

AGENDA REPORTS PACK

FULL COUNCIL MEETING

March 2019

19/040. Minutes

DRAFT Full Parish Council Meeting Minutes

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

Present: Cllrs Morris (Chair), Bolitho, Collinson, Dewey, Graves, Kidston, Mudd, Smith, Ward, Wilson, Wotherspoon, SCDC Cllr Gough, the Clerk and RFO

In attendance: 2 members of the public

- 19/019. Chairman's Introduction and Apologies for absence** – Apologies accepted from Cllrs Dahlqvist (sick), McCarthy (sick), Nicholas (sick), Young (work), SCDC Cllr Wilson (work) and the Asst Clerk (sick).
- 19/020. To accept Declarations of Interest and Dispensations** – Cllrs Smith and Brown declared a non-financial Interest in item 19/029 and will take no part in discussions.
- 19/021. Minutes** – Minor amends made to 19/004 and 19/005. Resolution that the amended minutes of the Full Council meeting held on the 8th January 2019 be signed as a correct record. **RESOLVED.**
- 19/022. Public participation** – Standing Orders suspended 7.19pm. No questions from the public. Standing Orders reinstated 7.19pm.
- 19/023. Reports**
- **SCDC** – Cllr Bolitho asked for an update on Gothic House. SCDC Cllr Gough unable to provide information in open forum due to ongoing enforcement. SCDC tax increase clarified as £5 per year. Bellway – partial road closure (2-way traffic lights) for 5 weeks from 18th February.
 - **CCC** – CCC Cllr Wotherspoon gave a verbal report. CCC are increasing tax by 4.99%. Economy and Environment Committee are considering the Waterbeach planning application this week. They want the railway relocated first. NB: Cottenham provide 60% of passengers from Waterbeach. Our recent LHI bid was well received; formal announcement will be made in March. Cllr Ward queried the delay in repairing the Histon Road cycle lights; this is due to the resin not working in low temperatures so work pushed back to March. CCC Cllr Wotherspoon will actively press for total replacement of the lights. Cllr Bolitho queried the situation regarding CCC Cllr Hickford and County Farms. CCC Cllr Wotherspoon understood there had been numerous statements made and that the process had been undertaken at arms length. County may be lodging a complaint about the reporting of the story.
 - **Clerk** – Beach Road – details as per report; CCC Cllr Wotherspoon will liaise with neighbouring Councillor regarding outstanding work. Equal Opportunities policy requires the objectives updating. Rooks Street crossing relates to the High Street; remove text. Pelham Way conifers – work has been done. Police surgery – Cllr Ward attended. No end date for Haradine lorries.
 - **Major developments** – Bellway liaison meeting on Thursday. This Land – not required to give formal notice if just passing on the lease. Gladman – Cllr Ward queried s106 exposure. Cllr Morris confirmed that we aren't reliant on the money and given our reserves plus the PWLB loan we can finance the village hall and nursery projects completely.
 - **Village Hall & Nursery** – Fencing starting tomorrow. Car park – may be more favourable to integrate into the main project. Nursery has introduced some complications i.e. changing the heating. Cllr Morris ran through the provisional timetable.
- 19/024. Persimmon RM determination** – consider possible challenge of faulty surface water drainage condition – Cllr Morris outlined the background to the item. Standing Orders suspended 7.57pm. SCDC Cllr Gough has been chasing Officers regard what went wrong with the process and has been promised a response soon. In the meantime CPC have been invited to a cabinet meeting to discuss how to make the process better. Standing Orders reinstated 8.05pm. Cllr Wotherspoon queried if the County SUDS Officer was happy with the wording? Cllr Morris confirmed that the wording was tightened up but in the haste to get the decision notice out it was ignored. Cllr Smith said that the SCDC Planning Chair and Vice-Chair had assured the Planning Committee that the wording would be correct and that it didn't need to go back to Committee so this situation shouldn't have happened. Standing Orders suspended 8.09pm. SCDC Cllr Gough stated that the decision notice couldn't be rescinded. CPC need to ask Philip Kratz about the enforceability of the current decision notice – is it equivalent in law to the proposed condition? If not then we'll pause for 7 days to allow response from SCDC then issue a letter of intent. NB: this doesn't commit us to action. Cllr

Morris advised that as soon as aware of an issue we have to take action to allow SCDC time to respond. Standing Orders reinstated 8.12pm. Resolution that the Chair of CPC request advice from Philip Kratz/our planning solicitor (if Mr Kratz not available) on the equivalence in enforceability terms of the 2 drainage conditions for planning application S/2281/18/RM. If it's not equivalent then proceed to issue a letter of intent against SCDC. **RESOLVED.** Discussion as to whether we could bring back to CPC planning committee if further action required. Cllr Wotherspoon queried if any correspondence had been received from the Chair/Vice-Chair of the SCDC Planning Committee; no. General agreement that the situation was unfair to the applicant too. Cllr Collinson asked if the commitment of the SCDC Planning Chair/Vice-Chair was minuted; not known at this time.

- 19/025. Neighbourhood Plan** – consider publicity activity for the consultation period from 11th February to 25th March – As per report. What level of publicity do we want to give? Suggestions included drop in sessions (more than one), go to groups directly, use of flyers, Mail Chimp emails to ambassadors and having a stall outside the Co-op. Resolution to allocate up to £250 + VAT to support printing of flyers for Neighbourhood Plan consultation publicity. **RESOLVED.**
- 19/026. Friends of All Saints** - consider second Trustee representative – Cllr Morris outlined need for 8 trustees – 2 of which need to be CPC representatives. Cllr Morris to stand in until the AGM in March. Item deferred.
- 19/027. Pavilion shutter service contract** - consider setting up/signing service contract for Sports Pavilion shutters – Cllr Morris outlined the need for a service contract. SCDC Cllr Gough left the meeting at 8.42pm. Resolution to proceed for 1 year with a 'silver cover' service contract from Charter Global Ltd. **RESOLVED.** Residents left the meeting at 8.47pm.
- 19/028. Internal audit** – Resolution to appoint Heelis & Lodge as our internal auditor at a cost of £420. **RESOLVED.**
- 19/029. Tyrannochorus grant** - consider Tyrannochorus grant request under community chest fund – Cllrs Smith and Ward took no part in discussions. Resolution to accept FLAC recommendation for grant of £240 to Tyrannochorus. **RESOLVED.**
- 19/030. Over Day Centre grant** - consider Over Day Centre grant request under community chest fund – Resolution to accept FLAC recommendation for grant of £100 to Over Day Centre. **RESOLVED.**
- 19/031. Business & Charity deposit account** - Consider opening a Business and Charity deposit account (with easy access) with Triodos Bank – RFO outlined. Similar to our Unity Trust account. RFO would have to be signatory in order to be able to prepare payments for authorisation. Resolution that the RFO opens a Triodos Bank account on behalf of CPC and deposit £50k from Unity Trust account. RFO and 2 other Cllrs (from existing signatories) to be signatories. **RESOLVED.**
- 19/032. Community Engagement Policy** - consider producing a policy to promote good governance and guide effective community engagement practices – Clerk outlined reason for needing the policy. Noted that it may supersede the Communications Policy. Clerk to work with Cllr Dewey on policy.
- 19/033. Finance**

Income	Description	Net	Gross	
Cambridge Kids Club	Monthly invoice payment	£873.92	£1,048.70	
Granary Westwick	Hire of the pavilion - invoice payment	£100.00	£120.00	
Aerobics instructor	Hire of the Village Hall - invoice payment	£69.00	£82.80	
Hire of Village Hall	Hire of hall - invoice payment	£75.00	£90.00	
		£1,117.92	£1,341.50	
Expenses over £500	Description	Net	Gross	code
Salaries	Salary costs for February 19	£3,880.76	£3,880.76	-
HMRC	Tax and NI for January 19 (month 10)	£897.15	£897.15	-
A Mappedoram	Purchase and fitting of bulbs	£758.00	£909.60	1367
Cambridge Van Leyden	50% of fee for detailed design phase (Village Hall)	£8,000.00	£9,600.00	1370
AJ King	Monthly contract	£3,166.67	£3,800.00	1376
Groundwork uk	Return of unspent grant re Neighbourhood plan	£3,443.00	£3,443.00	1380
Calor Gas	Delivery to the pavilion	£680.17	£680.17	1382

agb Environmental	40% of fee value upon completion of investigation report	£1,554.00	£1,864.80	1383
Cambridge Van Leyden	50% of fee for detailed design phase – Nursery	£8,000.00	£9,600.00	1370
		£30,379.75	£34,675.48	
Expenses under £500	Description	Net	Gross	code
Legal and General	Pension Costs (February 19)	£172.72	£172.72	-
Browns of Burwell	Oil delivery	£294.90	£309.65	1363
SLCC	Cilca registration for RFO	£350.00	£350.00	1364
SSE - Southern Electric	Electric bill for the Pavilion (DD)	£258.07	£309.68	1366
Business Consultancy Servs	Payroll processing	£47.30	£56.76	1368
Caprari	Routine inspection of the pumps at the recreation ground	£220.00	£264.00	1369
Staples	Two ink cartridges	£55.48	£66.58	1371
Tindall Security	Annual maintenance fee on CCTV system	£260.00	£312.00	1372
Shred Station	Blue bin collection and shredding service	£40.00	£48.00	1373
AJ King	Extra - repair to fence on old rec ground	£130.00	£156.00	1374
Watchthedot	To resolve website issues	£12.50	£12.50	1375
Calor Gas	Standing charge fee	£17.13	£17.99	1379
ICO	Annual data protection fee (DD)	£40.00	£40.00	1381
Clerk	Mileage - SLCC Regional Seminar (44 miles)	£19.80	£19.80	1384
Greater Cambridge Shared Planning	Extra copies of the Local Plan	£144.00	£144.00	1385
		£2,061.90	£2,279.68	
Multipay Card (payment in Jan by DD)				
Three Mobile	Phone topup for Assistant clerk	£5.00	£5.00	
Sainsburys	Dishwasher tablets for the pavilion	£5.00	£5.00	C1365
Dependable Trading Ltd	Light bulbs for the Pavilion	£53.28	£63.95	C1377
Three Mobile	Phone topup for Assistant clerk	£5.00	£5.00	C1378

Resolution to pay these invoices. **RESOLVED.**

19/034. Management accounts – to review the monthly management accounts – Noted.

19/035. Matters for consideration at the next meeting – bank reconciliation.

19/036. Dates of next meetings – Planning 7th Feb, CALF 19th Feb, Planning 21st Feb, FLAC 26th Feb, Full 5th March

19/037. Close of Meeting – 9.04pm.

Signed _____ (Chair) Date _____

19/042. Reports

District Councillors' Report for Cottenham and Rampton – March 2019

Council Tax

The Council has agreed to increase the element of the Council Tax that goes to South Cambs District Council by £5 per year for a Band D property to £145.31 per year. South Cambs provides services to residents relating to waste collection, street cleaning, licensing, communities, planning, conservation and building control, housing, administration of council tax collection, housing benefit and elections.

Business Plan and Budget 2019/20

Protecting and enhancing the environment to cut carbon emissions has been put at the heart of South Cambridgeshire District Council's plan to improve life for local communities. The four priority areas agreed were:

- Growing local businesses and economies – which includes putting in place a single point of contact to support businesses through the planning process and making it easier for small local businesses to bid for Council contracts.
- Housing that is affordable for everyone to live in – which will see the Council double the number of Council homes built each year, deliver high environmental standards on new homes to reduce running costs and focus on working with partners to make sure walking, cycling and public transport improvements provide alternatives to using the private car.
- Being green to our core – by the Council developing a plan for a carbon-neutral future for South Cambridgeshire, exploring opportunities for green energy generation and improving air quality.
- A modern and caring Council – by being an employer of choice for people with disabilities and ethnic minorities, generating an income from investments to offset cuts to national funding and improving the way people can carry out transactions online.

The Council had already demonstrated its green commitments by unanimously pledging to support an ambitious target of cutting local carbon emissions across the district to zero by 2050. Solar panels have been installed this week on the Council's waste and recycling depot at Waterbeach and further green investments are expected on the Council buildings to improve environmental standards deliver a financial return.

New Developments Liaison Group

The Liaison Group that we established between South Cambs officers, the developers in Cottenham and the Parish Council met for the second time. We were pleased that Persimmon decided to join the group. Various issues relating to forthcoming works to the footpaths and road layout affecting Oakington and Rampton Roads were discussed with a view to minimising the impact on the community. We also raised issues with Persimmon relating to the construction on their site that will begin later this year.

Public Transport

The Greater Cambridge Partnership has published its report following consultation on the proposed Rural Travel Hub at Oakington. The responses were mainly about which scheme was preferred with or without the 43 proposed parking spaces. Responses from Oakington were mainly in favour of no parking spaces because of concerns about attracting more traffic from other village which would then seek to park around the village if there the Travel Hub parking was full. At the Greater Cambridge Partnership Joint Assembly meeting on 27th February, Eileen Wilson raised the point that without a public transport link for residents from surrounding villages to access the Rural Travel Hub, it did not present much of an advantage for residents in Cottenham and Rampton if there was no or insufficient parking.

The Greater Cambridge Partnership is seeking views on their proposals for a future public transport network that provides a better alternative to the car. The proposals contained in the Choices for Better Journeys consultation cover improved public transport and ways of encouraging people out of their cars. The consultation, running until 31 March, provides an opportunity for residents of Cottenham and Rampton to get involved by completing the survey and attending public engagement events. The consultation can be accessed online at www.greatercambridge.org.uk/choicesbetterjourneys2019. Hopefully, many residents from Cottenham will have provided input to the survey.

Greenways

Back in 2018, we were told about plans for a cycle path from Rampton to the Guided Busway and another cycle path from Cottenham to Oakington. Eileen asked for an update on these projects at the Greater Cambridge Partnership Joint Assmby meeting on 27th February. The Rampton cycle path is subject to discussions with local farmers about changing what is currently a farm track into a usable cycle path and we should receive updates on this work soon. On the Cottenham to Oakington cycle path, topographical surveys have been carried out and the GCP has appointed Bidwells as land agents for the project and is engaging with landowners along the route.

Neighbourhood Plan

Neil and Eileen have met with the Planning Department on the Cottenham neighbourhood plan. We have requested a meeting with the Lead Member for Planning in the week of March 4 prior to SCDC's comments being considered at Cabinet.

Rampton-Cottenham cyclepath

Following intervention from Neil, the cyclepath was swept on 26th February.

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 January/February 2019

The Waterbeach Community Forum on Wednesday 9 January 2019 consisted mostly of discussion of the Supplementary Planning Document for the new town there.

Our regular catch-up with Graham HUGHES after the Economy & Environment Committee meeting Thursday 10 January 2019 was a bit subdued because his post, Executive Director of Economy, Transport and Environment for Cambridgeshire, was being extinguished, and he would not be applying for the new shared role with that title for both Cambridgeshire and Peterborough together. This is separate from jobs with similar descriptions for the Cambridgeshire and Peterborough Combined Authority.

The Cottenham Flood Forum on Friday 11 January 2019 was well attended by parish councillors and the county council, as well as the Old West Internal Drainage Board, Anglian Water and the Environment Agency. I believe these meetings have been successful in raising the profile of Cottenham (and Rampton)-related flood-risk matters. The Environment Agency seems to have been paying more attention to Cottenham Lode recently, for example.

I volunteered for the hardship posting of serving on the Local Highway Initiative Panel for South Cambridgeshire, which means two whole days in a freezing cold hut at the Whittlesford depot, this year on Monday 14 and Wednesday 16 January 2019. But it does gain brownie points with the officers, which I hope to be able to cash in over the coming twelve months.

Annual data for educational outcomes was reported to the Children and Young People Committee on Tuesday 15 January 2019. South Cambridgeshire is generally the highest achieving district. However, it is sad to see that across the county the gap in attainment between children on free school meals and those not remains stubbornly high.

The Cottenham Parish Council Highways Committee on Tuesday 15 January 2019 gave a lot of consideration as to how to structure expectations of the village's Traffic and Transport Group.

Among other things, the Commercial & Investment Committee meeting on Friday 18 January 2019 considered the high-level assessment for a 37MW solar array to be sited at North Angle Farm Soham. We also received a progress report on the closure of Cambridgeshire Catering and Cleaning Services, and the support that we have been giving to schools in assisting their procurement of alternative providers.

The Greater Cambridge Partnership held a back to school workshop on Monday 21 January 2019, looking ahead to the principal themes of the year, chief of which will be: meeting the government's expectations in the first gateway review, due at the end of 2019, this being an assessment of the effectiveness of the first five years of the City Deal, which was signed in 2014; putting together the Future Investment Strategy, in the hope of securing the next two tranches of government funding, each of two hundred million pounds; and public engagement on "Choices for Better Bus Journeys" (which includes ways of improving congestion, on which at the moment I seem to have been a lone voice in urging caution against the appeal of charging for roadspace).

The Housing & Strategic Planning Working Group on Tuesday 22 January 2019 discussed what role (if any) the Greater Cambridge Partnership ought to play in the next round of Local Plan making for Cambridge and South Cambridgeshire. The City Deal agreement committed the two district councils to producing a joint plan, incorporating the supporting transport infrastructure in conjunction with the county council. That was before the Combined Authority was set up. This is supposed to be producing a non-strategic spatial strategy within which the new Local Plan for Cambridge and South Cambridgeshire will sit, and the Combined Authority is now also responsible for the Local Transport Plan. The two now adopted Local Plans, the one for Cambridge and the one for South Cambridgeshire, are well backed up by the Transport Strategy for Cambridge and South Cambridgeshire which was adopted by the county council in 2014. Exactly who will do what and when precisely from now onwards is not yet clear.

The “informal” East-West Rail consultation opened Monday 28 January 2019. There are five broad routes out for discussion, three of them via Bassingbourn and two via Cambourne. All enter Cambridge from the south. The CamBedRailRoad pressure group is campaigning instead to bring the route north of the A428, passing just south of Oakington and entering Cambridge from the north.

The Cambridgeshire & Peterborough Combined Authority Board meeting on Wednesday 30 January 2019 received the report of the Bus Review. While it took up the recommendation of the Cambridgeshire and Peterborough Independent Economic Review that franchising should be investigated, it took a broad-brush approach, being light on specifics. Some highlights from the covering report:

4.18. The fact that as many as half of the local population have never tried a bus, and examples such as the limited use of the busway by 16-24 year olds, gives an opportunity to develop a new and a more attractive offer, building on known success stories in the area.

4.22. The mode share targets for Cambridgeshire and Peterborough require a very significant increase in sustainable travel behaviours, which cannot be supported by the public transport network in its current form. The changes required are a step-change compared to present, and should be seen as revolutionary not evolutionary, posing significant challenges for stakeholders in terms of finance, resources, and organisational change.

5.4. Regarding frequency and routes of the network, the report proposes to enhance the existing bus network by: Establish a minimum level of service; Committed equity of access for areas of deprivation; Enhance radial bus services and evolve into a turn-up-and-go network; Consider the feasibility of providing targeted cross-city services for high demand movements; Merge Park & Ride services with the wider network; Adjust bus services to complement CAM proposals; Enhance bus service provision for key employment centres; Target bus priority: create quality bus corridors and limit motorised access to the city centres; Support demand responsive transport and first/last mile solutions; Support vehicle quality upgrades and new vehicle technology; Support multi-modal integration.

I have been reading both the summary and the full report and will be circulating a digest in due course.

The County Council meeting on Tuesday 5 February 2019 agreed a 2% Adult Social Care precept increase and a 2.99% increase in the Basic Council Tax precept. Members acknowledged the contribution that staff make to the council and, reflecting on the unpalatable one-off saving of £930,000 that was made this year by imposing three days of unpaid leave over Christmas on staff earning over £26,000 per annum [or pro rata], rejected an officer proposal that this should be repeated in future years. As has been widely reported in the press, to show solidarity with staff, all but one county councillor has committed to giving up an equivalent sum of 1.2% of the councillor’s allowance.

On Wednesday 6 February 2019 Cambridgeshire County Council created a Public Bridleway in the parish of Cottenham, providing a new link for non-motorised users between Broad Lane and Rampton Road through Les King Wood.

At the Northstowe Community Forum on Wednesday 6 February 2019 I took the opportunity to question contractors about unauthorised HCV access along the B1050 through Willingham, and explored the commitment of South Cambridgeshire planning officers towards enforcement. Homes England gave a high-level overview of its vision and aspirations for the Town Centre Strategy, which is to be worked up in more detail over the coming months. Longstanton Parish Council is still pressing for investigation of the drying out of its ponds (they blame de-watering works associated with phase 1, though someone from Fen Drayton said the reed beds there were “dry as a bone”), while new residents were most concerned that at peak times vehicles didn’t stop at the Northstowe Busway station because they were already full by the time they get there. Meanwhile, the claim is that an outline application for phase 3 (which includes what used to be known as “the reserve land” south of the Busway on the west side of the B1050, and the rest of the Homes England landholding towards the Oakington end of the new town) will be submitted in the summer. South Cambridgeshire District Council has not had the resources to engage in pre-application discussions about these large tracts of land. OK, phase 3 will be mostly residential, with local centres and primary schools, but

there is still plenty to talk about. It will amount to 5,000 houses, the whole of the second half of Northstowe, after all.

The Economy & Environment Committee meeting on Thursday 7 February 2019 agreed the county council's consultation responses to South Cambridgeshire District Council on the Waterbeach RLW 4,500 outline application and the Countryside 3,500 outline application at Bourn Airfield. It also agreed to continue the funding for subsidised bus services to the end of the next financial year.

The latest figures released on Tuesday 12 February 2019 reveal that patronage of Park & Ride is climbing back up, and the Busway continues to serve ever more passengers.

On Monday 18 February 2019 Highways England announced its selection of option C for the Black Cat roundabout and the Orange Route for the A428 from there to Caxton Gibbet. This will be another billion-pound scheme.

Heidi ALLEN, Member of Parliament for South Cambridgeshire since 2015, left the Conservative Party on Wednesday 20 February 2019 and joined the TIGgers. I am old enough to remember when Shirley WILLIAMS won the Crosby by-election in 1981 and opened her acceptance speech with a quotation from the Secular Masque by John DRYDEN, "Tis well an old age is out, And time to begin a new". (It is perhaps unfortunate that these lines are spoken by Janus, the two-faced, looking to the future and the past.) And what became of the Social Democrats? Ah yes, they recently gained an MEP from Ukip. Well done.

Beverley AGASS took early retirement from South Cambridgeshire District Council at a meeting on Thursday 21 February 2019. Just eighteen months into the job, though, and over two hundred thousand pounds into her pension pot?

On Thursday 21 February 2019 I attended a dinner to honour the award of the 2018 NOBEL Prize in Chemistry to the outgoing Master of Trinity College Sir Gregory WINTER, for the phage display of peptides and antibodies. (He gave a brief lecture on the science, peppered with hilarious anecdotes about his chequered interaction with politicians over the past few decades.) It's the culmination of a lifetime's work in "humanising" antibodies, specifically to attack auto-immune diseases and some cancers. It is also a well-deserved result for the Laboratory of Molecular Biology in Cambridge, and just the latest acknowledgement of our city's pre-eminent position on the world stage for biomedical research and the development of pharmaceuticals. This is what attracts global talent to study and set up businesses here, which is why we need more houses and better transport infrastructure. And at the end of the day it's why I am proud that Cottenham is meeting its own requirement for more houses as our own contribution to improving the health and wellbeing of millions of people around the world.

So it was in that optimistic spirit that I particularly enjoyed the first item on the agenda of the Commercial & Investment Committee, on Friday 22 February 2019. The Local Full Fibre Networks programme Public Sector Asset Re-use bid is focused on the development of the county council's fibre duct assets in the northern and southern sections of the Busway. It includes plans to link and extend the ducts in the Busway by deploying additional fibre ducting and access chambers as part of the Chisholm Trail cycleway and the Linton Greenway walking and cycling scheme to provide a 40km fibre corridor from St.Ives to Linton. To provide a more commercially viable offering, the PSAR project includes a proposition to build on recent collaborative working with the University of Cambridge. This will link the University's 60km fibre network with the county council's assets and establish a commercial joint venture to market the fibre ducting for use on a wholesale basis by local telecommunications providers and provide "dark fibre" services directly to businesses. The Granta Backbone Network, as it is called, has been growing for the past twenty-five years and currently links forty sites, including colleges, faculties and research parks. Together we will in future be able to meet the demand for massive connectivity from data-hungry businesses.

The Greater Cambridge Partnership opened its city access engagement exercise on Monday 25 February 2019, with a media launch the following morning.

The Greater Cambridge Partnership Joint Assembly meeting was held at the Guildhall on Wednesday 27 February 2019. The Rural Travel Hub at Oakington received a mixed reaction, as did the notion of replacing the level crossing at Foxton. The Chisholm Trail received a further boost, and the Milton Road pedestrian, cycling and bus enhancements were given a thumbs up. Many suggestions had come forward in a study of the transport needs of the Cambridge Biomedical Campus as it continues to grow.

Cambridge Science Park Development Presentation Thursday 28 February 2019

Tim Wotherspoon

CLERKS REPORT – February 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. 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. Removed 28/1/19. (stumps and lots of cuttings left in situ, AC has requested they come back and finish properly).
- **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. 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 – **completed 9/2/19**
- **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 alarms serviced 25th Feb.**

Recreation ground

- The FA sign has been damaged.
- **2x benches and picnic tables are now in situ.**
- **Hedge (towards bowls club) removed 4th Feb and fencing installed.**
- **Quotes obtained for tennis court surfacing repairs and contractor appointed. NB: Came in considerably less than agreed resolution figure of £9k. Work has already started to get them playable this summer (scarified in 4 directions, cut to 15mm, seeded, top dressed with 3 tonnes of loam, iron feed applied). Still to do: spray for worms in 2-3 weeks-time. No access allowed to the courts in the meantime. Ideally should apply a fertiliser feed in 4 weeks-time and spray for weeds as well, depending on how many have come up with the new seed. This will cost in the region of £150-200 (still well within the resolved figure). NB: noted that it is worth the courts being lightly used over the winter to aid compaction – even if with studded footwear.**
- **Fires are being lit including item melted onto one of the picnic tables. Police have been informed.**

Misc admin

- February 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 – Cllr Wilson following up electricity supply issues with BT.
- Replanting has taken place under village sign. Need to purchase metered stand pipe.
- Quotes being obtained for paint repairs to bench at the balancing pond.
- One bench on the Moat requires repairs to the legs. **Bin has been replaced with larger one.**
- **Waiting response re. planning application for cricket nets. SCDC asked for an extension at the last minute due to trees in the vicinity.**
- **Work ongoing re. welcome pack for Bellway (working with SCDC). Very comprehensive list of clubs and activities gathered along with useful info; currently running to 17 pages. SCDC will print copies for the new developments. Copy has been added to our website an minor tweaks ongoing.**
- Clerk and RFO have passed CiLCA unit 2 (law). RFO waiting assessment of unit 3 (finance) and Clerk waiting assessment of unit 5 (community engagement). Both now have just 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 should get more information on this from NALC and SLCC but need to be aware of potential changes needed to our website.
- Have liaised with CVC, police and youth workers re. how to tackle ASB problems at the Moat involving young people. College will send letter out to all parents and meeting being set up with Deputy Principal. Police are patrolling when in the area and youth workers could do some 'detached' work if deemed necessary but this would incur a cost of £50 per hour.

Facebook

- 1086 likes/1174 follows.

Correspondence

- Parish Planning Forum on 14th March; Cllr Morris to attend (Cottenham Neighbourhood Plan on the agenda).
- Parish Planning training – Cllr Morris to attend 21st March and Cllrs Dahlqvist and Wilson to attend 28th March.

Major developments

Bellway are:

- having difficulty getting road access for their works
- trying to vary a planning condition preventing occupations before pavement construction
- becoming more co-operative

Persimmon will:

- clear RM permission window following SCDC reassurances on how two planning conditions will be enforced
- 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 are;

- still unclear on which land will be sold and eventually developed for which purpose (housing, school)

Village Hall & Nursery

- Projects advertised for “expressions of interest” on contract finder and attracted some enquiries.
- Tender documentation will be issued on 25th March with closure 4 weeks later.
- Design briefings (CALF and WP) have raised a few minor improvement / cost saving suggestions.
- Finance and contract briefings being held with FLAC.
- Visits to bidder’s reference sites being arranged.
- Meetings with CCC re Nursery being arranged.
- Visit to Gamlingay ecohub being arranged to review operations and financing.
- Visit to CCC Business Networking event to assess operability of our Cottenham Business Club.
- Presence at 17th March Open Day in CCC.
- 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.

Sustainable Cottenham

Sustainable Cottenham’s main efforts in recent weeks have been to prepare for a drop-in information event taking place at the Cottenham Community Centre as part of their 10th anniversary celebrations. We will be in the hall behind the coffee shop 10am – 2pm Saturday 16 March 2019.

The emphasis in the event will be on:

- launching our initiative to reduce single-use plastics in Cottenham and providing information on alternatives to e.g. BeeBeeWraps as an alternative to clingfilm etc
- working with SCDC and Shared Waste to raise awareness of what should/should not be put in the blue bin
- there will be several activities based on these themes to encourage attendance by young and old

Please come along to the Community Centre 10am – 2pm on March 16th and support this worthwhile cause.

Ditches and Drains

- Oakington Road ditch will not be blocked by Bellway, who need to open up the culvert under their road.
- Tenison Manor ditches / pond recently maintained by IDB and partners at Persimmon expense.
- TM adoption negotiations with Anglian Water now led by Vine Technical (for Bovis and Persimmon).
- Brenda Gautrey Way ditch appears to have a downstream blockage which is being investigated.
- Racecourse View condition discharge being investigated by SCDC.
- Next Cottenham Flood Forum meeting on 10th May.

Neighbourhood Plan

- The Plan is currently in consultation under Regulation 16 of the NP Act.
- SCDC has invited tenders for the independent examination, probably during May/June.
- WP needs to consider referendum promotion activity once initial feedback available.

19/043. Community Engagement Policy

DRAFT Community Engagement Policy

Cottenham Parish Council has developed a community engagement policy with the aim of constructing a standard for engagement with its residents and partners.

It recognises that the services it provides must reflect the needs of its residents and the locality.

Aim

The aim of the policy is to improve the way in which the Council engages with residents, relevant partners and those working within the community through:

- The communication of current, relevant and open and transparent information
- A pro-active consultation process to encourage effective local engagement
- Adhering to the principle of inclusivity
- A commitment to listening to views in order to initiate, develop and enhance services

Objectives

- To improve, plan and shape the future of the Parish according to local needs and priorities.
- To improve the quality, value for money and delivery of services.
- To use engagement to provide information in the Council's decision making, ensuring decisions are fit for purpose and meet the needs of the community.
- To enhance the general well-being of the community.
- To be a stronger, more active and cohesive Parish.

Provision of information to the community and opportunities for community involvement

Community engagement will be achieved by the Parish Council by communicating, consulting, supporting and working together with its residents, partners and businesses.

- **CPC website**- we have significantly developed our website which now provides details of contact details for the Council and individual Councillors (including District and County), Council services and activities and gives access to a range of documents as well as links to useful sites.
- **Cottenham Village Newsletter** – published every other month and delivered to every house and business in Cottenham. It is also available on the Newsletter website and via their Facebook page. The Clerk contributes council news in each edition as well as informative articles.
- **Fen Edge Newsletter** – published quarterly and delivery to every house in the 'Fen Edge' patch. The Clerk contributes council news in each edition as well as informative articles.
- **Open Meetings** – all meetings of the council and its standing committees are open to the public and include an opportunity for residents to engage with Councillors. Cambridgeshire County and District Council Councillors attend most monthly Council meetings.
- **Committees/working parties** – sports clubs are included as non-voting members on our Leisure and Facilities Committee to ensure we understand their needs and are able to integrate their growth aspirations into our future plans. A Traffic and Transport group has been set up consisting resident and Councillors to gain their feedback on highway issues.
- **Face to face** – our offices are open to visiting members of the public one morning a week and by appointment.
- **Events** - we hold a stall at village events such as the yearly Feast parade and Fun Run and biennial Fen Edge Festival, where information on the work of the Council is displayed.
- **Social media** - we have developed a Facebook page where we regularly post Council activities, consultations and news articles. The Clerk and Chair regularly checks and comments on another active village Facebook page.
- **Consultations** – the Council undertakes consultations by questionnaire for specific issues. This can involve door to door calling where appropriate. For larger consultations the use of exhibitions and drop-in sessions should be considered.

- **Noticeboards** - notices of meetings, and key council communications, are posted on each of the Council's four notice boards. We also utilise boards in shops/key village buildings.
- **Banners** – display banners are posted on a prominent position on the Village Green to highlight important events.

Involvement in Partnerships

The Parish Council works in partnership with other organisations such as South Cambridgeshire District Council, Cambridgeshire County Council, the Police and Fire Service.

It also has representatives on the following local organisations:

- Sustainable Cottenham
- Cottenham Community Centre
- Friends of All Saints'
- Mobile Warden scheme
- Cottenham United Charities

It subscribes to:

- Cambridgeshire ACRE
- Cambridgeshire and Peterborough Association of Local Councils
- Council for the Preservation of Rural England
- National Association of Local Councils
- Society of Local Council Clerks

It also liaises with

- All Saints' Church
- Cambridge Kids Club
- Cambridgeshire Police
- Connections Youth Bus
- Cottenham Bowls Club
- Cottenham British Legion
- Cottenham Cricket Club
- Cottenham United Football Club
- Cottenham Colts Football Club
- Cottenham Day Centre
- Cottenham Primary School
- Cottenham Tennis Club
- Cottenham Village College
- Dissenters Cemetary
- Ladybird Pre-school
- Renegades Rugby

Statutory communication engagement

While community engagement is not mandated in all cases, in some matters the Council is bound by legislation to engage with the community. In these cases the Parish Council will adhere to the legislative requirement as a minimum standard. Community engagement is required under the following legislation:

- Local Government Act 1989
- Planning and Environment Act 1987
- Public Health and Wellbeing Act 2008
- Road Management Act 2004

While these acts stipulate required community engagement in certain circumstances, the Council is not prevented from carrying out further community engagement where local sensitivities or project complexities merit additional effort.

19/044. Village Hall Hire

Sunflowers Care would like to use the Hall for their annual charity quiz night on Friday 19th April from 18.30pm – 23.00pm. In 2018 we gave the Hall free of charge as our 'donation' towards the event.

19/045. Cllr Nicholas

Councillor Nicholas has been unwell since around June 2018, preventing him attending meetings. In view of his long and valuable service and likely return, CPC agreed not to invoke the 6-month rule on absence.

Although not yet ready to return to meetings, he is recovering and keeping up with CPC affairs.

He will be co-operating with Councillor Mudd in the next few months to research possible grant funding.

“Consider the grant-funding research by Councillor Nicholas over the next three months as adequate to avoid disqualification through non-attendance at Council meetings.”

19/046. The Pound

It is evident that the Pound is being used for long-term parking (particularly by one vehicle which hasn't been moved for several months). This is blocking more general use by people using the nearby facilities. Suggested resolution to erect a sign at The Pound stating “This car park is the property of Cottenham Parish Council and is for short-term parking only. Long-term car parking is not permitted, and vehicles contravening this will be clamped/removed at CPC's discretion”

19/047. Staff pay

Following last year's review, Councillor Morris has brought the Job Descriptions of our Clerk and RFO up to date.

The National Joint Council for Local Government Services has set out a revision of pay-scales and a pay increase of approximately 2%, both effective from 1st April 2019.

Councillors Kidston and Ward have recently completed reviews on most of our staff, including the new job descriptions.

Our Clerk and RFO are currently on “old” Spinal Column Point 35 which automatically becomes “new” Spinal Column Point 29. Both are currently making good progress towards CiLCA qualification in the additional 4 hours per week we allowed. It is clear that our Clerk consistently works more than the “official” 25 hours per week.

Our Assistant Clerk was placed on “old” Spinal Column Point 22 (“new” SCP 12) last year and, although she often works more than 10 hours per week, changes to Highways Committee and Traffic & Transport Strategy groups may reduce time pressures.

Our Caretaker is on SCP 21 ('new' SCP 11) and works 10 hours per week.

Recommended resolutions:

- 1. 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.**
- 2. 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.**
- 3. 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.**
- 4. Our Assistant Clerk should be placed on “new” SCP 12 AND “official” hours remaining at 10 hours per week.**
- 5. Our Caretaker should be placed on ‘new’ SCP 11 AND hours remaining at 10 hours per week.**

19/050. Bank reconciliation

Reviewed 12th February 2019 by RFO and Cllr McCarthy

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

In summary:

£462,419.55	Bank account 1
£191,775.67	Bank account 2
£157,076.29	Bank account 3
£811,271.51	Total Cash at Bank (as of the 31 st January 2019)
- £88,786.28	Creditors (of which £5 is the Multipay card)
+ £6397.20	Debtors
£728,882.43	Net balance on bank reconciliation

+ VAT owed £15,182

Minus: £80,642 Accruals

Used (+ £14,253 on Land Purchase and 13,000 on Community Centre grant)

Leaving £53,389

Minus PAYE: £897

Minus: Other Creditors: £2406.00 (Duplicate payment to King and Co re Land Purchase)

Net assets: £687,372.43

Creditors

- AGB Environmental Ltd £1864.80 (30/02/19)
- AJ King - £3800 (20/01/19) usual monthly cost, plus additional work £156 (20/01/19)
- A Mappedorum - £909.60 (14/01/19) New lights and fitting for Christmas lights
- Browns of Burwell - £619.30 (02/01/19) Oil for rec ground
- BCS - £56.76 (31/12/18) Payroll/Pension
- Calor gas - £17.99 (16/01/19) standing charge
- Cambridge Van Leyden £19,200.00 (17/01/19 & 31/01/19) Work on Village Hall & Nursery design
- Caprari - £264 (17/01/19) Routine inspection of pumps
- Dependable Trading Ltd - £63.95 (16/01/19) Light Bulbs
- Greater Cambridgeshire Shared Planning - £144 (31/01/19) copies of Local Plan
- Clerk - £19.80 (31/01/19) Mileage
- Shred Station - £48 (31/12/18) Shredding service
- SLCC - £180 (28/01/19) Training costs
- Staples - £66.58 (10/01/19) stationary
- Three Mobile - £5 (16/01/19) Phone top up
- Tindall Security - £312.00 (27/12/18) Annual check
- Watch the dot - £12.50 (22/01/19) Website support
- Wilby and Burnett - £61,041.00 (31/01/19) 50% charge for Village Hall/Nursery designs

TOTAL £88,781.28

Debtors

- Cottenham Sports and Social Club - £3120.00 (31/12/18) Quarterly rent (now paid)
- Persimmon - £3241.20 (22/01/19) (now paid)
- Village Hall Hire - £36 (25/01/19)

TOTAL £6397.20

Appendix 1: Issues log

There were 12 reported incidents during February.

Date	Issue	Further details	Follow up
06/02/2019	Pothole	Large pothole on corner of Denmark Rd/Telegraph St. Partially hidden by puddle. Large amount of rubble.	Reported to County Highways
07/02/2019	Pothole	Large pothole on corner of Denmark Rd/Telegraph St. Partially hidden by puddle. Large amount of rubble.	Reported to County Highways
07/02/2019	Pothole	Large pothole on corner of Denmark Rd/Telegraph St. Partially hidden by puddle. Large amount of rubble.	Reported to County Highways
08/02/2019	Pothole	Large pothole on corner of Denmark Rd/Telegraph St. Partially hidden by puddle. Large amount of rubble.	Reported to County Highways
14/02/2019	Accident	Nibs/Bollard by Dentons Carpets hit by vehicle	Reported to County Highways
15/02/2019	Accident	Nibs/Bollard by Dentons Carpets hit by vehicle	Reported to County Highways
15/02/2019	Accident	Nibs/Bollard by Dentons Carpets hit by vehicle	Reported to County Highways
15/02/2019	Accident	Nibs/Bollard by Dentons Carpets hit by vehicle	Reported to County Highways
15/02/2019	Accident	Nibs/Bollard by Dentons Carpets hit by vehicle	Reported to County Highways
15/02/2019	Accident	Nibs/Bollard by Dentons Carpets hit by vehicle	Reported to County Highways
18/02/2019	Moat	ASB and litter left at Moat over the weekend by young people	Police, CVC and youth workers contacted
27/02/2019	Hedge cutting	Hedge between Cottenham & Rampton cut and debris left on the cycle path	Asst Clerk to follow up