

# COTTENHAM PARISH COUNCIL

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

## MINUTES

**Present:** Cllrs Burton (Chair), Beckford, Berenger, Bolitho, Bristow, Collier, Collinson, Heydon, Leeks, Mudd, Nicholas, Richards, Rowley, Wotherspoon, Clerk Jo Brook, RFO Debbie Seabright, and CCC Cllrs Jenkins and Mason

**In attendance:** 18 members of the public

- 14/020. Any Questions from the Public or Press – Standing Orders to be suspended** – Resident Frank Morris requested that the Parish Council increase transparency by improving our website. Cllr Burton stated that the website was currently being re-designed and would be available in approximately 2-3 weeks time. Mr Morris also requested that the notice for meetings was increased to 5-7 days, rather than the current 3 clear days. Cllr Bristow responded that the law had changed in 2002 and having checked again, as of 2007 the requirement for parish councils is still 3 clear days. For practical reasons this also gives us more flexibility. Cllr Heydon suggested uploading our agendas in pdf format but Cllr Burton stated that is wasn't compatible with our current site.
- Will Conolly spoke to support the skate park improvements. He was involved with the working party for the current facility but felt that the needs and thoughts of the skaters were overlooked at the time. Cllr Mudd responded to say that it had unfortunately come down to finances. It was agreed that by not using a specialist skate park company at the time had also had implications with how the project was delivered.
- 14/021. Standing Orders to be re-instated – Chairman's Introduction and Apologies** – Cllr Brown and SCDC Cllr Harford
- 14/022. To accept Declarations of Interest** - To receive disclosures of pecuniary and non-pecuniary interests from Councillors on matters to be considered at the meeting – none.
- 14/023. Minutes** - To resolve that the minutes of the meeting of the Council/committee held on the 14<sup>th</sup> January (Ordinary meeting) Cllr Bristow proposed a true and accurate account, seconded by Cllr Richards, all agreed. 23<sup>rd</sup> January (Planning) Cllr Mudd proposed a true and accurate account, seconded by Cllr Rowley, all agreed.
- 14/024. Reports**
- **SCDC** – report circulated prior to the meeting. Cllr Heydon queried the £3.3m gap in funding for Northstowe. Cllr Wotherspoon responded that there was some intention for the developer to make savings but they weren't prepared to pay more than the £30m already agreed. Every item in the S106 agreement has a cost cap and any underspend will go into a pot to be spent on other items. No money will be coming directly to Cottenham however. There are traffic monitors in place but it is impossible to predict on what traffic problems, if any, may be incurred. Cllr Bristow asked for more information regarding the 10 monitoring points. The monitoring will be done twice a year but done during 'neutral' months i.e. not during school holidays.
  - **CCC** – report circulated prior to the meeting. Cllr Berenger asked what was happening regarding the signage that was agreed several years ago for Telegraph Street (to say unsuitable for HCV's). CCC Cllr Jenkins suggested that the Clerk email Highways to follow up. Regarding Histon Road, CCC Cllr Mason spoke to say that the patching work was being done prior to surface dressing in the summer. He has requested that the drains are raised before the dressing work is completed. Re. S106 for Northstowe Cllr Mason reminded Cllrs that it should have provided funds towards the guided bus. He also stated that finances were very short this year. Patching work was due to be done on Smithy Fen this week. Cllr Collinson hoped that the

patching standards would be checked. Cllr Bristow asked about the guided bus shortfall and why the cost analysis had been kept confidential. Cllr Mason said this won't be changed in the short term but he is meeting with the Finance Officer to discuss and push for action.

- **Police** – update from PCSO James Fuller on the current crime figures for Cottenham during the past 12 months. There had been 11 house burglaries, 9 non-dwelling burglaries, 38 thefts, 10 violent crimes (mainly domestic), 4 drug arrests and 8 criminal damage. These figures are down on previous years. The next police panel meeting is on 12<sup>th</sup> February and the meetings are now every 6 months. There are currently no specific priority issues for Cottenham but anyone can put forward suggestions. PCSO Fuller went on to say that PCSO's are now required to cover a much wider area which means that he is spending less time in the village. Cllr Mudd asked if there was any more news on the rec ground burglary but there was nothing more to say at this time.
- **Clerk** – report circulated prior to the meeting.

#### 14/025. Finance

Income	Description	Net	Gross
Jane Williams	December invoice	130	130
Cottenham Day Centre	December invoice	180.00	180.00
Twinkle Star Charity	Donation for the Playground	3,000.00	3,000.00
		<b>3,310.00</b>	<b>3,310.00</b>

Expenses	Description	Net	Gross
The B C Group	January invoice	273.00	327.60
HMRC	February Tax/NI	1,248.07	1,248.07
Salaries	Salaries february 14	3607.59	3607.59
Andrew King	Expenses re Mileage in December	40.4	40.4
Jo Brook	Expenses re Two printer toners	26.5	26.5
Talk mobile	Parish council mobile phone bill	8.58	10.3
King and Co	In relation to the Football Federation	1200	1200
Debbie Seabright	Expenses- Paper	2.50	2.50
Travis Perkins	Fence post and postfix	19.50	23.40
BFO	1000 litres Kerosene	600	630
EON	Electricity - Recreation Ground	452.21	542.65
EON	Electricity - The Green	71.69	75.27
Hibbit and Sons Ltd	Work on the War Memorial	6,650.00	7,980.00
A Mappedoram	Bulb and fitting at the Village Hall	33.25	39.90
Cambridge Web Solutions	Deposit towards new web site	250.00	300.00
		<b>14,483.29</b>	<b>16,054.18</b>

Cllr Mudd mentioned that Football Federation should read 'Foundation'.

Resolution to pay these invoices proposed by Cllr Berenger and seconded by Cllr Nicholas.

Resolved unanimously. Any questions about the management accounts should go directly to the RFO. The Finance group will meet again before the end of April.

- 14/026. Vision for Recreation Ground** – To receive and consider presentation on a future vision for the recreation ground – Cllr Beckford handed out a presentation. To outline, the vision for the rec ground would make it more encompassing for the whole village and not just sports clubs. The working party would now like a) to put the vision plan forward to the village (requesting feedback); b) hold a biennial Cottenham festival to showcase the village (same weekend as the

FEFF); c) for the vision to be taken into account when considering S106 expenditure. Members of the vision team have already met with a couple of groups in the village and the feedback is very positive. Cllr Collinson thought that the plan was impressive but had a word of warning regarding the gardens. Whilst ok when the initial group set them up they need to be maintained and people need to be aware of the ongoing maintenance issues. Cllr Collier mentioned the forest schools initiative which is currently a very hot topic amongst schools and nurseries. Given the vicinity of the rec to Ladybirds and the primary school this could be beneficial. Cllr Beckford pointed out that the presentation was just a starting point to encourage conversation. Already 3 groups have offered funding towards areas of the vision. Cllr Heydon asked if it was going to be a strategic plan but it is more likely to be a 'living' rather than a legal document. There is a lot on the plan that wouldn't cost anything to do. Cllr Nicholas thought that it was an impressive dream list and asked if the disabled walkway would continue through Les King Wood. If so then there could be issues with keeping dogs off the rec ground and this needs to be considered. There will be a full vision team meeting before April to take the plans forward. Resolution for working group to put the vision plan forward to the village to request feedback, including holding a Cottenham Festival this summer to launch the plans. Proposed by Cllr Beckford and seconded by Cllr Berenger. Resolved unanimously.

**14/027. Skate Park** – To receive and consider agreement to pursue the building of the skatepark by obtaining 3 quotes to a maximum of 80K and allowing a choice to be made of the 3 designs/quotes for construction - Cllr Berenger circulated a copy of the business plan used to obtain a grant from SCDC prior to the meeting. She would now like permission to approach suppliers for designs up to the value of £80k. The question was raised as to whether it was possible to charge for the use of the skate park. Will Connolly, one of the working group members, spoke to say that this hadn't been implemented anywhere else in the UK and could prove impractical. Cllr Berenger mentioned that if it was possible to run a café/tuck shop then this could be used to raise income. There are also a lot of companies in Cambridge who would be interested in running competitions. Cllr Leeks stated that he had no problem with the capital spend but thought that it should be a paid facility, possibly using a smart card system. He also wanted to know what the financial exposure to the Parish could be. Cllr Collier pointed out that the social aspect of the skate park were very important with children mixing from different villages. Cllr Richards pointed out that we have done very little for our younger population and Cllr Burton stated current demographics showed that a quarter of the village was under 18 years old. NB: CCC Cllr Jenkins left the meeting at 8.30pm. Standing orders were suspended. Members of working party pointed out that currently they used facilities in other villages because they were much better. By not having to drive to other villages would take unnecessary traffic off the roads. Smartcards would prove expensive to implement and impractical. As for charging, the sports clubs are charged for exclusive use of the pitches but at other times the pitches are available for anyone to play on; the same would apply for the skate park. Additionally by having a better facility it would bring people into the village and provide additional revenue for local businesses. It was also pointed out that skating is not a niche sport/activity and is actually very social. Cllr Mason stated that a lot of villages wrestled with the idea of skate parks. On the whole they are well accepted and he urged the Parish not to go down the route of charging to use the facility. Standing orders were reinstated. Cllr Mudd asked for the business plan to be updated since, as Cllr Berenger pointed out, it was done before it had been decided to go down the route of a concrete park. Resolution to agree to pursue the building of a skate park by obtaining 3 quotes to a maximum of £80k proposed by Cllr Bristow and seconded by Cllr Collinson. Resolved unanimously.

**14/028. Rec Ground** – To receive and consider report on drainage issues on the recreation ground – Cllr Richards spoke to say that there had been a lot of water on the path alongside the hall again, making it difficult to get to Ladybirds. We therefore need to install pipework to the land drain. Resolution to spend not more than £500 on drainage outside the village hall. Proposed by Cllr Beckford and seconded by Cllr Richards. Resolved unanimously.

- 14/029. Changing Rooms** – To consider appointment of Cocksedge Building Contractors Ltd at a building cost price of £560,060 + VAT – Cllr Mudd outlined the situation. He has tried to negotiate the figures down further but has been unsuccessful. We need to make a decision whether to go ahead quickly otherwise we could lose the Sport England grant. Cllr Bristow voiced his opinion that we had done well in terms of funding so it would be a pity to lose it. Cocksedge would be able to start work 3-4 weeks after being appointed but we need the PWLB in place before we sign the contract. The building contract will have dates in it and there is a late deadline clause. The FA funding deadline is May. We may need to call an EGM to get the contract signed and agree the PWLB. Working party to meet to go through the paperwork and subject to the loan sign the contract. Cllr Heydon congratulated Cllr Mudd on obtaining the grants. Cllr Leeks asked about the removal of the bond from the figures. Cllr Mudd has queried with the architects and is waiting a response but it would be taken out by the builders and not the Parish. Resolution to appoint Cocksedge Building Contractors at a cost price of £560,060 + VAT proposed by Cllr Mudd and seconded by Cllr Leeks. Resolved unanimously. NB: Cllr Bristow was out of the room at the time of the vote.
- 14/030. Changing Rooms grant application** – To consider not to proceed with funding application to Amey Cespa – Cllr Mudd outlined the reasons for not proceeding with the grant which were primarily a) no decision would be made until May which would delay the project start and b) the money Amey Cespa receive next year will be considerably less so there was no guarantee of getting the grant. It may however be worth applying for the skate park. Resolution to withdraw application to Amey Cespa proposed by Cllr Mudd and seconded by Cllr Collier. Resolved unanimously.
- 14/031. Changing Rooms additional searches** - To consider paying a maximum of £609.40 for various search fees – Cllr Mudd has been in correspondence with King & Co who are liaising with the FA solicitors. There was some overlap with the searches so the cost has now reduced to £245.50. Cllr Collinson said some of the searches were irrelevant but Cllr Burton pointed out that it was just due diligence. Resolution that we pay £245.50 for various search fees proposed by Cllr Mudd and seconded by Cllr Beckford. Resolved unanimously. Costs to be charged to the changing rooms project.
- 14/032. Histon Road traffic calming** – To receive and consider options for traffic calming on Histon Road – Cllr Rowley highlighted the 4 options however he's received a call today to say that the speed cushions are no longer an option due to time constraints (would need to carry out a consultation and therefore would miss the grant deadline). Unfortunately Cllr Rowley thought that the cushions would have been the best option so at this stage would prefer not to do anything. Cllr Nicholas said that from the feedback received the residents didn't like the option of cushions. The only thing that would reduce speed however was either traffic lights or cushions. Cllr Bristow suggested installing a Speedwatch sign as per Landbeach. Cllr Heydon to investigate costs. Cllr Collinson suggestion painting roundels on the road although these couldn't be done until after the resurfacing work which is due in the summer. Cllr Collier mentioned a scheme in Haverhill whereby children were asked to design road signs as part of a competition. She will investigate further. Cllr Leeks suggested parking a vehicle permanently on Histon Road and this has previously been mentioned by both the police and County as an option! Cllr Mudd asked whether it was possible to increase the 30mph zone as per Histon however Cllr Rowley said he'd already looked into this and it wasn't possible. However in conversations with County Cllr Jenkins he did mention that it may be possible to make the area between the 2 villages a 40mph zone. Cllr Rowley will investigate whether any of the ideas would fall under the Minor Highways Improvement Grant scheme.
- 14/033. Fen Reeves** – To receive and consider allowing use of Fen Reeves for bushcraft courses (resident request) - Clerk outlined the request. Cllr Leeks said that if the courses were profit making then we should be charging a fee to use the woodland. More information required so defer item.
- 14/034. Yesteryear Road Run** – To consider giving permission to hold a relaunch of the yesteryear road run, by way of a photo shoot of 3 to 5 historic vehicles, on the Village Green on Saturday 1<sup>st</sup> March 2014 between 10.30 and 12 – Clerk outlined the request. Resolution to give permission to hold

Yesteryear photoshoot on the green proposed by Cllr Beckford and seconded by Cllr Berenger. Resolved unanimously.

- 14/035. S106 agreement** – To consider signing S106 agreement for 282 High Street – Resolution to sign agreement proposed by Cllr Collinson and seconded by Cllr Bristow. Resolved unanimously.
- 14/036. Financial Regulations** – To receive and consider updates to the current document – Revised document circulated prior to the meeting. Cllr Bristow said that 3.8 should stay the same. He will email amendments to section 6.6. 9.9 missing regarding substantial cash receipt. S137 grant applications – need to add in the expenditure per head, advertising – need to say ‘not for profit organisation’, selection – need to quantify at 10%. Resolution to adopt financial regulations proposed by Cllr Bristow and seconded by Cllr Bolitho. Resolved unanimously.
- 14/037. Standing Orders** – To receive and consider updates to the current document – Cllr Bristow will go through the 2010 version against 2007 to compare the differences. Defer item.
- 14/038. Asset Register** – To receive and consider updates to the current document – Groundsman to check the list and confirm to Clerk.
- 14/039. May Elections** – To receive information on standing in the May elections – Clerk outlined the timescale for the elections received from SCDC.
- 14/040. Police Panel** – To consider items to be put forward for next panel meeting – Clerk to log parking as an issue.
- 14/041. Town Ground Rent** – To consider rent increase from March 2015 and appoint representatives – Clerk reported that the rent hadn’t gone up since 2007. Clerk and Cllr Bristow have investigated the value and it should be in the region of £60-80 per acre. Resolution that Clerk contact tenant with a view to rent increase from March 2015. Proposed Cllr Bristow and seconded by Cllr Bolitho. Resolved unanimously.
- 14/042. Matters for consideration at the next meeting** – Litter (Cllr Bristow)
- 14/043. Dates of next meetings** – Planning Meeting 6<sup>th</sup> February (P1), Planning Meeting 20<sup>th</sup> February (P2), Ordinary Meeting 4<sup>th</sup> March.
- 14/044. Close of Meeting** – 9.55pm

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