

AGENDA REPORTS PACK

FULL COUNCIL MEETING

February 2019

19/021. Minutes

DRAFT Full Parish Council Meeting Minutes

Meeting held in the Village Hall, Lambs Lane, Cottenham on Tuesday 8th January at 7.15pm

Present: Cllrs Morris (Chair), Bolitho, Collinson, Dahlqvist, Dewey, Graves, Kidston, McCarthy, Smith, Ward, Wilson, SCDC Cllr Wilson, the Clerk, Asst Clerk and RFO

In attendance: 3 members of the public

- 19/001. Chairman's Introduction and Apologies for absence** – Apologies accepted from Cllrs Mudd (sick), Nicholas (sick), Wotherspoon (work), Young (work) and SCDC Cllr Gough. Condolences were given to the King and Clarke families. Cllr Dahlqvist was welcomed to her first meeting.
- 19/002. To accept Declarations of Interest and Dispensations** – none given.
- 19/003. Minutes** – Resolution that the minutes of the Full Council meeting held on the 4th December 2018 be signed as a correct record. **RESOLVED.**
- 19/004. Public participation** – Standing Orders suspended 7.23pm. Resident 1 required more information regarding item 19/008 – costs, duration of the loan etc. and felt uneasy that we were willing to spend money so freely. Cllr Morris agreed that CPC needed to do more to clarify the information but there was also a lot of information on our website already. For clarity the £2.8m loan covers both buildings. The s.106 we're receiving from the new developments will cover most of the nursery costs and it's anticipated that the loan period would be shortened later as and when developer contributions come in over the next 5-7 years. We want to keep within the promise of £1 per week per year. We'll see whether it's possible to get an article in the village newsletter with more information about the project. General surprise was expressed about resident turnout at the meeting given recent comments on Facebook regarding the budget/precept. Resident 1 commented that the Christmas tree on the Green had been excellent.
- Resident 3 arrived at 7.35pm and raised comments regarding the Neighbourhood Plan, mainly around affordable housing. The figures in the ACRE SEA report doesn't equate with the 91 houses mentioned elsewhere in the document. Cllr Morris stated that there had been some minor amends to the documents but also there was a time difference between when the reports completed. Our consultant has stated that he doesn't expect them to be consistent and that the important bit is the Plan itself. Cllr Morris explained the maths behind the number of affordable homes. The consultant is satisfied that it is fit to submit to SCDC. Standing Orders reinstated 7.48pm.
- 19/005. Reports**
- **SCDC** – Report noted. Gating order for Setchell Drove currently on hold. Oakington Rural Travel Hub – Cllr Dewey raised concerns about the car parking option. SCDC Cllr Wilson has repeatedly raised the lack of transportation connection between Cottenham and Oakington. Regarding the proposed cycle path, work is still going on behind the scenes to speak to the relevant land owners, but money has been earmarked for the project. The 'Cottenham Question' is now being looked at in further detail. Cllr Smith 'complimented' the Council Planning Committee on the speed at which the Persimmon application had come back to Committee, having been deferred in December. It is difficult to see whether any changes have been made in that brief timescale. PC's objections still stand.
 - **CCC** – No report.
 - **Clerk** – Report noted. Oakington Road to be resurfaced in vicinity of Bellway site. New Life in the Old West project: confirmation required as to whether the scale of proposed pond on Old Rec is acceptable. Standing Orders suspended 8.06pm. Resident 2 asked if ACRE were aware that the site floods? Cllr Morris said that there is currently significant work ongoing to the Lode to improve drainage including a project in 2021 to raise the capacity of the Lode. Resident 3 raised concerns about flooding and whether it would still be possible to walk dogs in the field. Standing Orders reinstated 8.09pm. Clerk to consult residents via Facebook. Clerk has completed 3rd CiLCA unit and is waiting for tutor to check before submitting for formal assessment. Asst Clerk reported that the Rampton Road gullies were jetted today along with

some on Margett Street, the High Street (between Margett Street & Broad Lane. It was confirmed that the forthcoming closures on Twentypence Road would be night-time only. Cllr Ward queried anything further had been done to 'protect' the pumps at the Hall following the recent replacement. Signs have been installed requesting no wipes to be put down the toilets and users spoken to. No update regarding defibrillator.

- **Major developments** – Report noted. Clerk and Cllr Morris had a meeting with This Land today. They are getting close to purchasing the site from the County Council and need to do so before the end of the financial year. The lease will then be sold to This Land who will become our landlord for the third field. We've been assured that the conditions of the lease won't change. Designs for the site are expected shortly.
- **Village Hall & Nursery** – Report noted. Will shortly need to apply for the loan. Village Hall has approx. £500k s.106 allocated and nursery has £800k s.106 allocated.
- **Neighbourhood Plan** – Technically it's ready to go. SCDC would pay for the eventual referendum which requires a simple majority of one. Need to ensure publicity but CPC aren't permitted to push in either direction (yes/no). Need to look at how we can simplify the overall message.

19/006. 2019/20 budget - consider reducing the FLAC suggested net budget to £174,098, based on expenses of £205,500 and expected income of £28,402 – Noted that the £174,098 doesn't include any money allocated for the Neighbourhood Plan and £1500 added accordingly. No rates will be due if there is only one building (no village hall). Reconfiguration of play area will use open space reserve. Resolution that the Council will set a net budget for 2019/20 of £175,598 based on expenses of £204,000 and expected income of £28,402. **RESOLVED.**

19/007. Reserves - consider our current estimated EOY reserves as adequate to cover project accruals and initial Village Hall and Nursery costs while retaining a General Reserve of £100,000 – Cllr Morris outlined the report. Suggestion to use some reserves to reduce the precept. Noted that Parish Council's currently aren't capped. Resolution that Council has reviewed its reserves and their allocated usage for 2019/20 and decided that they will reduce by £10,000. **RESOLVED.**

19/008. Village Hall/Nursery Finance – Resolution to, taking into account the need to finance the current project with a proposed Public Works Loan of around £2,800,000 over up to 30 years, accept the FLAC recommendation to continue raising the "supplementary precept" of £1/week per Band D home – equivalent to £123,058 p.a. **RESOLVED.**

19/009. 2019/20 Precept – Resolution to set the net precept for 2019-20 to £288,656 (equivalent to £121.97 Per Band D home). **RESOLVED.** NB: this is a reduction of around 10-12%. RFO left the room at 9.15pm.

19/010. Neighbourhood Plan - consider submitting the Neighbourhood Plan and related documentation to South Cambridgeshire District Council for consultation and independent examination under Regulation 16 of the Neighbourhood Planning (General) Regulations 2012 (as amended) – Cllr Morris outlined. RFO returned to the room at 9.16pm. Resolution that the Chair/Clerk are authorised to submit the draft Submission Plan and its supporting documentation to the Local Planning Authority, making arrangements for consultation and independent examination. Any necessary amendments for improved clarity, procedural compliance or typographical accuracy to be made and reported back to CPC. **RESOLVED.**

19/011. HR working group – Resolution that Cllr Kidston joins the HR working party. **RESOLVED.**

19/012. Way leave agreement - To consider allowing SSE Telecom to run underground fibre-optic cable across POS on Brenda Gautrey Way by signing agreement for income of approximately £200 p.a. – Cllr Morris outlined. Cllr Bolitho left the room at 9.20pm. Resolution to allow SSE Telecom to run underground fibre-optic cable across POS on Brenda Gautrey Way by signing agreement for income of approximately £200 p.a. **RESOLVED.**

19/013. SLCC Regional Training Seminar – Resolution that the Clerks and RFO to attend event on 30th January at a cost of £230 + VAT (including discounts). **RESOLVED.** Cllr Bolitho returned to the room at 9.23pm.

19/014. Finance

Income	Description	Net	Gross	
Cambridge Kids Club	Monthly invoice payment	£873.92	£1,048.70	
Rugby Club	Annual invoice	£150.00	£180.00	
Sports & Social club	Quarterly invoice	£2,600.00	£3,120.00	

Donations	For Christmas lights	£35.00	£35.00	
Hirer of Village Hall	Hire of Village Hall	£75.00	£90.00	
Allotments	Water charges	£312.55	£312.55	
HMRC	VAT repayment	£588.99	£588.99	
HMRC	Vat repayment	£3,175.57	£3,175.57	
Aerobics instructor	Invoice payment	£80.50	£96.60	
Ladybirds	Quarterly repayment	£1,554.95	£1,554.95	
		£7,811.03	£10,202.36	
Expenses over £500	Description	Net	Gross	code
Salaries	Salary costs for January 19	£3,669.92	£3,669.92	-
HMRC	Tax and NI for December 18 (month 9)	£1,029.26	£1,029.26	-
Lanes Group PLC	CCTV condition survey (all foul & water drainage re Village Hall)	£650.00	£780.00	1333
Cambridgeshire Cricket Ltd	Grounds work at Rec ground - Sand/soil topdressing	£1,190.00	£1,190.00	1334
Glasdon Uk Ltd	Picnic table x 2 with fixing kit and Phoenix seat x 2 with fixing Kit for the rec ground	£1,982.02	£2,378.42	1337
Survey Solutions	Topographical Survey - above ground re Village Hall	£625.00	£750.00	1344
Elveden Estate and Farms	Christmas tree for the green	£594.00	£712.80	1346
Caprari Pumps	To supply & install two new pumps at Village Hall	£1,551.42	£1,861.70	1347
AJ King	Monthly contract cost	£3,166.67	£3,800.00	1351
agb Environmental	40% of fee re completion of site works	£1,554.00	£1,864.80	1352
Calor Gas Ltd	Gas delivery	£647.78	£680.17	1354
Connections Bus Project	11 visits to Cottenham with the youth bus	£2,743.40	£2,743.40	1356
Old West IDB	Flail mowing/reed cutting Tenison Manor & Brenda Gautrey Way	£2,168.50	£2,168.50	1358
Old West IDB	Hire of Excavator and driver labour	£532.50	£532.50	1359
Nick West	Cleaning of the Village hall for Oct 18 & Nov 18	£1,269.00	£1,269.00	1360/ 1361
Sports & Social Club	Contract services Oct-Dec 2018	1080.00	1080.00	1363
		£24,453.47	£26,510.47	
Expenses under £500	Description	Net	Gross	code
Legal and General	Pension Costs (January 19)	£153.14	£153.14	-
RFO	Expenses re sim card for the Pavilion (November)	£8.08	£9.70	1338
SLCC	Training day for Clerk and Assistant Clerk	£20.00	£20.00	1339
Shred Station	Bin collection and Shredding	£48.00	£48.00	1341
Business Consultancy Servs	Payroll processing	£47.30	£56.76	1342
Clerk	Expenses re Village Hall meeting	£4.52	£4.52	1343
Melsop Farm Park	Cost of Reindeer for the Carol concert	£375.00	£450.00	1345
Green and Purple Ltd	Support for RFO (December)	£50.00	£60.00	1348
Caprari	Emergency callout fee - sewerage overflow at rec	£176.00	£211.20	1349
SSE - Southern Electric	Electric bill for the Pavilion (DD)	£255.00	£306.00	1353
Staples	Colour toners for RFO	£127.47	£152.96	1357
Green and Purple Ltd	Support for RFO (January)	£50.00	£60.00	1358
RFO	Expenses re sim card for the Pavilion (December)	£9.70	£11.64	1359

Nick West	Filter for Henry vacuum cleaner and Light bulbs	£16.50	£19.80	1362
		£1,323.15	£1,562.5	
Multipay Card (payment in Dec by DD)				
Asda	Thank you gifts (carols)	£56.00	£56.00	C1340
Tesco	Computer Mouse for Assistant Clerk	£7.00	£7.00	C1335
Amazon	Memory Sticks	£13.99	£13.99	C1336
Corporate Card	Monthly fee	£3.00	£3.00	-
		£79.99	£79.99	
Multipay Card (payment in Jan by DD)				
Three Mobile	Phone top-up for Assistant clerk	£5.00	£5.00	C1355

Minor amends made. Resolution to pay these invoices. **RESOLVED.**

- 19/015. Management accounts** – to review the monthly management accounts – Report noted.
- 19/016. Matters for consideration at the next meeting** – Friends of All Saints trustee position
- 19/017. Dates of next meetings** – Planning 10th Jan, Highways 15th Jan, CALF 22nd Jan, Planning 24th Jan, FLAC 29th Jan, Full 5th Feb
- 19/018. Close of Meeting** – 9.28pm

Signed _____ (Chair) Date _____

19/023. Reports

District Councillors' Report for Cottenham and Rampton – February 2019

Budget and Council Tax

The Plan and Budget recommendations will be reviewed at the Council meeting on February 21. The proposed increase in SCDC tax will be £5, taking the charge for a Band D property in the District to £145.31. The Business Plan consultation was interesting – the people that did respond particularly highlighted the issues around transportation and affordable housing. Copies of the Business Plan are available via the following link: <https://scams.moderngov.co.uk/documents/s109820/Appendix A - Draft Business Plan 2019-24 for Cabinet meeting.pdf>.

Proposals will be discussed at the forthcoming Cabinet meeting to increase the premium for empty properties that remain unoccupied for extended periods of time. This is to encourage owners to bring properties back into use and to ensure that such properties do not attract vandals and/or become a magnet for anti-social behaviour.

New Developments

The next meeting of the Liaison Group will take place on 7th February. We are very grateful for the assistance of the Parish Council in the creation of welcome packs for new residents. We have also had some success with the next road closure on Oakington Road – this is hopefully now to be planned to coincide (partially) with the half-term holiday and will be temporary three-way light system rather than a full closure.

The Planning Committee discussion and decision on the Persimmon development acknowledged some of the points made by us and the Parish Council. We have questioned the clarity surrounding the decision notice and await a response.

Local and Neighbourhood Plan

We have been contacted by the Planning team working on the Neighbourhood Plan. We believe it would be worth further engagement with the team in the near future and would be willing to arrange such a meeting if that would be useful.

We followed up on an issue first raised by the Clerk and a facility is now available so that additional copies of the Local Plan can be paid for by BACS.

Traffic and transport

There will be a Greater Cambridge Partnership consultation starting 4th February on proposals for the Cambourne to Cambridge Transport link. Although not directly affecting residents in Cottenham, it might be of interest to residents who travel that way. Councillors have been asked to promote as much as possible.

We have not received any updates on the Oakington RTH consultation. There are GCP Transport Working Group and GCP Joint Assembly meetings in February where we should receive updates.

The Strategic Bus Review report, commissioned by the Cambridgeshire and Peterborough Combined Authority, was published on 23rd January. The options being considered will be outlined in a business case. These could include franchising and enhanced partnerships but the timescale is depressingly long. Some improvements in bus networks could be introduced sooner but the report is rather disappointing given the time it has taken to produce. The report can be found on: <http://cambridgeshirepeterborough-ca.gov.uk/assets/Uploads/Strategic-Bus-Review.pdf>. We will endeavour to make sure that the interests of residents living in the village around Cambridge will be served as these proposals progress.

Elsewhere, proposals on the Cambridge/Bedford section of the East-West Rail Route between Cambridge and Oxford have been published for public consultation. The consultation runs from 28th January to 11th March. Information about the options being considered can be found on: <https://eastwestrail.co.uk/haveyoursay> This is just a start and there will be more opportunities for people to comment as proposals evolve. One point to note is that a proposal for a northern route from Cambridge North Station and linking to the Guided Busway through Histon has been eliminated. The Northern option was rejected due to higher costs and operational complications particularly for freight movements. The 5 proposals being consulted on are southern routes.

“My South Cambs” Customer Portal

Councillors attended a demonstration of a new South Cambs Council customer portal that went live on 21st January. Users will be able to sign in using e-mail, facebook, Microsoft and Google. The system allows customers to submit questions, contact the Council about planning, benefits, waste collections etc as well as to report problems. The system is evolving and will enable customers to track the progress of their complaint or enquiry. As the system is web based, it will free up officer time to carry out their work – we welcome any feedback. The new portal can be accessed from the S Cambs Council homepage or on <https://mysouthcambs.scambs.gov.uk>.

Contact your District Councillors

Neil Gough: neilgoughcrw@gmail.com or Tel. 07919 990299

Eileen Wilson: eileenwilsoncrw@gmail.com or Tel. 07825770899

Facebook: @CottenhamRampton

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

To follow

CLERKS REPORT – January 2018

Anything in bold is new or an update.

Highways

(HO = Highways Officer, AC = Assistant Clerk)

- **Rooks St** - HCVs ignoring advisory signs 4/4 - Resolution at Highways Meeting on 18th Jan 2018 to explore differences between types of weight restrictions (e.g. access only/except for loading), cost implications and to liaise with Derek Crosby (Police Traffic Management Officer) regarding feasibility. Cllr Wotherspoon has learned that such a crossing may be under consideration as part of traffic management associated with development in the area. **LHO inspected potholes 23/1/19 and ordered repairs for any meeting intervention levels – unable to resurface as too narrow for machinery.**
- **Rooks Street** - HO has put forward Rooks St for the slurry scheme; with Network Management to inspect & to state if included in program. **9/1/19 LHO still waiting for Network Management to inspect, IF project got the go ahead, it would be approx. 2 yrs before works would be carried out.**
- **Wilkin Walk** (High St end) – overgrown laurel and brambles. **17/01/19 – trimmed back to, but only 1m up – LHO querying with contractors. 21/1/19 – crew utilised for road gritting, will complete when no frost/ice is forecast. Removed 28/1/19. (stumps and lots of cuttings left in situ, AC has requested they come back and finish properly).**
- **Beach Road** – Works completed 16/1/19 – some areas appear to have been missed, LHO inspected 23/1/19 – all marked out areas repaired, nothing else meeting intervention levels, and suggested contacting Network Manager to query if/when it will be re-surface dressed (as previous dressing failed). Network Manager reports that the road is no longer suitable for surface dressing. **Hopefully now it has been extensively patched, that will settle things down for a while.**
- **Junction of Victory Way/Lambs Lane** - flooding issues raised with HO, awaiting response. Works ordered to install 1/2 gullies in front of bus shelter which should solve issue (within next 12 wks). Works cancelled 25th May as new surfacing has solved issue (AC not convinced and will monitor). Still puddling, reported to LHO 19/10/18 – will be reassessed next financial year (2019/20).
- **Footpath from Pelham Way through to High St** – 9/8/18 - will be re-inspected, HO needs to ascertain whether tree roots are near to the surface; if they are he's doubtful anything can be done as if the roots was 'shaved' could make the tree unstable – Asst Clerk will go and have a look and a measure. He did say though that his pavement budget had more or less run out. Hedge Letter sent to resident regarding overhanging conifers 31st August. 13th Sept HO has confirmed that the tree roots are too shallow for the path to be repaired, unsure what can be done. No footpath budget available - will be reassessed next financial year (2019/20). **21/1/19 LHO hoping to shave tree roots in May 2019.**
- **Histon Road Cycle/Foot path** – some lighting studs not working. Lights will be replaced in the new year. **24/1/19 emailed Cllr Wotherspoon for update. Contractors encountered a problem with the resin that fixes the lights into the ground not setting in very cold temperatures, so are rescheduling to March.**
- **Cadent Gas** – List of several areas that were damaged during the first phase submitted to Cadent 30/04/18 and 14/05/18 – awaiting response. (copied to CCC Cllr Wotherspoon) Forwarded details to Streetworks 20/06/18. Resent to Cllr Wotherspoon, Cadent and Streetworks 27th Sept. **Meeting booked 31/1/19 with AC, Streetworks Inspector and Cadent Gas to walk the defects - will be re-patching their poor road repairs and repainting school crossing markings. Pavement surfaces to be 'batted back' (their words!) to LHO as no proof that Cadent are responsible. Major works planned for Rampton Rd/Lambs Lane junction, Denmark Rd and north end of High St – Cadent to advise when dates have been agreed with CCC/Streetworks avoiding existing planned works.**
- **Histon Road Traffic Survey** – Following on from a 7-day traffic survey carried out in July 2018 and seeking advice from a traffic consultant, the Highways Committee has submitted an LHI bid to reinforce existing speed reduction measures. **LHI panel meeting 16th Jan – Cllr McCarthy attended, result due end of March.**
- **High St road markings** – HO has ordered all the lining to be done along the High St – from the church to Histon Rd – centre lines, yellow lines, keep clears, etc. 18/10/18 LHO advised that paint used was not to CCS's specification, and is being sorted out at levels above LHO due to what Skanska have ordered from D-Line and what the specification states (insufficient reflective particles). **17/1/19 testing shows reflectivity is below CCC specification and markings due to be re-done.**

- **Blocked Gullies** –19/10/18 no budget available so unlikely to happen prior to next financial year. **Rampton Rd Gullies cleared and jetted through 9/1/19. 22/1/19 jetting ordered for High St; Lambs Lane junction up to Church Lane roundabout.**
- **Twenty Pence road - Works completed 19/1/19 – to be surface dressed (no timescales at present). 25/01/19 – LHO to request Gun Club pay for repairs to junction caused by HCVs delivering there.**
- **High St Zebra Crossing (New)** – Some residents believe the vertical column lights are too bright making it difficult to see pedestrians waiting to cross during darkness. Project Manager to investigate Jan 2019. **17/1/19 – reported overhead lamp not working (college side) and puddling on tactile surface (house side). 22/1/19 - road safety auditor has passed the crossing several times. His view is that they highlight the crossing well and do not give off enough glare to hinder the view of a motorist. Contractor due to replace overhead lamp and will ensure that the vertical illumination on the lowest setting (of 3). With regards to the ponding this is a common issue related to having a flush kerb line as any construction tolerances can affect the carriageway levels.**
- **Smithy Fen Bridge** – Asst Clerk reported crack to LHO Dec 2018, awaiting structures team to inspect. (No other reports received from residents). **16/1/21019 requested urgent action (no response). 17/1/19 – LHO reported that structural engineers have visited the site and the bridge is safe. 22/1/19 - bridge inspector has been out to site and confirms that there is no change in the brickwork from the last visual inspection and the current crack is due to damage from a previous impact damage. The main structural arch barrel does not show any further deterioration. They will continue to monitor this spandrel wall and will intervene as necessary. 23/1/19 – CCC bridge inspector has asked Engineers at Skanska to visit and report on this particular issue with the spandrel wall, they will also advise if CCC should add this bridge to our visual monitoring programme at a suitable frequency (quarterly or monthly etc) until they can programme in some repairs longer term.**
- **Smithy Fen potholes** – Dragon patcher visited 23/24 Jan – Oxholme & Engine Drove repaired. AC has chased LHO for date for Lockspit Hall Drove.
- **Rampton Road** – bus stop by Alms Houses post damaged (during recent gas connection works), LHO to inspect on next visit (date TBC).
- **Street Lights** – chased Balfour Beatty 17/1/19 re The Herons and High St (near to the green) streetlights knocked over. 20/1/19 High Street and 29/01/19 The Herons replaced.
- **High Street bollards** – CCC will replace any damaged bollards 'like for like'. If we wanted more visible ones, e.g. on the build outs at the north end of the High Street, we would need to fund ourselves. (Approx cost is £1,000 for a bright yellow bollard with keep right arrow). LHO has ordered replacement reflective tape for the 'Cambridge' bollards.
- **High Street (near to green)** – 9/1/19 LHO chasing Cambs Water re loose/noisy water drainage cover.
- **Oakington Road (poor road surface left by Bellway contractors during Nov road closure) - CCC's Streetworks team has inspected the surface and have told us the developers may need to carry out further excavation works, as well as installing a footpath and the road will be resurfaced then, no timescales yet. They are hoping to be able to carry out works using 2-ways lights as opposed to road closure.**
- **Potholes** – Rooks/Margett/Corbet/Telegraph t St inspected 23/01/19 – marked out and repairs ordered for those meeting intervention levels. Noted that Corbett St is the only route HCVs can take to the ind estate at Millfield.

Village Hall

- Fire extinguishers serviced 1st Feb (and Pavilion). Fire alarms being serviced 11th Feb.

Recreation ground

- The FA sign has been damaged.
- 2x benches and picnic tables have arrived.
- **Hedge (towards bowls club) being removed 4th Feb and fencing being installed. This is 'phase 1' of the car park extension.**

Misc admin

- December Issues log distributed separately – see appendix for summary.
- Les King Wood – Tree guards still require removal. Chased County Farms 7/8/18.

- New public footpath from Broad Lane to Les King Wood – County Farms confirmed 20/8 that the path is physically available to use. The legal order to formally create the bridleway has now been sealed by the county solicitor and the next stage will be for a small advertisement to be placed in the Cambridge News. A press release is now with the press team for release. 4/1/19 – signage has been delayed but **should be installed w/c 4th Feb.**
- Cllrs have been issued with new email addresses for GDPR compliance and setup is ongoing.
- During amends to the backend of the website it was discovered that several Register of Interest forms were out of date on the SCDC site (our website links to SCDC's). Cllrs to follow up on missing info directly.
- Defib equipment has arrived. Struggling with electricity supply and waiting response from CHT.
- Replanting has taken place under village sign. Need to purchase metered stand pipe.
- **Broken bench on the Moat is being repaired.**
- **Quotes being obtained for paint repairs to bench at the balancing pond.**
- **Statement of training document created and added to website (details who has undertaken what training).**
- **One bench on the Moat requires repairs to the legs.**
- **Clerk and RFO waiting assessment of CiLCA Unit 2.**
- **Extra copies of the Local Plan have been ordered. Clerk to collect on 7th Feb.**
- **Clerk and Asst Clerk attended SLCC Regional Training Seminar.**
- **Work has begun on a welcome pack for Bellway (working with SCDC). Very comprehensive list of clubs and activities gathered along with useful info; currently running to 12 pages. SCDC will print copies for the new developments however we may want to consider our own version on the website or printing for existing residents.**

Facebook

- 1078 likes/1164 follows.

Major developments

- Bellway – approaching completion; residents’ welcome pack being prepared.
- Gladman – no update since Gladman applied for site phasing to be split.
- Persimmon – full permission granted with conditions on 24th January but we have serious concerns about the surface water design and management planning condition (see 19/024).
- County Council - wants to sell relevant land to This Land before 31st March. As this includes some or all of our 3rd Field and significant amendments to lease conditions, we are insisting on greater clarity regarding the phasing, quality and quantity of the related land swap before bringing any propositions to CALF, FLAC and Council.

Village Hall & Nursery

- The Car Park hedge has been cleared and replacement fencing installed (TBC)
- Expressions of interest have been invited for the Car Park and other preparatory works that might be carried out after competitive tender process prior to the main works programme.
- Design of Village Hall nearing completion, ready for review and preparation of tender documentation; provisional tender - construction programme outline below
- Design of Nursery nearing completion, ready for review and preparation of tender documentation; provisional tender - construction programme outline below (Nursery building may be available earlier).
- Current provisional milestone projection:
 - Contracts to be placed on ContractsFinder 8th February 2019
 - Outline plans available to Working Party / CALF 19th February 2019
 - Main requirements issued to short-listed tenderers 25th March 2019
 - Tenders expected 19th April 2019
 - Borrowing approval obtained 3rd May 2019
 - Contract negotiation completion 24th May 2019
 - FLAC review 28th May 2019
 - Council go/no-go decision on contract(s) 4th June 2019
 - Site handover to Contractors 24th June 2019
 - Site handover to CPC 29th June 2020

19/024. Persimmon RM determination

- Persimmon’s S/2281/18/RM Reserved Matters application was determined by the SCDC Planning Committee on 16th January 2019.
- A resident, Cllr Morris and our two DCs expressed concern about several aspects of the design, especially the lack of effective proposed conditions related to management of surface water – from design, through implementation and lifetime maintenance.
- The Committee, while approving the application required that further work was done on this condition, including advice from CCC’s SUDS Officer who had been invited to the meeting.
- On 21st the SUDS Officer suggested that we, Case Officer, SUDS Officer and CPC, work together on an agreeable wording for the condition.
- Late on 22nd, the CCC SUDS Officer received a draft condition wording, which includes a “building certificate hook” suggested by SCDC’s Legal Officer at the meeting:

“No development shall begin until a surface water drainage scheme for the site, based on sustainable drainage principles, has been submitted to and approved in writing by the Local Planning Authority. The scheme shall subsequently be implemented in accordance with the approved details before the relevant part of the scheme (including all strategic elements which will benefit all dwellings) and that part which is particular to an individual dwelling shall subsequently be implemented in accordance with the approved details before an application is made for a final certificate for building regulation purposes and no dwellings shall be occupied unless the relevant part of the said scheme has been implemented to the reasonable satisfaction of the Local Planning Authority.

The scheme shall be based upon the principles within the agreed Flood Risk Assessment (FRA) and Surface Water Drainage Strategy prepared by RSK (ref: 890083-R1(03)- FRA) dated May 2016 and shall also include: -

- i. Full calculations detailing the existing surface water runoff rates for the QBAR, 3.3 % Annual Exceedance Probability (AEP) (1 in 30) and 1% AEP (1 in 100) storm events.
- ii. Full results of the proposed drainage system modelling in the above-referenced storm events (as well as 1% AEP plus climate change) , inclusive of all collection, conveyance, storage, flow control and disposal elements and including an allowance for urban creep, together with an assessment of system performance.
- iii. Detailed drawings of the entire proposed surface water drainage system, including levels, gradients, dimensions and pipe reference numbers.
- iv. Full details of the proposed attenuation and flow control measures.
- v. Site Investigation and test results to confirm infiltration rates.
- vi. Details of overland flood flow routes in the event of system exceedance, with demonstration that such flows can be appropriately managed on site without increasing flood risk to occupants.
- vii. Full details of the maintenance/adoption of the surface water drainage system.
- viii. Measures taken to prevent pollution of the receiving groundwater and/or surface water.

The drainage scheme must adhere to the hierarchy of drainage options as outlined in the NPPF PPG.

(Reason – To ensure a satisfactory method of surface water drainage and to prevent the increased risk of flooding in accordance with Policy CC/8 of the adopted Local Plan 2018.)”

- The CCC SUDS Officer, who had also attended the Cottenham Flood Risk Forum the previous week, was concerned that the wording in yellow “did not make sense” and asked for an opinion from Cllr.Morris.
- On the morning of 23rd, a suggested wording was passed back to SCDC:

“No construction of infrastructure or housing shall begin until a surface water drainage scheme for the site, based on recognised sustainable drainage principles, has been submitted and approved in writing by the Local Planning Authority. **No construction of any dwelling shall begin** unless all the common and dwelling-specific aspects of the surface water drainage scheme necessary to service that dwelling have been implemented in accordance with the approved scheme, and adequate arrangements for their long-term maintenance have been approved in principle by the Local Planning Authority. **No application for a final certificate of compliance with building regulations for any part of the development shall be made**, and no dwelling shall be occupied unless all the common and dwelling-specific aspects of the surface water drainage scheme necessary to service that dwelling have been implemented in accordance with the approved scheme, and adequate arrangements for their long-term maintenance have been contracted, to the reasonable satisfaction, expressed in writing, of the Local Planning Authority.”

The scheme shall be based upon the principles within the agreed Flood Risk Assessment (FRA) and Surface Water Drainage Strategy prepared by RSK (ref: 890083-R1(03)- FRA) dated May 2016 and shall also include: -

- i. Full calculations detailing the existing surface water runoff rates for the QBAR, 3.3 % Annual Exceedance Probability (AEP) (1 in 30) and 1% AEP (1 in 100) storm events.
- ii. Full results of the proposed drainage system modelling in the above-referenced storm events (as well as 1% AEP plus climate change) , inclusive of all collection, conveyance, storage, flow control and disposal elements and including an allowance for urban creep, together with an assessment of system performance.
- iii. Detailed drawings of the entire proposed surface water drainage system, including levels, gradients, dimensions and pipe reference numbers.
- iv. Full details of the proposed attenuation and flow control measures.
- v. Site Investigation and test results to confirm infiltration rates.
- vi. Details of overland flood flow routes in the event of system exceedance, with demonstration that such flows can be appropriately managed on site without increasing flood risk to occupants.
- vii. Full details of the maintenance/adoption of the surface water drainage system.

viii. Measures taken to prevent pollution of the receiving groundwater and/or surface water.

The drainage scheme must adhere to the hierarchy of drainage options as outlined in the NPPF PPG. (Reason – To ensure a satisfactory method of surface water drainage and to prevent the increased risk of flooding in accordance with Policy CC/8 of the adopted Local Plan 2018.)”

- On Friday 25th, with no consultation, the Decision Notice was issued. Condition 9 is essentially identical to the original wording.
- Both the CCC SUDS Officer and CPC Chair have expressed disappointment with the way this was conducted and requested that something should be done to correct the situation.

Why should we be concerned?

- Ambiguous conditions, as we have found at the Bellway site, are unenforceable.
- The process by which the decision was issued does not appear to follow what the Planning Committee authorised.

What should we do?

“consider action ...

- As a minimum, take advice on whether or not the condition as written is likely to be enforceable to a similar degree as the wording suggested by CPC and CCC.
- As a maximum, attempt to have the decision reverted to SCDC Planning Committee by way of a Judicial Review of the process by which the condition was finalised and the decision issued; the first step for which, if suitably advised, would be to issue a notice of possible action on SCDC.

19/025. Neighbourhood Plan

- SCDC will host a pre-examination public consultation on our Submission Plan between 11th February and 25th March, promoting the consultation on their website and by a number of posters we will place around the village.
- The comments received, which are likely to include some from SCDC, will be added to the dossier of documents we make available to the independent NP Examiner, who must decide whether the Plan, with any necessary modifications, can be moved forward to a referendum.

Why does this matter to us?

- It will be helpful to get more comments, especially favourable ones, to satisfy the Examiner that the public are aware of, and generally in favour of, the plan's contents.

What could / should we do to support the consultation?

- We should ensure that SCDC's poster is displayed around the village.
- We should re-instate the "banner on the Green" for the duration.
- We have the document set on our website.
- We will have a document set available for viewing by appointment in the Office.
- We will advise the 250 NP Ambassadors of the consultation, prompting responses.
- We can place short abstracts of each section on our FB page, encouraging participation.
- We could hold a short briefing session before our Council / Committee meetings?
- We could hold a dedicated drop-in session in the Village Hall or Community Centre?

Views? Resolution needed if anything incurs costs.

19/027. Pavilion shutter service contract

Benefits of a Service Contract include:

1. Extending the life of the shutter so to help save money in the long term
2. Servicing regularly to prevent Emergency Breakdowns
3. Identifies small problems before they become big ones
4. Satisfies Insurance Companies/Fire Service requirements for regular maintenance
5. Quicker response time for Charter call outs

In the package attached we would offer 2 visits a year to ensure the shutter is kept in a pristine condition so to maximise its *usefulness, safety and reliability*. **It is a service that, in addition to the legal requirement we would consider to be of high importance for this project.** We offer payments by monthly standing order or yearly upfront. These prices are held until end of February 2019.

Date of Installation:	Serial No. of Equipment:		No. of Shutters Covered:
01 October 2015	8174-8181		8
Description	Level of Cover		
	Silver	Gold	Platinum
Contract Cover	£ 172.00 +VAT pcm	£ 249.40 +VAT pcm	On Request
No. of planned visits:	2 per year	2 per year	Bespoke
Additional extra service visits:	£ 330.00 +VAT	£ 250.00 +VAT	Bespoke
Targeted response time:	Three Working Days	Same Day	Bespoke
24/7 Cover	No	Yes	Bespoke
No. of non-planned visits:	0	1	Bespoke
Additional non-planned calls:			
First hour:	£145	£129	Bespoke
Thereafter:	£59	£53	Bespoke

Terms of Contract

Charter Global Ltd agree to carry out preventative maintenance on the equipment detailed, at the contract rate stated commencing from the date of authorised signature.

Included in Contract:

Servicing:

Regular service visits minimum six monthly and thereafter as set out in the operations and maintenance manual. Servicing to include travel to site, general inspections, adjustments, consumables and engineer time to make minor adjustments. The contract does not include replacement parts as required.

Additional service visits:

High duty cycle shutters will require additional service visits. The frequency of these is outlined in the operations and maintenance manual and must be advised by the customer to Charter Global Ltd.

Targeted response time:

This is a targeted time only and enables prioritisation of response. There is no guarantee of any timed attendance.

24/7 Cover:

Upon signing of the gold level service contract, an emergency out of hours number will be provided for call out and repair. Call outs made under this scheme will only be activated upon the provision of a current contract number. Charter Global Ltd may utilise certified and authorised companies to provide this level of cover.

Non-planned calls:	Requests for site attendance outside planned service visits are dealt with on a call out basis. Call outs included in contract cover allow for travel to site and first hours work, adjustments and consumables. Spare parts and additional time on site will be charged at the relevant contract rate.
Authorisation:	This provides facility for controlling the call out process. If requested, we will contact the named person to obtain authorisation prior to attending site. If authorisation is not required the company named on the contract will be liable for payment in respect of any work completed.
Payment:	Service contact is subject to VAT and is to be paid monthly in advance by standing order. Payment for additional works to be made within seven days of receipt of invoice.
Limitation of liability:	Charter Global Ltd limit their liability in this agreement to the provision of services as outlined and the repair or replacement of equipment at its sole discretion. Charter Global Ltd will not be held liable for any loss or damage arising from the product, whether direct, indirect, special, incidental or consequential.

19/028. Internal audit

RFO has been quoted £420 (no VAT) by Heelis and Lodge to complete our 2018/19 Internal Audit. FLAC recommends that we appoint Heelis and Lodge as our internal auditor.

19/029. Tyrranochorus grant

Tyrranochorus are a local singing group. Recent legislation in rules relating to children means that the group need funds to train parent volunteers and leaders. The amount requested is £240 and this amount is recommended by FLAC

19/030. Over Day Centre grant

Over Day Centre have requested financial support to continue their work at the day centre. They currently have two Cottenham residents who use the day centre. FLAC recommends a donation of £100.

19/031. Business & Charity deposit account

Consider opening a Business and Charity Deposit account (with easy access)

- Over 25,000 pays 0.4% interest
- Over 100,000 pays 0.45% interest

RFO could act as an administrator and view the accounts but could not prepare payments for authorisation. It is possible to have 2,3 or 4 signatories (as we usually have 2 maybe RFO could act as a signatory but then continue to have the 2 additional signatories for authorisation)

Next Steps

- Agenda item to be placed on full council agenda
- If agreed – Phone call to Triodos would will then email application form.
- Decide signatories to be added

19/032. Community Engagement Policy

According to NALC guidelines – Community Engagement “is about giving local people a voice and involving them in the decisions that affect them and their community. It is about the development of relationships and clear communication to deliver better services and projects”

A policy should set out:

- The Role of community engagement and its importance;
- How a Parish Council engages the wider community and identifies the needs aspirations of the community.
- How a Parish Council can improve community engagement.

The objectives of the policy should;

- Encourage effective local community engagement;
- Ensure that embedded throughout the council there is clear understanding of the need to engage with communities about decisions that affect them;
- Enable aspirations/ comments/suggestions obtained from community engagement to have an impact on decision making and the way services are being delivered;
- Identify how the council can enhance its profile by improving engagement with the wider community (with specific reference to hard to reach groups*).

It provides opportunity for local people to talk to the council about their aspirations and or needs in their community and neighbourhood. It allows the council to consult with and inform people about what services it provides, how it prioritises, how policies are determined and how well it's performing.

We need to recognise that our stakeholders are a wide range of people and groups (these might include, residents, visitors, businesses, government, voluntary organisations and public service organisations), all of which have an interest in the council's services and projects.

Effective and meaningful community engagement can provide a number of benefits:

- The problems and needs of local people are clearly identified in order that appropriate new or improved facilities /services can be provided.
- Those participating feel empowered by being involved in decision making in their local community.
- This may result in enhanced leadership and greater interest in elections and standing for council.

*hard to reach groups - those who experience social exclusion and are sometimes perceived as being disempowered. Some examples include young people, elderly people, physical disability, language barriers, financial constraints, cultural differences or social expectations. How can the Parish Council put effort into seeking their views?

Appendix 1: Issues log

There were 12 reported incidents during January.

Date	Issue	Further details	Follow up
02/01/2019	Abandoned bike	Bike left chained to sign in Eastlands Close	Posted on FB. To be reported as Envirocrime if not removed within a week.
02/01/2019	Churchyard	Wanted to locate grave of grandmother	Redirected to All Saints'
02/01/2019	Cottenham Club	Littering of cigarette ends outside the Club	Contacted Club directly
08/01/2019	ASB	Issues with kids making noise, using drugs on the Moat	Passed on police contact details
10/01/2019	Dog bins	Another bin needed along Histon Road	Contacted SCDC
15/01/2019	Street lights	Light on corner of The Herons/Tenison Manor missing/broken. Area is very dark for both pedestrians and cars	Refer to Balfour Beatty
19/01/2019	The Pound wall	short wall and pillar of have obviously taken a knock at some point ant the top is coming away from the bottom and needs repairing	Aware and waiting for culprit to repair
19/01/2019	The Pound parking	vehicle is taking up a valuable parking space and this mini car park-was not intended as private parking for individuals but for public use	
21/01/2019	potholes	Rooks St & Telegraph St covered in potholes	Asst clerk chasing Highways
21/01/2019	Histon Rd cycle path	Path is covered in debris from Cottenham Recycling	Referred to EA
22/01/2019	Histon Rd cycle path	Path is covered in debris from Cottenham Recycling	Referred to EA
24/01/2019	Rampton Road	Road has been left in poor state of repair by Bellway	Due to be resurfaced