for the S106 and conditions to be applied to the outline permission for Phase 2 and the conditions for the full permission for the Southern Access Road. The S106 provisions total £73m and the baseline for affordable housing provision is 20%. Members were successful in securing a third review of the level of affordable housing. This will be carried out at a point between the completion of 2,500 and 3,500 dwellings and is important in view of the extended build out period. Following lobbying by local members provision has been included for the attenuation ponds on Dry Drayton Road. Negotiation on the trigger for provision of the burial ground started at the 1,000th dwelling and committee and the developer finally agreed it at the 1,500th dwelling. It is also good news that nearly half a million pounds has been allocated for improvements to the cycleway between Oakington and Girton thus contributing to cycle access from Northstowe to North West Cambridge.

There was a great deal of reference to the necessity of proper investment in community development being made at the start of a development. Work related to this is being carried out by both SCambs and the County Councils. A SCambs Scrutiny Committee task and finish group is reviewing the recommendations of a 2008 task and finish report to see how they have been adopted and what difference they are making and the County is refreshing its Joint Strategic Needs Assessment to support its New Communities Strategy.

<http://tinyurl.com/nvpb85a> and <http://tinyurl.com/pgognqf>

### **Cambridge North Railway Station**

Permission was given by the Fringes Joint Development Control Committee for the application by Network Rail. This was almost identical to the application by the County Council which was granted permission previously. <http://tinyurl.com/prepj7s>

### **City Deal**

At its meeting on 04 August the Executive Board approved a range of major cycling improvements for Cambridge including the £8.4m Chisholm Trail. <http://tinyurl.com/nwsc8gg>

### **Devolution**

SCambs was one of the signatories to a letter sent to the Secretary of State for Communities & Local Government signalling interest in a possible new deal with the



government. <http://tinyurl.com/odpkoz5> The government has indicated that to support any devolution deal it will need to see evidence of strong governance arrangements. The 11 signatories to the letter are commissioning independent expert advice to consider governance model options that would provide leadership, accountability and confidence in delivery as well as suitability to the character of the area.

### **District Elections**

The council is currently consulting on the frequency of District Council elections. The consultation period ends on 18 September and you can have your say at: <https://www.scams.gov.uk/local-elections-consultation> or paper copies can be obtained by emailing [richard.may@scams.gov.uk](mailto:richard.may@scams.gov.uk) or phoning 01954 713366.

### **Elite Athletes Awards**

SCams continues its support for the London 2012 legacy. A further £12,000 of awards made in August included grants to two Cottenham korfbal playing brothers.

### **Neighbourhood Planning**

There will be another Neighbourhood Planning Workshop at Cambourne on Wednesday 11 November, 18.00-21.00. Please contact [kathryn.hawkes@scams.gov.uk](mailto:kathryn.hawkes@scams.gov.uk) before Friday 30 October to book.

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

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## Monthly Report for Parish and Community Councils July 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

A quiet month of course with neither a full council meeting nor committee meetings.

### Committee meetings

There were no meetings of any of the service committees, of the General Purposes Committee, the Planning Committee or the Northstowe Joint Development Control Committee.

Other matters relating to these committees which have arisen during the month:

General Purposes. There is an 'investment review group' which is not decision making but advises the committee and officers on matters relating to the Council's investment (and divestment). I have attended the last two meetings. It's interesting as the Council seeks to maximise money which it can make, and thereby maintain services, with its wider corporate objectives and role as a leader in the public sector space. I have been encouraged by the stance that my two fellow councillor members in this group, neither noted for being particularly liberal, have taken a markedly balanced view.

Economy & Environment. A fifth round of the Council's collective energy purchase scheme has been launched. There's full information at [www.cambridgeshire.gov.uk/switch](http://www.cambridgeshire.gov.uk/switch).

The Council ran a seminar on forecasts of the impact of the big A14 scheme on local traffic flows. These suggest that flows through our villages will be less with the big scheme than they would be without it.

Health. In my role as chair of this committee I met corresponding councillors from Peterborough. We will be exploring opportunities to share resources as we build next year's budget. The committee also ran a first workshop, as did all other committees, looking at the 2016/17 budget.

I shall be attending a meeting of other chairs in the Eastern Region during September and one of the papers which we've already seen relates to the implementation of the 'National Living Wage'. Because the Council employs, directly and indirectly, many people who will be affected by this there will be a significant impact on its budget. This is exacerbated by the need to 'preserve differentials'.

Following the problems around the Cambridge Library Enterprise Centre (CLEC) a workshop addressed the roles and responsibilities of those involved and especially 'spokes' and 'spokes meetings'. The latter are 'secret' meetings and cannot be decision making but have a role in getting a political steer and informing the political groups of decisions to be taken.

I met SE Cambs MP Lucy Frazer when she visited Histon & Impington. I asked for her support with respect to the arbitrary mid-year cut in the public health budget and regarding the rigid positions taken by the Homes & Communities Agency and the Ministry of Defence in respect of the 'viability' of the Northstowe phase 2 development and its implication for affordable housing.

## Consultations relevant to this division

There is only one active consultation. It's the one relating to future of advocacy services across Cambridgeshire (<http://bit.ly/1IDt6MX>).

## More local matters

The Highways England work at the Girton junction seems thankfully over. The real benefit remains to be seen but so far the queues in the morning eastbound seem to have been sorted. This should have a knock on effect with less traffic rat running through Oakington and Histon & Impington.

I met the highways officer with responsibility for the City to address issues in King's Meadows and Orchard Park (both communities are sensibly handled this way and no along with other South Cambs' communities).

I met the officer responsible for parking policy to understand options for controlling parking in Histon & Impington. Note that the current 'civil' scheme has now been extended to include the Park & Ride sites so there is no reason, other than cost, not to extend it to other parts of the county outside Cambridge City.

The NHS has refused to support a pharmacy at Orchard Park. There is concern that it based this on out of date information. I have suggested that it requests that Health Scrutiny reviews this decision.

The pedestrian crossing at the Green in Histon has been completed. This is important to support the new school buildings at the Junior School which will in fact be the third year of the Infants' School.

Following the decision to extend the lease on Histon Library money has now been committed to replace the bookshelves with ones on wheels which will make it into a more valuable space enabling exhibitions and out of hours meetings.

## Diary (next public meetings)

1 Sep	0930	Highways & Community Infrastructure Committee	Shire Hall, Cambridge
1 Sep	1400	Adults and Wellbeing Committee	Shire Hall, Cambridge
8 Sep	1000	Economy and Environment Committee	Shire Hall, Cambridge
3 Sep	1400	*Health Committee	Shire Hall, Cambridge
13 Oct	1030	Full Council	Shire Hall, Cambridge
10 Sep	1000	Planning Committee	Shire Hall, Cambridge
30 Sep	1000	*Northstowe Joint Development Control Committee	SCDC, Cambourne
8 Sep	1400	Children and Young People Committee	Shire Hall, Cambridge
15 Sep	1000	*General Purposes Committee	Shire Hall, Cambridge

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

And finally .... It seems to have been a dreadful summer. Although I seem to recall exceptional temperatures early in July I don't feel that we've had a summer to enjoy. We don't seem to have more than a couple of nice days in a row at any time and although we seem to have escaped the worst of the rain we still seem to have had a lot of it. However there seems to be good growing conditions with a plentiful supply of good fruit in the shops, the farmers seem to have got their harvests in successfully (the view of the fields as I flew into Stansted last Friday evening was splendidly geometric) and we saw five test matches played to completion. I guess it was a typical English summer: a bit of good news for everyone but not fantastic for anyone.

## CLERKS REPORT – September 2015

### Highways

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

**Anything in black is new or an update.**

- Histon Road –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 - unsuitable for HCV's sign has now been installed! However the tarmacking at the base of the signs hasn't been done well. Matter has been reported to County and they will inspect.**
- Harlestones Road – Gavin Wiseman and Graham Armstrong have inspected. The road may be suitable for using a similar surface treatment to that used on Pelham Way. Contractors are inspecting late August (amended from late May/June) and will confirm. If acceptable the works will be programmed for 2016. **Waiting update.**
- Denmark Road –Residents are liaising with owners of 2 Denmark Road re. development plans. These plans will also include a longer term solution to the broken pipe. NB: a plan for a single building has now been approved by SCDC.
- 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.**
- Spoke to CCC Cllrs Jenkins & Mason re. taking over land at the back of the Dissenters Cemetary and near Pelham Close/Wilkin Walk to use for additional parking. Suggestion is that it is done via the LHI bid. That way we won't be liable for ongoing maintenance. **Gavin has now provided map of the site in question.**
- Lambs Lane – still issues with the gully at the end of Crowlands. Gavin Wiseman awaiting contractors report. Further maintenance may be needed. **Waiting update.**
- **Streetlights – still waiting for response regarding outstanding issues. Previous 2 emails to Balfour remain unanswered.**
- **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.**
- **Consultation letters have been issued re. proposals for double yellows on Lambs Lane. Closing date 11<sup>th</sup> September. Copy also sent to Derek Crosby. Results to be reviewed by Highways Committee.**
- **Beach Road: Highways Committee have agreed the revised plans. Work should be completed in approx. 3 months.**
- Large pavement pothole on Coolidge Gardens reported. **Completed.**
- 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.**

- **Blocked gullies: Graham Armstrong is organising a jetting team to tackle all outstanding issues - 2 blocked gullies at the top of Broad Lane; outside the Wooden House (reported July 2014); opposite 27 Beach Road; outside the White Cottage (nr Jolly Millers); Lambs Lane (nr junction with Pelham Way – causing damage to property); standing water on Denmark Road (nr Telegraph St junction – causing damage to property). Jetting day being scheduled for the whole of Cottenham. Waiting date from Graham.**
- **Cut bank has been mown.**
- **Pot holes, Tower Close: NM-94438. Completed.**
- **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.**
- **Over grown hedges, Lambs Lane: NM94450 and Pelham Way: NM94451. Completed.**

#### Village Hall

- **We've received a flurry of kids party bookings for September and October.**
- **Issues with users not being out of the building before the next user which is causing knock-on effects. Meetings to be set up and finalising of contracts required.**

#### Recreation ground

- **County Farms has been contacted regarding getting damaged fence on 3<sup>rd</sup> field repaired. No response received to date.**
- **Damage has been sustained to 2 items of the wooden trim trail. Playdale will be undertaking the repairs which will be paid by groundsman insurance. Have chased for a further update re. when the works will be undertaken. Work was initially scheduled for w/c 20<sup>th</sup> July.**
- **Gate (to link with Les King Wood) has been installed. Need to install signage to state no dogs on the rec.**
- **Have received report from Connections Bus of users reporting other youngsters using the playhouse for 'illicit activities'! Police have been asked to visit the rec when in the vicinity.**

#### Misc admin

- **August Issues log distributed separately.**
- **Residents have requested a dog bin for Lyles Road (end of private road linking to Lambs Lane) following dog walkers bagging but then throwing the bags in residents hedges. Heidi Duffett is inspecting.**
- **WI will be planting a Rowan tree as part of the centenary celebrations on 16<sup>th</sup> September on the Pound. Would like groundsman to attend to assist. Time 11am. Press will be in attendance and Cllrs have been invited.**
- **WARG field has now been cut and is ready for further site visit. Andrew has advised that we may not need to plough it.**
- **Planning Enforcement are investigating changes made to the Costcutter shop which may contravene planning policies (see Planning Committee minutes from 9<sup>th</sup> July for background). Also Three Horseshoes (see Planning Committee minutes from 6<sup>th</sup> August for background).**
- **Village newsletter article has been submitted along with a separate street lighting article and front page article regarding the public meeting/proposed developments.**
- **Attended workshop with Cllr Morris at SCDC regarding Boundary Commission review.**

#### Correspondence

Confirmation received that we are on the 'longlist' for the NALC Star Councils awards. The 3 finalists from each of the 9 categories will be announced on 1<sup>st</sup> October (we're up for Digital Communications and Young Cllr of the Year). NB: We are the only Council in Cambridgeshire to be in the running for an award and the only Parish Council in the Young Cllr category, the others all being much larger town councils. The ceremony is on Tuesday 27<sup>th</sup> October so save the date just in case! – one representative from each CALC/Council will be invited to the event.

We have been copied in on numerous objection letters regarding the Gladman application. Have acknowledged and these have been compiled into one document which was circulated to Cllrs prior to the planning committee meeting.

**Facebook**

471 likes.

## **New Changing Rooms update**

The project is entering its last few weeks with building handover expected on or soon after 18<sup>th</sup> September prior to a week of system commissioning.

- C J Murfitt are about to complete the vinyl floor cladding and complete minor final fit and snagging work.
- Electricity, LPG services and alarm systems also need finalising in the next few weeks
- Councillor Richards and friends will be donating their time and expertise to fit out the kitchen over the next few weekends with products donated by Travis Perkins and Magnet.
- Durman Stearn will return to site to complete paving and finish the access road etc

Although approximately three weeks late due to problems earlier in the contract, overall costs remain within budget.

## 15/223. Street Lighting

### AREA WHERE LAMPS ARE TO BE DIMMED

Location	Lamp Column Number
<b>Beach Road</b>	L1,2 3,7HBD
Brenda Gautry Way	L1HBU
Brookfields Business Park	L1HCN
Cossington Close	L1HBY
Denmark Road	L1,9HDD
Dunstal Field	L1HCV
Ellis Close	L1HCX
Foundry Close	L1HCS
Goode Close	L1HBQ
Harlestone Road	L1HCF
Lambs Lane	L1,2,3,5,7,8,11,14HCO
Lyles Road	L1HCT
Margett Street	L1HCG
Oakington Road	L4,6HDF
Orchard Close	L1HDA
Rampton Road	L10,11,16,17,22,25,28,3,5,9HDE
Rooks Street	L15,8HCL
Smithy Fen Engine Drove	L2HDI
Telegraph Street	L1HDL
Twenty Pence Road	L1,2,3,5,6,8,12HDJ
Victory Way	L1HCK
Worland Way	CC11,12
Histon Road	25 recently installed new Lamps on Histon Road will be designated as being dimmed from midnight until 06.00hrs
SUMMARY	93 lamps in village to be dimmed and Histon Road addition of 25 lamps brings an expected total of some 118 lamps out of 474 lamps in Cottenham. That probably means that some 75% of the village will experience no street lighting after midnight until 06.00hrs.



**Location of lamps that are subject to dimming in Cottenham as from 1 April 2016**  
**These lamps will be dimmed from Midnight until 06.00hrs**

<b>Location</b>	<b>Lamp No.</b>	<b>Lamp Column Position</b>
Beach Road	L1HBD L2 HBD L4 HBD L7 HBD	First lamp in Beach Road by 5 Beach Road Op Coolidge Gardens entrance By Brenda Gautry Way entrance On corner of Rook St. and Beach Road (bend at junction of)
Brenda Gautrey Way	L1HBU	Entrance to BGW from Beach Road
Cossington Close	L1HBY	Entrance to Cossington Close
Denmark Road	L1HDD L9HDD	Beginning of Denmark Road by Chequers Op Telegraph Street
Dunstal Field	L1HCV	Entrance to Dunstal Field
Ellis Close	L1HCX	Entrance to Ellis Close
Foundry Close	L1HCS	Entrance to Foundry Close
Goode Close	L1HBQ	Entrance to Goode Close
Harlestones Road	L1HCF	Entrance to Harlestones Road from Lambs Lane
Lambs Lane	L11 HCO L14 HCO L1HCO L2HCO L3 HCO L5HCO L7 HCO L8 HCO	Op Victory Way/Bus Stop Op Crowlands Op Manse Drive Op Tower Close Close to Tower Close Op Pelham Way Op entrance to Recreation Ground Op Primary School
Lyles Road	L1HCT	Entrance from High Street

Margett Street	L1HCG	Entrance to Street from High Street
Oakington Road	L4HDF L6HDF	Op Orchard Close Op The Rowells
Orchard Close	L1HDA	Entrance to Orchard Close
Rampton Road	L10HDE L11HDE L16HDE L17HDE L22HDE L25 HDE L28HDE L3HDE L5HDE L9HDE	Op Oakington Road Corner of Oakington Road Op Lambs Lane Op Lambs Lane Op Alborough House 111 Rampton Road Op number 129 Rampton Road Op Rampthill Farm Op The Green Corner of Ellis Close Op New Town
Rooks Street	L15HCL L8HCL	On bend at Beach Rd/Denmark Rd/Rooks St. Op Margett Street
Telegraph Street	L1HDL	Entrance to Telegraph Street from High Street
Twenty Pence Road	L12HDJ L1HDJ L2 HDJ L3HDJ L5HDJ L6HDJ L8HDJ	Op Business Park entrance At Chicane entrance At Chicane entrance Just before the 30mph limit sign on entrance to village Just before turning into Smithy Fen entrance As above but closer still to turning Outside Hunters Fen Public House (now private dwelling)
Victory Way	L1HCK	Just inside entrance from Lambs lane
Worland Way	No BB markings on lamp columns.	Two lamps at entrance to Worland Way appear to be the designated ones. There are 3 lights that are of the old style and located at the bottom end of Worland Way. Situation not known as to how they will conform to lighting regime.
Brookfields Business Park	L1HNC	Inside entrance to Business Park
Smithy Fen Engine Drove	L2HDI	Just inside entrance by Hunters Fen Public House (now private dwelling).

High Street Heritage Lamps	L20HDC L2HDC L3HDC L44HDC L4HDC L58HDC L59HDC L60HDC	The Green (north) The Green (south) The Green (south) Cross roads Lambs Lane and High Street The Green (south) Broad Lane entrance Broad Lane entrance Broad Lane entrance
High Street Heritage Lamps	L79HDC L80 HDC L81HDC	Roundabout by Church Roundabout by Church Roundabout by Church
<b>Location</b>	<b>Lamp No</b>	<b>Lamp Column Position</b>
High Street	L1HDC L5HDC L6HDC L9HDC L10HDC L11HDC L17HDC L18HDC L19HDC L21HDC L22HDC L25HDC L27HDC L28HDC L29HDC L35HDC L36HDC L37HDC L38HDC L43HDC L46HDC L50HDC L52HDC L53HDC L69HDC L76HDC L77HDC L78HDC L82HDC L83HDC L86HDC L88HDC	Entrance to Rampton Road on corner of High Street Traffic Calming Hump by The Green Op Bus Shelter near 333 High Street At Zebra Crossing The Green Op Village Green at CVC entrance Entrance to CVC Entrance to alleyway to Pelham Way from The Green At cross road at Rampton Road At cross road at CVC entrance At crossing to Wilkin Walk At crossing to Wilkin Walk Entrance to Leopold Walk alleyway Entrance to Denmark Road (Chequers) Entrance to Lyles Road Outside Chip Shop Zebra crossing by Post Office Zebra crossing by Post Office Entrance to house between Zebra crossing and Chemist By the Chemist and opposite Telegraph Street Cross road at Lambs Lane and High Street Entrance by Nail Shop and close to Dunstal House Entrance to Emergency Access to Tenison Manor Op Rooks Street Op Shaun's newsagents Entrance Ivatt Street Outside No 28 High Street At 11 & 13 High Street (central island crossing point) At 12 High Street Outside Church Hall Op Old Rectory Op Wooden House Entrance to Vorland

## Further lights that should be dimmed and not switched off

<b>Lamp Column numbers</b>	<b>Location of Lamp columns in Tenison Manor</b>
L7HBI	Op Woodlark Drive
L4HBK	Op The Linnets
L6HBL	Corner of Goldfinch and Woodlark Drive
L5HBH	Corner of The Herons and Goldfinch Drive
L3HBH	Corner of The Linnets and The Herons
L3HBM	Corner of The Wrens off The Linnets
L9HBI	Op The Wrens from Tenison Manor
L8HB	Op Bullfinch Way
L3HBN	Op The Dunnocks
L5HBN	Op Kestrel Drive
L7HBN	Footpath leading to Bullfinch Drive
L1HBI	Op Broad Lane in direction of the Lode
L3HCI	Op Courtyard Way from Broad Lane
L2HCI	Op Males Close
<b>Lamp Column numbers</b>	<b>Location Pelham Way</b>
L7HCQ	Op Lee Close
L5HCQ	Op Pelham Close
L12HCQ	Beginning of alleyway entrance from Pelham Way
L10HCQ	Footpath/alleyway leading from Pelham Way to High Street (Green)
L11HCQ	Footpath/alleyway leading from Pelham Way to High Street (Green)
<b>Lamp Column numbers</b>	<b>Location Harlestones Road</b>
L5HCF	Op Entrance to Lyles Road
L4HCF	At entrance to footpath leading to Wilkin Walk .Reason: there is a bollard in the centre of the footpath as one enters the footpath
<b>Lamp Column number</b>	<b>Location High Street</b>
L32HDC	On the bend at the Co-Op and entrance to Narrow Lane footpath leading to Telegraph Streetp
L40HDC	Entrance to footpath leading to Franklin Gardens from High Street
L12HDC	Heritage Lamp The Green (north)

## Recommended locations where street lighting should remain on but dimmed

<b>Lamp Column numbers</b>	<b>Location Orchard Close</b>
L7 and 8HDA	Sheltered housing Bungalows
L2HDA	Op entrance to leading to Worland Way
L6HDA	Footpath/alleyway by Sheltered Housing Bungalows
L9HDA	Entrance to Sheltered Housing Bungalows
<b>Lamp Column numbers</b>	<b>Location Telegraph street</b>
L6HDL	Op Cundall Drive
<b>Lamp Column numbers</b>	<b>Location Brenda Gauty Way</b>
L4HBU	Op Paxton Close
L11HBU	Op Sovereign Way

The County Council has identified a saving in their current business plan of approximately £272,000 in its street lighting energy costs. To meet these saving, the County Council proposes to change the operational lighting times for many County Council owned street lights along with the levels to which street lights are dimmed.

The County Council has identified the areas within Cottenham that will be subject to street lighting being turned off between midnight and 06.00hrs. There are locations to which there will be lights that are dimmed to 50% of energy, (see list of same).

However, there are locations that may well be considered by Cottenham Parish Councillors, that it is essential for lighting to remain on in dimmed form. This however, will bear a cost contribution of £12 per street light per full year starting in 2016/17, increasing by inflation in future years, plus a small contribution of £65 per year covering administration.

The County Council would like comments by 30 September 2015 including if the Parish Council would like to contribute to the energy costs for any street lights currently proposed to be switched off between midnight and 06.00hrs.

If the Parish Council wishes to confirm which street lights they would like to contribute to, then please specify road name and individual column numbers references.

Warning: Unfortunately any request for changes after this time will be likely to incur an increased cost due to increased administration and operational costs.

## **15/224. Neighbourhood Plan**

In July under 15/166 we raised the possibility of pushing ahead with a SCDC consultation about area designation, delaying that decision partly to avoid an August consultation, partly to gather more “named consultees” and partly to allow Rampton to decide if they wanted to join in a combined designation as they depend so much on Cottenham for services.

August is now over and our Public Meeting and other activity has increased our list of named consultees and survey responses. Now would be a good time for any shy Councillors to join the club.

Lynda, Rex and Frank met representatives of Rampton Parish Council on 7<sup>th</sup> August and, although it is clear their objectives only partially overlap with ours, they have subsequently consulted with Hildersham about their experience and put the issue to their PC meeting on 7<sup>th</sup> September. The WP has also met Stephen Conrad (CCC Estates) and Jessica Woods (CCC education) on 26<sup>th</sup> August to explore possible collaboration in future, depending on the outcome of the major development applications.

With or without Rampton, we should now proceed.

The large potential developments on our patch make it imperative that we learn on a large representative scale what residents like, dislike or feel is missing from Cottenham today and how this might change in the next decade or two.

Named Consultees will be invited to help prepare and review the draft survey forms.

With external help that is feasible within the next three months and, if we are challenging speculative developments, the information will be invaluable. If not, the information will guide our own development path, however funded.

“consider authorising the WP to apply for area designation with/without Rampton (delete as appropriate) and proceed with the house-to-house survey; including up to £5,000 budget for survey preparation, printing, analysis and reporting.”

## **15/225. Village Hall refurbishment**

Time and events have not been on our side.

We are nearing two recommendations:

- A low-budget short-term fix to include a minor rework of some of the Old Changing Rooms, the corridor connecting the tunnel to the Hall and, possibly the stage to provide more storage for users which will increase revenue AND provide a disabled toilet.
- A more radical scheme to rebuild the Hall completely in the next 3 to 5 years, with a larger footprint, possibly on two floors, with several independently-securable zones. Architect input is being sought with a pre-qualification process under way; objective is to get formal pre-planning advice and secure outline planning permission.

## 15/228. Councillor co-option

### Paul Gibbs

I have lived in Cottenham for 4 years with my wife and my aged mother. We have moved to Lambs Lane from Rooks Street. I am a research professor of higher education at Middlesex University and my wife and I mainly work from home so we are in the village most of the week.

My interest in the development and sustainability of the village was evoked by the increased amount of building that is planned for the village and how it might impose on our community values driven by the limited financial benefit to the few. I am interested in the services that we currently need and in achieving these, resisting external changes to village that are not fully consulted upon and dealing with the dynamics of change as a whole for the benefit of the all but specifically to ensure that the vulnerable are protected. I think the Parish Council does well in defending the interests of the village and I want to add my support more actively.

## 15/230. New Changing Rooms opening

- Once systems are clear, we could arrange small group preview visits by appointment to allow Team Managers especially to become familiar with the layout, operational and security arrangements.
- Formal Opening Event (10<sup>th</sup> October, time TBD) might look like:
  - Private (invitation-only) modest reception and walk-throughs for a representative group of Funders (including CPC), Contractors and Football/Cricket Sports Club Managers
  - Proper Opening (from Sheltered Gallery) by Star Footballer
  - Guided tours for groups of ~6 at a time?
- Caretaker is being sought (CN advert etc) from around end October
- We need some interim ad-hoc cleaning/tidying support once the building is opened informally until that time, especially when real use/hire begins. Budget has already been allocated.
- Costs of modest budget reception can be covered within the overall project budget.