

AGENDA REPORTS PACK

FULL COUNCIL MEETING

April 2019

19/062. Minutes

DRAFT Full Parish Council Meeting Minutes

Meeting held in the Village Hall, Lambs Lane, Cottenham on Tuesday 5th March 2019 at 7.15pm

Present: Cllrs Morris (Chair), Bolitho, Collinson, Dahlqvist, Dewey, McCarthy, Smith, Wilson, SCDC Cllr Gough and the Clerk

- 19/038. Chairman's Introduction and Apologies for absence** – Cllr Morris reported that David Mudd had resigned on health grounds. He was thanked for the significant contributions made to the village during his time on the Council and will be much missed. Apologies accepted from Cllrs Graves (work), Kidston (holiday), Nicholas (sick), Ward (holiday), Wotherspoon (meeting), SCDC Cllr Wilson, Asst Clerk and RFO.
- 19/039. To accept Declarations of Interest and Dispensations** – none given.
- 19/040. Minutes** – Minor typo corrected. Resolution that the minutes of the Full Council meeting held on the 5th February 2019 be signed as a correct record. **RESOLVED.** Cllr McCarthy left the room at 7.20pm.
- 19/041. Public participation** – None present.
- 19/042. Reports**
- **SCDC** – report noted. Cllr Bolitho queried whether the £200k retirement monies given to Beverley Agass were justified. Cllr McCarthy returned to the room at 7.21pm. SCDC Cllr Gough explained the background and stated that the situation was by no means unusual however he couldn't comment further. Discussions about green bin fees and whether they were fair; suggestion put forward regarding Christmas collections which was noted. SCDC Cllr Gough mentioned Defra proposals for collecting food waste. SCDC Cllrs Gough and Wilson are meeting Tumi Hawkins on Thursday regarding our Neighbourhood Plan. Bellway would like to meet up to walk along Oakington Road regarding pavement/drainage plans.
 - **CCC** – Report noted. Cllr Collinson queried what a 'turn up and go' system was. Concerns raised regarding the school catering/cleaning contract.
 - **Clerk** – report noted. New Life on the Old West project – should have designs by the end of the month. New footpath due to be installed on Twentypence Road from 25th March for 9 weeks; previously unaware of this project. Correspondence received from the A14 fund; Clerk to forward to Cllr McCarthy. We've received a cheque from FEAG which is to go towards an environmental project. Community Centre 10th anniversary event on Sunday 17th March; we have a stall and will need helpers. There has been a resident request to ban smoking on the Rec; item to be added to CALF agenda. Councillor resignation – going through process with SCDC and we need to update signatories. Pavilion ran out of gas but delivery on the way. Village Hall has run out of heating oil. Some arrived today with more on the way however one of the Ladybirds boilers won't work and requires replacement; clerk has used emergency spend to authorise works (FR 4.5). Cllr Bolitho thanked the groundsman for the excellent planting around the war memorial and village sign. Cllrs to contact Cllr Dewey regarding email migration. Cllr Collinson congratulated the Clerk and RFO on their ongoing CiLCA.
 - **Major developments** – Bellway – looking to split the required pavement works into 2 stages (with a lock on timescales). Persimmon – Cllr Morris and SCDC Cllr Wilson met with SCDC last week regarding the drainage condition; the judicial review has now been withdrawn. Gladman – if they lose their permission it would have a knock-on effect on the finance model for the new Village Hall. County – seems unlikely that the sale will go through before 31st March.
 - **Village Hall & Nursery** – Report noted. Cllrs Morris and Wilson are visiting the Gamlingay Ecohub on Thursday to see how it operates. They have a policy of not allowing school parking; should we consider the same? Need to debate further but could save money on the project. NB: County Council policy is not to provide pickup/drop-off for schools as the risk is considered too high. Cllr Smith has been looking into further income streams. We need to look at the operating regime of the front car park gates.
 - **Sustainable Cottenham** – Report noted.

- **Ditches & Drains** – Report noted.
- **Neighbourhood Plan** – SCDC are collating comments on the current consultation then make available to the examiner. It will be a joint decision as to who is appointed as examiner. If significant changes are required to the Plan there would need to be further consultation.

- 19/043. Community Engagement Policy** - consider adoption of draft Community Engagement policy – Minor amendments made. Resolution to adopt Community Engagement policy. **RESOLVED.**
- 19/044. Village Hall Hire** - consider use of Village Hall by Sunflowers for their annual charity quiz night – Free hire to be provided by way of donation.
- 19/045. Cllr Nicholas** – Consider extending the long-term absence approval for Cllr Nicholas – Cllr Morris outlined. Suggestion that Cllr Nicholas provide monthly progress reports on the grant applications. Resolution that the grant-funding research by Councillor Nicholas over the next three months be considered as adequate to avoid disqualification through non-attendance at Council meetings. **RESOLVED.**
- 19/046. The Pound** – Consider signage stating ownership of the car park and permitted usage – Cllr Wilson ran through the report. There is also a problem with maintenance at the site caused by long-term parking. Resolution to install signage at The Pound to alert users that it is for short-term parking (max 1hr with no return within 2hrs); restrictions don't apply between the hours of 7pm and 8am. **RESOLVED.** Should sign be ignored then Clerk to write to car owners in the first instance. Cllr Collinson left the room at 8.39pm.
- 19/047. Staff pay** - consider staff pay rate for 2019/20, including effects of scale changes from 1st April, qualifications, etc – Cllr Morris ran through the report. Cllr Collinson returned to the room at 8.41pm. Resolution that given continued excellent performance and acceptance of the broader responsibilities set out in the new job description, the recommendation is that both the Clerk and RFO are placed at “new” SCP 30 from 1st April 2019. **RESOLVED.** Resolution that once qualified, our Clerk should be placed on “new” SCP 32 (+2 points, essentially as previously agreed) AND “official” hours are increased to 30 hours per week. **RESOLVED.** Resolution that Once qualified, our RFO should be placed on “new” SCP 32 (+2 points, essentially as previously agreed) AND “official” hours remaining at 15 hours per week. **RESOLVED.** Resolution that the Assistant Clerk should be placed on “new” SCP 12 AND “official” hours remaining at 10 hours per week. **RESOLVED.** Resolution that the Caretaker should be placed on ‘new’ SCP 11 AND hours remaining at 10 hours per week. **RESOLVED.**

19/048. Finance

| Income | Description | Net | Gross | |
|---------------------------|--|-------------------|-------------------|-------------|
| Cambridge Kids Club | Monthly invoice payment | £873.92 | £1,048.70 | |
| Persimmon | Invoice payment | £2,701.00 | £3,241.20 | |
| CUSSC | Quarterly invoice payment | £2,600.00 | £3,120.00 | |
| HMRC | VAT payment | £1,267.78 | £1,267.78 | |
| HMRC | Vat payment | £13,913.86 | £13,913.86 | |
| Aerobics | Monthly invoice payment | £57.50 | £69.00 | |
| | | £21,414.06 | £22,660.54 | |
| | | | | |
| Expenses over £500 | Description | Net | Gross | code |
| Salaries | Salary costs for March 19 | £3,660.69 | £3,660.69 | - |
| HMRC | Tax and NI for February 19 (month 11) | £1,031.08 | £1,031.08 | - |
| Wilby and Burnett | Architectural & quantity surveying services in preparation of tender documentation | £50,867.50 | £61,041.00 | 1387 |
| AJ King | Monthly contract cost | £3,166.67 | £3,800.00 | 1395 |
| Arbantia fencing | Fencing at the recreation ground - 121 metres | £4,840.00 | £5,808.00 | 1396 |
| Will Cook | Renovations to Grass tennis courts | £1,590.00 | £1,590.00 | 1399 |

| | | | | |
|----------------------------|---|-------------------|-------------------|-------------|
| SSE - Southern Electric | Electric bill for the Recreation ground (DD) | £1,508.20 | £1,809.84 | 1402 |
| | | £66,664.14 | £78,740.61 | |
| | | | | |
| Expenses under £500 | Description | Net | Gross | code |
| Legal and General | Pension Costs (March 19) | £163.33 | £163.33 | - |
| RFO | Expenses - re Sim card for the Pavilion (DD) | £8.64 | £10.37 | 1388 |
| SLCC | East Regional training Seminar x 2 | £150.00 | £180.00 | 1389 |
| Green and Purple Ltd | Monthly support for RFO | £50.00 | £60.00 | 1390 |
| Browns of Burwell | Oil delivery | £309.65 | £309.65 | 1391 |
| Business Consultancy Serv | Payroll Processing | £47.30 | £56.76 | 1392 |
| SSE - Southern Electric | Electric bill for the Pavilion (DD) | £261.01 | £313.21 | 1393 |
| AJ King | Extra work - remove hedge up to bowling green | £650.00 | £780.00 | 1394 |
| Stroma Building Control | Building Control Services - New Village Hall | £336.25 | £403.50 | 1397 |
| Stroma Building Control | Building Control Services - Nursery | £218.75 | £262.50 | 1398 |
| AJ King | Extra work - Flail hedge (Balancing pond), Erect notice board | £140.00 | £168.00 | 1400 |
| A Mappedoram | Work to replace fittings and bulbs at the pavilion | £460.30 | £552.36 | 1401 |
| SSE - Southern Electric | Electric bill for the Green (DD) | £444.48 | £533.37 | 1403 |
| Birketts | Professional services – Persimmon judicial review | £250.00 | £300.00 | |
| | | £3,489.71 | £4,093.05 | |

Multipay Card (payment in March by DD)

No payments as yet

Query regarding the period of the oil invoice. Resolution to pay these invoices. **RESOLVED.**

- 19/049. Management accounts** – to review the monthly management accounts – Report noted.
- 19/050. Bank reconciliation** – to review the monthly bank reconciliation – Report noted.
- 19/051. Matters for consideration at the next meeting**
- 19/052. Dates of next meetings** – Planning 7th March, CALF 19th March, Planning 21st March, FLAC 26th March, Full 2nd April
- 19/053. Close of Meeting** – 8.58pm.

Signed _____ (Chair) Date _____

DRAFT Extra Ordinary Parish Council Meeting Minutes

Meeting held in the Pavilion, Recreation Ground, Cottenham on Monday 18th March 2019 at 7.30pm

Present: Cllrs Morris (Chair), Collinson, Dewey, Graves, McCarthy, Smith, Ward, Wilson, Wotherspoon, Young, SCDC Cllr Wilson and the Clerk.

In attendance: 5 members of the public

- 19/054. Chairman's Introduction and Apologies for absence** – Apologies accepted from Cllr Bolitho (work).
- 19/055. To accept Declarations of Interest and Dispensations** – Cllr Wotherspoon declared an Interest as County Councillor for Cottenham and will take no part in the vote.
- 19/056. Public participation** – Standing Orders suspended 7.32pm. Resident 1 raised concerns regarding safety, with several car accidents all occurring on the west side of Twentypence Road. Road name incorrect on resident letter (which is yet to be circulated). There is also a drainage issue. How are CCC proposing to maintain if they can't maintain the existing path? Cllr Dahlqvist arrived at 7.34pm. SCDC Cllr Wilson concurred. She was also concerned about the possible cut to the school bus which would be severely detrimental to a deprived group. Resident 2 stated that he owned one of the adjacent fields but hadn't been approached by CCC in relation to the project. Previously there was a ditch in situ so there could be a compulsory purchase situation. Resident 3 commented that the signage had blocked the view at the junction exiting the Fen which has made it dangerous. Furthermore there are still potholes which haven't been repaired on Lockspit Hall Road. Grips haven't been maintained so the water isn't running away which in turn is flooding the roads and lifts the materials from the repairs already done. Noted that 2 vehicles had to be rescued this week due to damage caused by the potholes. Standing Orders reinstated 7.43pm.
- 19/057. B1049 Twenty Pence Road Footpath & Drainage Works** - consider requesting Cambridgeshire County Council to suspend work on this project at this wildlife-sensitive time, pending a financial re-appraisal and local consultation – Cllr Morris outlined the project and background. Noted that the diversion for the one-day closure was extensive. Consultation was done in 2013 but there is no evidence that Cottenham responded and it would be hard to recognise this scheme from what is in the report. Noted that the money couldn't be spent elsewhere and had to go on this project, although viring was suggested to repair the existing path. Councillors commented that the consultation had been spectacularly mismanaged. The importance of educating the Traveller children was recognised. Noted that the area is prone to flooding. It was widely considered that the scoring for the scheme was done badly and potentially out of date with the situation now. The scheme wouldn't reduce journey times. Safety concerns raised – most accidents occur on the west side of the road. Query regarding the footfall data and whether it was available for inspection. General consensus that the money could be spent on a more worthwhile project, whether in Cottenham or not. Query regarding land ownership and whether CCC could install the footpath on privately owned land. Cllr Graves has measured the area and in most parts it was only 1.8-2m wide but would need the hedge cutting back to the uprights in places. Doubts cast over whether the hedge would be maintained to enable the maximum width for the path. There is also an important culvert which requires maintaining. Standing Orders suspended 8.10pm. Former CCC Mike Mason stated that he was on the County Council in 2013 and had no recollection of being consulted in relation to the project. Noted that if the hedge was to be altered then CCC is required to provide a stock-proof fence. SCDC Cllr Wilson stated that it was an appalling waste to spend money on something that had been so poorly consulted on. Standing Orders reinstated 8.15pm. Resolution that CPC strongly requests Cambridgeshire County Council to suspend work on the B1049 Twentypence Road footpath and drainage works (due to commence 25th March 2019) at this wildlife-sensitive time, pending re-appraisal and local consultation. **RESOLVED.** Cllr Morris to write letter and send to Matt Stanton (Interim Highway Projects & Road Safety Manager), the Chief Executive of CCC and Cllrs Ian Bates and Wotherspoon (Economy and Environment Committee). Resolution that in the absence of a positive response from CCC to suspend the B1049 project, CPC have the right, at the Chair's discretion, to initiate legal action. **RESOLVED.**
- 19/058. Close of Meeting** – 8.21pm.

19/064. Reports

District Councillors' Report for Cottenham and Rampton – April 2019

Cottenham News – Cottenham Community Rooms

We have been advised that, following open days held at Community Rooms in Stevens Close, Coolidge Gardens and Franklin Gardens, the positive response on the value of these rooms has resulted in a decision to take no further action with regard to closing or changing the use of any of these Community Rooms in Cottenham. The Team in charge of these rooms is now considering ways of promoting the use of these rooms and for engaging more with the community.

Rampton News – Assets of Community Value

We have been advised that South Cambridgeshire District Council has accepted application to include the Free Church Mission Hall and the Black Horse Public House on the list of Assets of Community Value.

North East Cambridge Site

Public consultation on the North East Cambridge site finished on 25 March. In the meantime, the Government has confirmed funding of £227million from the Housing Infrastructure Fund to relocate the Anglian Water recycling centre. Anglian Water will soon begin a consultation process with communities and stakeholders for relocating the water recycling centre from Cowley Road. The regeneration of the site and surrounding area to deliver a new, low carbon community is being delivered by Cambridge City Council, South Cambridgeshire District Council and Anglian Water. South Cambridgeshire District Council will work with partners and planning authorities to ensure that the process of deciding where the water recycling centre goes is robust, transparent and gives people a good chance to have their say.

Amey

Amey has announced its intention to appeal to the Secretary of State against Cambridgeshire County Council's decision to refuse planning permission for an energy from waste facility at Waterbeach. We will be providing updates as and when we learn more about the process that this is likely to take.

New Developments

Bellway's planning conditions required them to build a footpath from the development site to the Oakington Road/Rampton Road before the first occupation. This has been held up by a delay in obtaining the s278 agreement from the Highways Agency. This is now in hand and Bellway has applied for a variation of conditions to be allowed to build the footpath in two stages. The first stage, from the development site to the Rowells, would be delivered by the fourth occupation of the market homes and the handover of 20 affordable homes. The second stage from the Rowells to the roundabout is expected to be completed by September. It is still expected to coincide (partially) with the half-term holiday and will be temporary three-way light system rather than a full closure.

Traffic and transport

The Executive Board of the Greater Cambridge Partnership considered a report on responses to consultation on Rural Travel Hubs. There was mixed feedback from the Greater Cambridge Partnership Joint Assembly on the Oakington Rural Travel Hub and strong representations were made by representatives from Oakington arguing against the provision of car parking. The Executive Board agreed to bring the question of the future design as well as consideration of alternative sites to a future meeting. Further discussions would be carried out with neighbouring communities.

We will endeavour to make sure that the interests of residents living in the village around Cambridge will be served as these proposals progress.

“My South Cambs” Customer Portal

Residents who have signed up to the new My South Cambs Customer Portal will now be able to see their Council Tax bills online. Council Tax bills are currently being sent out by post. The new portal can be accessed from the S Cambs Council homepage or on <https://mysouthcambs.scambs.gov.uk>.

Refugee families

South Cambridgeshire District Council has announced its intention to resettle three to five refugee families. The Council is offering a genuine, humanitarian response to families requiring urgent medical treatment, who are survivors of violence and torture. This includes women and children at risk and fleeing war torn countries, including Syria.

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 March 2019

News release 29 January 2019 - Huge step forward in decoding genomes of small species: scientists from the WELLCOME SANGER Institute and Pacific Biosciences use just 'half a mosquito-worth' of DNA to produce a whole, high quality, single mosquito's genome. James GATHANY, CDC PHIL

SANGER Institute researchers, working with PacBio, have obtained a high-quality whole genome from just a single mosquito's DNA. For the first time, scientists have read the whole genetic code of one single tiny mosquito. Traditionally, it has been difficult to extract enough DNA from insects and other small organisms to build a high-quality genome for a single individual. Scientists from the WELLCOME SANGER Institute and Pacific Biosciences worked in partnership to advance technology and lower the starting amount of DNA needed to just 'half a mosquito-worth', producing the first high quality whole genome of a single mosquito. The results, reported in *Genes*, open the door to understanding the true genetic diversity of insects and other arthropods, which comprise the most diverse animal group in the tree of life.

This advance could have positive potential for humans as well, for example in the future it could be possible to assemble the whole genetic code of a patient's cancer, from a single biopsy.

Public Health England has released its quarterly data update on its Outcomes Framework. This shows Cambridgeshire to be generally a healthy place to live with a higher than average life expectancy. Indicators show where the county is both better and worse than the national picture. Further information can be found at: <https://cambridgeshireinsight.org.uk/health/localphi/aphr/>

East Cambridgeshire District Council has withdrawn its submission Local Plan after taking exception to the modifications proposed by the Public Examination inspector to make the document "sound". These included ruling out the Community Land Trusts approach to meeting housing need, disallowing the transfer of 1,500 of their housing need outside the district, requiring a policy on Gypsies and Travellers, cancelling the allocation of Kennett Garden Village (a development proposed by the council's own housing company Palace Green Homes), and imposing a Sedgefield approach rather than a Liverpool approach to catching up on their five-year land supply.

With the re-opening of the underpass, to one-way traffic at a time with improved provision for cyclists, all the works associated with **the Ely Southern Bypass** were completed at the end of February. The walkway, giving what have been described as "stunning views" of the cathedral, was officially opened on 23 January. While this is the only instance in recent years where the advice of Historic England has been overruled by a Secretary of State, I believe that the beauty of the new structure, especially the way it hugs the low ground, is a positive enhancement to the setting of the "Ship of the Fens".

Thursday 7 March 2019 - I chaired the first joint meeting of the **Cambridgeshire Flood Risk Management Partnership and Peterborough Flood and Water group**, at the elegant offices of the North Level Internal Drainage Board in Thorney. We began with a lot of discussion about "benefits apportionment" – this being an exercise required as part of the partnership funding arrangements now operated by the Environment Agency. Thus, while many partners are expected to contribute towards the cost of a new defence structure, for example, it is not permitted for them to count the benefits of their contributions more than once. This is a complex process, because most places face flooding threats from various sources, such as tidal, river and surface, and those responsible for managing all the appropriate defences take into account properties (and land) protected in assessing cost-benefit ratios. We then had a further presentation of the law relating to the hedge and ditch rule, the differences between ownership and riparian responsibility for maintaining a watercourse, and the control (or at least the "legal interest") of the Local Highway Authority to a depth of "two spits" below the surface.

Friday 8 March 2019 - Several dignitaries participated in the sod cutting ceremony for the **Abbey-Chesteron bridge** over the river, a key stage of the Chisholm Trail, a long-distance cycling route linking north and south of Cambridge.

Monday 11 March 2019 - Steve COX has been appointed by Cambridgeshire and Peterborough, as **Executive Director for Place & Economy** - leading one of the only joint services in the UK concentrated on developing both a City unitary and County Council area, and completing a wholly joined up management team under Chief Executive Gillian BEASLEY.

Steve is currently Corporate Director, Place at Thurrock Council where over the past three years he has been responsible for leading England's highest rated planning service, drawing down £150m of Government growth funding and where he is currently delivering a £500m capital programme and leading Thurrock's response to the proposed £6bn Lower Thames Crossing.

His previous roles have included a shared service role as Director of Growth for the London Borough of Barking and Dagenham, a range of executive director roles at the East of England Development Agency (EEDA) and roles delivering major new development at Hertfordshire County Council.

A member of the Royal Town Planning Institute, Steve has a BA (Hons) in Town Planning an MA in Economics and Planning. He is currently Chair and Director of Thurrock Council's wholly owned regeneration company and a Member of a Multi Academy Trust in Hertfordshire.

Monday 11 March 2019 - **The Smart Places Working Group of the Greater Cambridge Partnership** received updates on the impending trial of autonomous vehicles on the southern arm of the Busway. We hope to be able to convey our first passengers this autumn. However, there is a need to manage expectations. First, of course, the pilot might fail. But if it does prove successful we are expecting huge demands for an out-of-hours shuttle service between Cambridge central station and Trumpington Park & Ride, and similar calls for shuttles between Cambridge North station and Cambridge Science Park (and the other employment sites between the two). This latter would be much more challenging because of the need somehow to negotiate the crossing of Milton Road. Next the rollout of sensors, principally for air quality but also for more accurate counting of vehicles by category on roads in and around Cambridge – with a view to informing the debate about how to reduce the number whilst retaining a clear focus on privacy issues. With monitoring trip budgets likely to play a significant role in the development of Waterbeach and Cambridge North East, the ability to rely on a strong evidence base will be critical to avoid overloading the transport network as buildout proceeds. It is often said that artificial intelligence and machine learning are the keys to making sense of the ever-increasing quantity of data. However, fallible human beings are essential to the creative process, and as an aid to our own appreciation of the mass of data there are clever people out there working on visualising what is being collected, the point being that a picture paints a thousand words. And not just in two dimensions. We are well-advanced with the creation of what is now called the “digital twin” of the city, being a computer model of how the city works, in particular how it reacts to incidents such as road accidents. This should lead to much more effective traffic management (and indeed transport schemes). With regard to making public transport more appealing, and the regular demand for integrated ticketing, Stagecoach apparently reports that the Cambridge area is the least price-sensitive they deal with. On the one hand this may be an excuse for the high fares we have to pay. On the other hand, however, it suggests that the case for the Cambridge Autonomous Metro, which will be aiming to make a very high-quality service offer to passengers, may well stack up on some of the more optimistic expectations of revenue from the fare box. Bringing us down to earth, however, quite literally at the end, we learned that rodents in the ducting (chewing through the cables) were most likely responsible for outages of the digital wayfinding pillar outside Cambridge station. We finished by asking about the Local Industrial Strategy. Naturally innovation has been an appealing starting point for the government's interest in raising productivity. Nevertheless, given the scale of the hospitality sector in Cambridge, there may be faster gains in real wages to be made by focussing on lower-tech activities. That really would be smart.

Tuesday 12 March 2019 - The **Highways and Community Infrastructure Committee** approved 50% funding for a soft traffic calming scheme for Histon Road Cottenham, intended to improve safety especially of arriving cyclists crossing from the cycleway at Appletree Close. The committee accepted that introducing a charge for computer access had not proved successful and agreed to cancel it. In October 2018 total outstanding debt

(such as fines for overdue returns) stood at £67,769 and there were 5457 items recorded as 'lost' worth a total value of £48,021.

Wednesday 13 March 2019 - In the Spring Statement the Chancellor of the Exchequer announced that the bid to the Housing Infrastructure Fund for relocating the **Anglian Water sewage treatment works** out of Cambridge Northern Fringe East, freeing up the last remaining major piece of brownfield land in Cambridge city for high-intensity development, had been successful (in the amount of £227m).

Along with a couple of county officers, as well as Councillors Tumi HAWKINS and Hazel SMITH, lead cabinet members for Planning and Housing respectively at South Cambridgeshire District Council, and a couple of their officers, I attended a conference in Milton Keynes on Wednesday 13 March 2019, hosted by the Environment Agency and Natural England, to discuss the **Ox-Cam corridor**, and in particular the opportunities for enhancing natural capital provided by the Oxford to Cambridge expressway and East-West Rail. There was some disappointment that electrification of the railway had been ruled out on grounds of cost, especially because this seemed to be heading in the opposite direction from the general thrust towards electrification of transport (not least with a view to improving air quality).

Thursday 14 March 2019 - The meeting of the **Economy & Environment Committee** supported route A in the East-West Rail central section "informal" public consultation. This is the fastest and shortest route from Bedford to Cambridge, passing by Bassingbourn. Our comments on the North East Cambridge Area Action Plan public consultation mainly concerned the effectiveness of a "trip budget" approaching to managing increased demand on the road network, in particular Milton Road and the A10. We agreed comments about three outline planning applications: Land North West of Spittals Way and Ermine Street Great Stukeley in Huntingdonshire, Kennett Garden Village in East Cambridgeshire, and the Wellcome Trust Genome Campus in South Cambridgeshire. This last one is a major development outside the Local Plan, with potentially severe impact on local roads. The county council was also disappointed that the opportunity had been missed to masterplan the new development on the lines of historic causeways and Roman roads. The Connecting Cambridgeshire adopted an ambitious full fibre target - over 30% coverage across Cambridgeshire and Peterborough by 2022 - and a Fibre Ducting in Transport Schemes policy to avoid 90% of the cost of retrofitting.

The public consultation on the **Minerals and Waste Local Plan** opened on Friday 15 March 2019 – eventually to be adopted by the end of 2020. Sand and gravel sources are shifting from river valleys to fen edge. Brick clay – the only source of sufficient capacity is around Whittlesey. There is some limestone north west of Peterborough. Assessing need for waste capacity is not easy. More than half is construction, demolition and excavation, with commercial and residential being about a quarter each. (Just 2% is hazardous – and most of the clinical waste is swallowed within the Addenbrooke's site). By our own calculations we have enough capacity for the lifetime of the next plan. However, we need to make allowances for flexibility. So we will not be making any new allocations but adopting a criteria based policy for assessing future waste proposal applications. We need to safeguard sources and facilities, especially the March and Chesterton railheads, to ensure smooth delivery of hard rock. While we have to make an allowance for a proportion of London waste, in practice most of that goes to Essex and Hertfordshire (and we experience a bit of knock-on from those two counties).

The Further Draft Plan is proposing to allocate a number of new mineral sites in order to address the 'capacity gap' that has been identified (i.e. the gap between the 'need' for minerals we have identified, and the amount of mineral extraction already permitted). The sites have been selected having had regard to:

- the availability of the site (which is primarily informed by the site suggestion process);
- an updated 'spatial strategy' as to where, in principle, new sites should be located. This seeks to deliver three wider objectives of the Local Plan:
 - i. delivery of wider growth aspirations, as set out in other development plans;
 - ii. creation, via restoration of sites, of opportunities for a substantial net gain in biodiversity of international and national importance; and

iii. Creation, via restoration of sites, of opportunities for substantial flood risk management gains of strategic importance;

- the principle that extensions to existing sites are preferable to opening up new quarries; and
- a strategic assessment of the suitability of all suggested mineral sites, in terms of 'harm' that might arise (e.g. traffic) or 'benefits' that could be achieved (e.g. flood alleviation or biodiversity gains).

With the above in mind the following site is among allocations for mineral development proposed in Cambridgeshire: Mitchell Hill Farm South and Chear Fen, Cottenham – Mitchell Hill Farm South is currently allocated in the adopted Minerals and Waste Site Specific Proposals Plan (2012) for sand and gravel extraction, and it is proposed that this allocation would be carried forward. Chear Fen would also be worked for sand and gravel, as part of the Cottenham site. The latter in particular has potential to contribute to biodiversity through restoration, given its location in the Great Ouse River Corridor.

Amey was close to the six-month deadline for lodging an appeal against refusal on 21 September 2018 of its Energy from Waste proposal before doing so. The Planning Inspectorate is expecting a two-week public inquiry. Because the county officers were recommending approval the council has to appoint consultants to defend the refusal, which was on landscape and heritage grounds. Meanwhile, evidence has emerged of a link between air pollution and psychosis in children and young people. This reinforces growing concern about the deleterious impact of fine particulates, nitrogen oxides and volatile organic chemicals on a variety of health and wellbeing issues.

On arriving at Shire Hall for meetings on Friday 15 March 2019 we were greeted by hundreds of school children taking part in the Friday **YouthStrike4Climate protests**, seeking to persuade adults (especially decision-makers) to treat the threatened rise in global temperatures as an emergency.

The Combined Authority is the local transport authority, with Cambridgeshire and Peterborough the local highways authorities. Steer are the consultants who have been engaged to prepare the first Local Transport Plan under the auspices of the Combined Authority.

Department for Transport funding for **Bikeability** has not covered the admirably enthusiastic and growing take-up from our children, so (among other alternative sources) we have been exploring sponsorship for the coming year: Various options were put forward for approaching potential Bikeability supporters, and Cambridge Assessment was contacted late last year. Cambridge Assessment's donation helps to top up the current funding from the Department for Transport and will enable us to deliver Bikeability Level 2 training for an extra 150 children this year.

Monday 18 March 2019 - Official opening of the **A14 Local Access Road**. It is going to take me some time to get used to having part of the A1307 extending north and west of Cambridge.

Monday 18 March 2019 - An Extraordinary Meeting of **Cottenham Parish Council** gave a thumbs down to a County Council proposal to construct a footpath along the west side of Twenty Pence Road from the church to the junction with Lockspit Hall Drove leading to Smithy Fen.

Tuesday 19 March 2019 - The **full county council meeting** at Shire Hall opened with prayers led by Abdsuhaan Tarapuri, the Imam of Ely. He sang (in Arabic, and it was hauntingly beautiful) the opening of the Qur'an, known as the al-Fatihah. He then proceeded to give a brief sermon on the surah, taking a liberal and inclusive interpretation, linking the last clause with the perpetrators of the recent attack in Christchurch, New Zealand. At the end we were invited to stand in silence for a few minutes as a mark of respect for the victims.

Discussion of the **pay policy statement** (and as with many local authorities we perform fairly evenly on the gender pay gap) brought a moment of levity when someone drew attention to the unfortunate choice of wording in a statement presumably intended to be taken positively, namely: "The current cohort of apprentices are very female heavy." The author had grasped the letter of his equalities training, but needed to work a little more on capturing the spirit.

The Greater Cambridge Partnership Executive Board met at Cambourne on Wednesday 20 March 2019. With regard to the detailed design for the pilot **Rural Travel Hub at Oakington**, the Board resolved that option 1 (with parking) be considered, together with options for potential alternative locations and a further report be brought back to a future meeting of the Joint Assembly and Executive Board.

We learned that up to £400K is being spent with Stagecoach to purchase two low emission buses so we can start to work with the bus operator to understand how their operating environment will need to adapt to accommodate electric buses. The new managing director, Michelle HARGREAVES, seems to be earning compliments from everyone she meets.

It will be particularly rewarding to see the Histon and Milton Road improvement schemes taken forward – though many speakers advised of the need to be mindful of the inter-relation between the two and the need for careful coordination during construction.

Having faced a barrage of criticism for continuing to represent his Cambridge city council ward and Cambridgeshire county council division after relocating to Scotland, **Councillor Donald Adey** finally tendered his resignation on Friday 22 March 2019.

The Commercial and Investment Committee meeting that day considered first drafts of the Commercial Strategy and the Investment Strategy that forms a part of it. We authorised phase 2 in transfers of property to This Land in Soham and Burwell. Now that the Energy Investment Unit is becoming a significant contributor to the council's finances we have started receiving quarterly reports on its performance. On the project of moving to Alconbury Weald we agreed to submit a planning application (to ourselves) for the new Civic Hub building – in my opinion an attractive modern design, with plenty of light and openness. The most contentious item was to authorise the submission of about eighty pieces of land owned by the county council to the Greater Cambridge Planning Service Call for Sites which ran from 11 February to 25 March. This process is one of the first stages in preparing a new Local Plan. Planning Policy officers will check all the claims being made for them and publish a Strategic Housing Land Availability Assessment, one of the source documents for any selection of sites for rounds of public consultation and, if included in the submission Local Plan, independent examination by an inspector.

The sites in my division are at the top of the list:

Site 1- Cottenham, Glebe and Fen Farm, Twenty Pence Road

Site 2- Rampton , Ashley Farm, West of Cow Lane

Site 3- Rampton , Ashley Farm, East of Cow Lane

Site 4- Willingham, Belsar Farm, Meadow Road

Tim Wotherspoon

CLERKS REPORT – March 2019

Anything in bold is new or an update.

Highways

(LHO = Highways Officer, AC = Assistant Clerk)

- **Rooks St** - HCVs ignoring advisory signs 4/4 - Resolution at Highways Meeting on 18/1/18 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. 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. Removed 28/1/19. (stumps and lots of cuttings left in situ, AC has requested they come back and finish properly). **Fencing has been damaged due to high winds.**
- **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 25/5/18 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** – 13/9/18 LHO 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. Works rescheduled 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.
- **High St road markings** –18/10/18 LHO advised that paint used on High St lining (church to Histon Rd) 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** – 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. 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.

- **Rampton Road** – bus stop by Alms Houses post damaged (during recent gas connection works), LHO to inspect on next visit (date TBC).
- 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.
- **11 weeks of major roadworks to start 8th April at Histon crossroads. Waiting further info.**

Recreation ground

- The FA sign has been damaged.
- **Cricket net planning application approved with conditions. Waiting formal decision notice.**
- **Battery replaced in Pavilion defib.**
- **Batteries for emergency lighting in Pavilion have been replaced (couple of faulty fittings to be replaced).**
- **Annual RoSPA playground/skatepark inspection due in April.**
- **Ladybirds still without second boiler (waiting replacement) so have temporary heating facilities.**
- **Pavilion heating repaired 26/3/19 and service scheduled for after Easter.**
- **Leaky shower head in Pavilion (Away2) – plumber being arranged.**
- **Several lights along the Pavilion pathway don't work; electrician contacted.**
- **Tennis courts have been sprayed for weeds again. Anticipated that it will be playable in mid-late May and groundsman has list of required maintenance works.**
- **Groundsman actioning repairs on the playground as per H&S report.**
- **No smoking signs to be erected. Designated smoking area outside the Sports & Social Club.**

Misc admin

- March Issues log distributed separately – see appendix for summary.
- Les King Wood – Tree guards still require removal. Chased County Farms 7/8/18.
- Cllrs have been issued with new email addresses for GDPR compliance and setup is ongoing. Need to migrate all emails over to new host so will have to repeat the process.
- 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 – Community Heartbeat Trust are to provide installer.**
- Need to purchase metered stand pipe for village sign.
- Quotes being obtained for paint repairs to bench at the balancing pond.
- Bench on the Moat has been repaired.
- **RFO working on amends to unit 3 (finance). Clerk has passed unit 5 (community engagement) and has one unit to complete.**
- New regulations called '[The Public Sector Bodies \(Websites and Mobile Applications\) \(No.2\) Accessibility Regulations 2018](#)' have come into force, which means that from the 23rd September 2019, every new public sector website and app will need to meet certain accessibility standards and publish a statement

saying they have been met. Existing websites will have until the 22nd September 2020 to comply. The aim of these regulations is to ensure public sector websites and mobile apps are accessible to all users, especially those with disabilities. We will receive further information from NALC and SLCC but need to be aware of potential changes needed to our website.

- **Short-term parking signs to be made and erected in The Pound.**
- **Branches of willow tree down in the Moat (2 branches in 2 weeks). Stump was rotten so decision made to remove the remaining 2 branches and leave the stump for wildlife. Bird box relocated to neighbouring tree. Logs left on site. Second tree came down a few days later and was removed accordingly.**
- **Internal audit scheduled for 30th April.**
- **Co-option process underway.**
- **Neighbourhood Plan banner removed from Green. Fun Run banner will be in situ from the start of April for one month. Church messy play banner may also go up w/c 1st April for one week.**
- **On advice of the police, the College has been contacted regarding pupils lighting fires at the Rec. Waiting response.**

Facebook

- 1090 likes/1213 follows.

Major developments

Bellway:

- CPC Planning Committee has reviewed their variation to a planning condition preventing occupations before pavement construction (phasing of works). No objections but a caveat that the culvert must be amended. Phase 1 pavement to be completed by 1st May/4th occupation; phase 2 to be completed by 1st Sept/24th occupation.
- Resident pack first draft should be available from SCDC shortly
- works have been undertaken to mark-up utility locations on the Oakington/Rampton Road roundabout in preparation for pavement works.

Persimmon:

- will clear RM permission window following SCDC reassurances on how two planning conditions will be enforced
- will fail to get discharge of their first set of conditions due to drainage concerns we expressed

Gladman:

- may lose their permission by failing to submit a RM application by August 2019

County Council / This-Land;

- still unclear on which land will be sold and eventually developed for which purpose (housing, school)
- hoping to transfer the lease before 31st March but we've had no correspondence.

Village Hall & Nursery

- Tender documentation issued on 25th March to 6 short-listed companies with closure 4 weeks later. Tenders scheduled to be opened on 26th April.
- Finance and contract briefings have been done by FLAC.
- Visits to bidder's reference sites have been undertaken.
- Meetings with CCC re Nursery being arranged.
- Visited new CCC Business Networking event to assess operability of our Cottenham Business Club.
- Meetings with Ladybirds ongoing, especially for boiler revamp and live operation during construction.
- Subject to price acceptability etc. plan to put tender report / recommendation to CPC on 4th June.

Neighbourhood Plan

- Regulation 16 consultation ended 25th March. Waiting responses (SCDC's already available online).
- SCDC has invited tenders for the independent examination, probably during May/June.
- WP needs to consider referendum promotion activity once initial feedback available.

19/065. Street naming

We have been approached by 3C Shared Services to suggest a name for the road on the new Persimmon development.

The Emergency Services have requested that the following guidelines be considered when selecting the appropriate name:

1. There should be no like names in different parts of the village. Any such like names should be adjacent to each other.
2. There should be no like names in a village which sound phonetically similar.
3. If names of people are proposed they must be related to the particular area. It is policy that only names of deceased persons are used. In order to avoid confusion with emergency services only the surname will be used.
4. No consideration should be given to any street name which contains the name of another Cambridgeshire or neighbouring village.

We need to forward the proposed name with the reason for the suggested name. NB: it's the first part of the name only and not street/road/close/way etc.

19/066. NALC Star Councils awards

The National Association of Local Councils (NALC) has officially launched its prestigious Star Council Awards for 2019 to recognise the achievements of the parish and town (local) council sector and celebrate the positive impact local councils, county associations, local councillors and clerks make to their communities.

NALC is now open to nominations and calling on local councils who have gone above and beyond to serve their community to apply. The awards are looking for individuals and organisations that are making a real, positive difference locally.

2018 Star Council Award winner, Northwich Town Council led a major regeneration of the town. The council worked in partnership with the local community to understand their needs during the planning of the regeneration.

Since the regeneration, Northwich is buzzing with free activities held in the parks, open spaces and town centre, including a community fun weekend, music festivals, family fun days and park-runs to name a few. The council has also improved the public realm of the high street to encourage more people to visit. It is now a street that is thriving with more people visiting shops and local businesses than ever before, leading to a boom in the local economy.

NALC is encouraging community champions who have gone above and beyond to make a positive local change to put themselves forward.

This year the categories include young councillor (aged 18-30), councillor, clerk, council and county association project of the year.

NALC chairman, Cllr Sue Baxter said "This is the fifth consecutive year NALC has run the awards and we are expecting it to be our biggest and best yet. Local councils work on a daily basis to deliver vital services to their residents and the NALC Star Council Awards are a chance to celebrate all they do for their communities."

"I encourage every council, county association, councillor and clerk who thinks they have done something special for their community to put themselves forward. Have you got what it takes to be a winner?"

The deadline for nominations is **Friday 28 June 2019**, with the awards ceremony taking place at the NALC Annual Conference on 28 October 2019 in Milton Keynes.

19/067. Grant request

Cottenham Parish Council has generously supported the library in recent years, and I am emailing to request a further grant this year.

The purpose of the grant is to help fund the annual Summer Reading Challenge at Cottenham Library and to support events and activities promoting the library and reading held during the year. The SRC is a national initiative co-ordinated by The Reading Agency. Children are challenged to read at least 6 books during the summer holidays. Those who join the scheme are issued with a membership folder on which they can record details of the books they have read. They are issued with stickers and other incentives and library staff and volunteers are on hand to talk to children about what they have read and to recommend other books. This is a particularly valuable aspect of the challenge. All children who complete 6 books are awarded a medal and certificate at a special presentation ceremony after school in the library and, to which council members are warmly invited. I am delighted to report that last year 81 children took part in the Summer Reading Challenge at Cottenham Library.

Last year, the Council has generously supported us with a grant of £200. Cambridgeshire Libraries will fund the Summer Reading Challenge stationery, promotional materials and award certificates and medals. Your donation will help fund additional staff hours to promote and deliver the challenge and pay for supporting activities, which add to the value of the experience. If we are successful in this application, your contribution will be acknowledged in promotional material and at the certificate presentation ceremony.

Should you be able to increase your support, then we would be able to develop our offer of events and activities throughout the year - including visits by authors, illustrators, storytellers and artists - events which add to the value and experience of the library service and help foster a love of reading, lifelong learning and support community cohesion and participation.

FLAC have recommended £250.

19/070. Bank reconciliation

Reviewed 15th March 2019 by RFO and Cllr McCarthy

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

In summary:

| | |
|--------------------|---|
| £165,696.44 | Bank account 1 |
| £157,076.29 | Bank account 2 |
| £462,419.55 | Bank account 3 |
| £785,192.28 | Total Cash at Bank (as of the 28 th February 2019) |
| - £78,057.43 | Creditors (of which £0 is the Multipay card) |
| + £366.60 | Debtors |
| £707,501.45 | Net balance on bank reconciliation |

+ VAT owed £2,343

Minus £40,286 remaining accruals

Minus PAYE: £1031

Net assets: £668,527.45

Creditors

- AJ King - £3800 (17/02/19) plus extra work £780 and £168 (22/02/19)
- A Mappedorum - £552.36 (14/01/19) replace bulbs in pavilion
- Albantia fencing - £5808.00 (18/02/19) Fencing at the rec ground
- Birketts - £300 (27/02/19) Planning costs
- BCS - £113.52 (31/01/19) and (28/02/19) Payroll/Pension
- Calor gas - £17.99 (01/02/19) standing charge
- Cambridge Water Business (23/02/19) Water bill
- CSG Utilities – £592.80 (25/02/19) Water and Telecoms applications for VH
- RFO - £10.37 01/02/19) Sim card at pavilion
- Green and Purple – (01/02/19) £60 monthly invoice
- SLCC - £180 (28/01/19) Training costs
- SSE Southern Electric - £2343.21 (19/02/19) Electric bill for the Green and Rec
- Stroma Building Control - £666 (21/02/19)
- Wilby and Burnett - £61,041.00 Village Hall architects
- Will Cook - £1590

TOTAL £78,057.43

Debtors

- Village Hall Hire - £36 (25/01/19)
- Town Ground Rent - £330.60

TOTAL £366.60

Appendix 1: Issues log

There were 20 reported incidents during March.

| Date | Issue | Further details | Follow up |
|------------|-----------------------|--|---|
| 02/03/2019 | Enforcement | Has the Parish Council the power to ensure that the mess in front of the 'office' of CT&A is removed? There is an old dirty mattress, a toilet basin & a lot of other rubbish. | Contacted SCDC Enforcement |
| 02/03/2019 | Skatepark | Lots of broken glass around the site | Groundsman notified |
| 05/03/2019 | Fallen tree | Tree branch has come down in the Moat area during gales | Groundsman notified |
| 06/03/2019 | Blocked drain | Drain on Histon Rd has been blocked for over a year. Resident reported to Highways in Feb/Aug but no action taken. Causing damage to driveway | Contacted Highways Officer and County Cllr |
| 11/03/2019 | Broken fence | Fence to rear of Polarglaze has been damaged in high winds | Fence not PC property. Advised to contact Anglian Water. |
| 12/03/2019 | Broken fence | Fence on Wilkin Walk has been damaged in high winds | Privately owned |
| 14/03/2019 | Broken streetlight | Light on corner of Coolidge/Beach Road broken. Originally reported 22/1/19. Issue is with electricians and passed over to UKPN who still haven't repaired. | Followed up with Balfour Beatty |
| 15/03/2019 | Fallen tree | Tree branch has come down in the Moat area during gales | Groundsman notified. Same tree as before. Stump rotten so tree will be removed. |
| 15/03/2019 | Twentypence roadworks | County to install pavement with no consultation. Why is it needed | EOM arranged for 18th March to discuss |
| 18/03/2019 | Fallen tree | Tree has fallen over in the Moat area | Groundsman notified |
| 18/03/2019 | Illegal travellers | 4 caravans have arrived on Setchell Drove and attempting to access the traveller site | Police and Enforcement informed |
| 19/03/2019 | Illegal parking | Lorries are parking overnight in the layby near the Old Rectory despite the restriction signs. | For info only - resident has contacted police |
| 19/03/2019 | The Pound | Car parked permanently in the Pound and has SORN notice. Taking up valuable parking and should be moved. | Signage stating for short-term parking only to be installed |
| 22/03/2019 | Road signs | Signs for aborted works are still in situ as are old signs from previous works which have been left in situ for several months | Highways asked to remove |
| 22/03/2019 | HCV's | HCV's coming through High St at night. | |
| 23/03/2019 | Balancing pond | Dog bin full and overflowing | Reported to SCDC |

| | | | |
|------------|-------------|--|--|
| 25/03/2019 | Fire at Rec | 3 kids lit a fire next to the skatepark | Clerk attended and reported to police. CRI/35/2RWE/2632019. Names later supplied and passed to the police. |
| 26/03/2019 | Dog poo | Large amount on The Wrens | Dog poo fairy sprayed |
| 26/03/2019 | Potholes | Poltholes on Lockspitt Hall Drove still need repair | Chased Highways |
| 29/03/2019 | Dog poo | Dog poo on the Rec. Also various sightings of dogs being walked on the Rec | Groundsman notified |