

**AGENDA REPORTS PACK**

**FULL COUNCIL MEETING**

**September 2019**

## 19/173. Minutes

### DRAFT Full Parish Council Meeting Minutes

Meeting held in the Village Hall, Lambs Lane, Cottenham on Tuesday 6<sup>th</sup> August 2019 at 7.15pm

**Present:** Cllrs Morris (Chair), Bolitho, Collinson, Dewey, Hewitt, McCarthy, Smith, Ward, Wilson, Wotherspoon, SCDC Cllr Gough, the Assistant Clerk and RFO

- 19/153. Chair's Introduction and Apologies for absence** – Apologies accepted from Cllrs Graves (Work), Nicholas (Sick), Young (Personal), Kidston (Personal), Dahlqvist (Absent) and SCDC Cllr Wilson
- 19/154. To accept Declarations of Interest and Dispensations** – None given.
- 19/155. Minutes** – Resolution that the minutes of the meeting of the Full Council meeting held on the 2nd July 2019 be signed as a correct record. **RESOLVED.**
- 19/156. Public participation** – A Representative from Cambridgeshire ACRE the company overseeing the New Life on the Old West project (Item 159) gave more detail about the three projects that they would like to undertake in the village. This includes creating one large pond at the old recreation ground surrounded by hedgerow but with access, a small pond in the WARG field and the planting of fruit trees and to create habitat piles using deadwood material in Fen Reeves Wood. Questions were asked about the maintenance after the projects are complete. The expectation is that it is the landowners take responsibility for all ongoing management of the habitat improvements. It is not expected that there will be any formal inspections, support and advice will be available if needed. Water levels on the old Recreation ground were discussed, concerns that the pond may dry out in the summer months. This could be further discussed in the delivery phase.
- 19/157. Reports**
- **SCDC** – Question asked about the progress on fly tipping. the consultation has closed on Setchel Drove, mostly positive comments regarding the plans, decision to be made soon. Concerns that fly tipping is a regular occurrence on the track that runs between Great North Fen road and Cow Lane in Rampton. Cllr Gough stressed the importance of reporting these incidents so further action can be taken. It was fed back that a recent meeting of the AMEY liaison group was positive, the odour reporting is better, the chair of the group will not be part of AMEY and more advance notice of agenda items has been promised.
  - **CCC** – Questions asked about the project which involves lengthening of various train station platforms. Delivery is uncertain. Concerns about Beach Road in Cottenham melting in the hot weather, currently there are plans to use a specialist machine to level off the middle of the road as a short-term solution, no information as yet about the longer-term solution.
  - **Clerk** – Solar studs between Cottenham and Histon on the cycle path still happening, there are also plans to cut back the vegetation. Some clarification needed on the progress of this, Cllr Wotherspoon will investigate further. Gun club bunds are still ongoing, perhaps a meeting to gather more information about the progress might be useful. Cllr Bolitho and Cllr Wilson will draft a letter to the Gun club asking for additional information.
  - **Major developments** – Bellway – is finalising works to make room for a footway/cycle and ditch on the development side of the road. Some houses are complete and 20 affordable homes are due to be handed over shortly. S106 contributions for Early Years have been claimed by CCC. Works to widen the existing footway on the north side are scheduled to be completed by the 1<sup>st</sup> September but are expected to run late. Traffic lights are now in place at the entrance to the Bellway site on Oakington Road, no advance notice of this. Assistant clerk will look at the process to see how we can obtain notice going forward.  
Persimmon – now have approval and have begun work on site. Apart from the 121 houses permitted on site, they will undertake the re-development of the Oakington Road/Rampton Road roundabout and some traffic-calming measures on these roads.  
Gladman – had applied and have received permission to split the site.  
Redrow – have submitted a Reserved Matters application for 200 homes.  
Gladman – have submitted a basic Reserved Matters application for 56 residential homes with care. This-Land are meeting the parish council in August. They have changed architects.

- **Village Hall & Nursery** – Report noted. A list of engineering suggestions is being evaluated. The parish council are looking closely at contributions from our financial reserves, probable s106 developer contributions, loans, grants and likely income to see if the gap can be closed enough to bring a modified proposal to Council over the summer. We expect the revised pricing from our preferred builder in late August. As regards the nursery there have been two meetings with County Education regarding the process involved in releasing the Early Years s106 contribution and appointing an operator for the nursery. A draft paper has been written by County Education to say that they recommend that we do receive the s106 monies from the developments (approx. 800K).
- **Neighbourhood Plan** – Progress has been made on the plan in dealing with Examiner requested clarifications around housing numbers, development framework and recreation ground provision. Housing – the Parish Council believe that the plan not only meets the overall housing need in the Neighbourhood area but also contributes to the surrounding district. This is evidenced by the now adopted SCDC Local Plan, the Parish Council’s own assessment of housing need and supported by the AECOM assessments. Even with current permitted developments, there will not be enough affordable homes to satisfy the needs in Cottenham, especially “locally affordable” ones for household incomes between £28,000 p.a. and £50,000 p.a., the focus of the independent Cottenham Community Land Trust. A reduction of Local Green Space needs to be made to make room for our new community facilities, although this is more than offset by allocating much of Les King Wood as LGS. Cllr Hewitt questioned why the need for 1- & 2-bedroom properties/flats identified by AECOM was not being addressed by the Community Land Trust.

**19/158. New Life on the Old West project** – Resolution that the Clerk sign the landowner agreement to show

commitment to the project - **RESOLVED**

**19/159. Bowls Club grant** – The bowls club have asked for a grant to cover the cost of the paint needed to repaint the club house. The request is for £147.40. The FLAC committee felt that it met our criteria. Proposal to pay the grant as requested – **RESOLVED**

**19/160. Training** – CAPALC are offering online courses for Councillors and staff on Cyber Security Awareness at a cost per user of £35.86. Resolution that Cllr Wotherspoon, Ward, Morris, RFO, Clerk, Assistant Clerk undertake the Cyber Security Awareness Course and report back its efficacy - **RESOLVED**

**19/161. Sustainable Cottenham** – Sustainable Cottenham has been a Cottenham Parish Council working group for the last few years. More recently the group has become more active (Time banking, working with a Youth worker on various projects and work on awareness of single use plastics), these greater levels of activity would benefit from the group being a separate entity with its own constitution, bank accounts and ability to apply for grant funding, which has now started. Sustainable Cottenham has been named as one of the 4 charities supported by the Fen Edge Festival and a grant from SCDC and hopes that these will help with the start-up costs. The group will still organise litter picks and cycle path tidies and have asked if they can continue to borrow the CPC litter grabbers and hi-vis jackets when needed. They hope to still liaise closely with the parish council. Proposal that Cottenham Parish Council supports Sustainable Cottenham’s application for a community chest grant from SCDC - **RESOLVED**

**19/162. Church and Causeway** – Resolution that the donation from the Church and Causeway Estate Charity of £3000 be split to donate £1500 to the Goode Bequest Cottenham and £1500 to the Dissenters Cemetery - **RESOLVED**

**19/163. Insurance** – Resolution to renew our insurance with Zurich for one year at a cost of £3527.99 - **RESOLVED**

**19/164. Beach Road** – Beach Road in Cottenham has melted in the recent hot weather and the damage to the road is extensive. The current plan is to level out the middle of the road as a short-term measure, but the longer-term solution is still not known. Resolution that CPC write to CCC about our concerns of the recent failure of Beach Road, to include information on the importance of the road into and out of Cottenham and whether its fit for purpose for various road users, the expansion of Waterbeach and potential increase in traffic in the future. The Immediate and longer-term solutions which need to be addressed - **RESOLVED**

19/165. Finance

Income	Description	Net	Gross	
Cambridge Kids Club	Monthly invoice payment	£873.92	£1,048.70	
Pavilion Hire	Hire of pavilion	£60.00	£72.00	
Ladybirds	Quarterly payment	£1,554.95	£1,554.95	
All Saints Church Cottenham Charities	Annual Pay-Out	£3,000.00	£3,000.00	
Football Club	Annual invoice payment	£848.03	£1,017.64	
Whyatts	Hire of the Village Green for the Fair	£400.00	£480.00	
Bowls Club	Electricity recharge	£69.24	£69.24	
Aerobics instructor	Hire of the Village Hall	£92.00	£110.40	
		<b>£5,488.87</b>	<b>£7,352.93</b>	
Expenses over £500	Description	Net	Gross	code
Salaries	Salary costs for August 19	£4,923.64	£4,923.64	-
HMRC	Tax and NI for July 19 (month 4)	£583.66	£583.66	-
Eco Control Solutions	Japanese Knotweed eradication prog	£560.00	£672.00	1511
Nick West	Cleaning of the Village Hall - May & June	£1,140.75	£1,140.75	1512/ 1513
AJ King	Monthly Groundsman contract	£3,166.67	£3,800.00	1523
Nick West	Cleaning of the Village Hall - July	£563.63	£563.63	1524
Calor Gas	Gas Delivery	£821.21	£862.27	1526
		<b>£10,955.48</b>	<b>£11,701.67</b>	
Expenses under £500	Description	Net	Gross	code
Legal and General	Pension Costs (August) DD	£253.86	£253.86	-
Charter Global	Contract - pavilion for the shutters (DD)	£172.00	£206.40	
RFO	Sim card for the pavilion	£8.85	£10.62	1507
Green and Purple Ltd	Accountancy support	£50.00	£60.00	1508
Caprari	Routine service of pumps at rec ground	£220.00	£264.00	1514
BCS Accounting Ltd	Payroll processing May and June 19	£94.60	£113.52	1515
Community Heartbeat	Electrician Cabinet Fitting (defibrillator)	£200.00	£240.00	1516
SSE Southern Electric	Electric bill for the pavilion	£237.26	£284.71	1517
A Mappedoram	Work on electrics in cabinet on the green	£66.99	£80.28	1518
RFO	Paper for printer	£4.19	£4.19	1519
Staples	Ink Cartridges	£60.98	£73.18	1520
CSA	2 x invoices for cleaning materials for village hall	£67.66	£81.20	1521/ 1522
Calor Gas	Gas delivery for the Pavilion	£17.13	£17.99	1525
Cottenham Computers	Labour to fix laptop and printer	£46.00	£46.00	1527
SLCC	ILCA Fees for assistant Clerk	£99.00	£118.80	1528
Other				
Goode Bequest Cottenham	Donation to Goode Bequest Cottenham	£1,500.00	£1,500.00	
Dissenter Cemetery	Donation to Dissenters Cemetery	£1,500.00	£1,500.00	
		<b>£5,257.60</b>	<b>£5,534.23</b>	
Multipay Card				
RoyalImages.co.uk	Portrait of the Queen	£124.20	£124.20	1510c

Amazon	Easel for portrait	£19.99	£19.99	1509c
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Resolution to pay these invoices. **RESOLVED.**

- 19/166. Management accounts** – RFO to rectify the precept amount in the budget line to £288,656 and the supplementary precept taken which should be £61,529 this will then have an effect on the budget surplus figure.
- 19/167. Bank reconciliation** – Some discussion about the amended invoices for Sports and Social Club and the football club. Need to consider insurance around having large deposits of money in one bank account. Additional bank accounts discussed.
- 19/168. Matters for consideration at the next meeting –**  
 Risk of losing information with small working parties/individuals if an individual is indisposed – Cllr Smith  
 Look at current Chairs for each of the committees – Cllr Smith  
 To purchase two road ahead closed signs – Cllr McCarthy  
 20 MPH zone – Cllr Hewitt
- 19/169. Dates of next meetings** – Planning 4<sup>th</sup> Aug, Planning 22<sup>nd</sup> August, Full 3<sup>rd</sup> September, FLAC 12 September.
- 19/170. Close of Meeting – 9.30pm.**

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

## **19/175. Reports**

### **District Councillors' Report for Cottenham and Rampton – September 2019**

#### **Cambridge Gun Club**

Given the high level of interest in the status of the Gun Club bund development and the associated HGV traffic through the village, we requested the SCDC enforcement team to make a site visit. They have reported that the development is very well organised and the permitted height of the bunds clearly marked. They estimate, based on the planning approval and the current heights, the site is approximately 60% complete. This is not a surveyed estimate but an informed judgement.

#### **Redrow/Gladman Developments**

We both reviewed the planning application with the officer. There were a number of immediate issues on the Redrow application that we raised relating to permeability to adjacent sites, parking, design and the long line of affordable housing. We will make our representations to include additional points raised by the Parish Council. The Gladman/apartments with care development is more problematic and raises concerns of scale and impact.

#### **Sustainable Cottenham**

We were both pleased to be able to support the Community Chest application from Sustainable Cottenham in respect of the Sunday meetings.

#### **Oakington Road Footpath**

A number of residents along Oakington Road have raised concerns about the width of the proposed footpath from The Rowells down to the mini roundabout on Rampton Road. They are claiming that the footpath will encroach on their land. However, County Highways have responded to say that all the proposed footpath will be on County adopted land. Given the uncertainty, a site meeting with Bellway, County Highways and the District Councillors has been arranged for 16<sup>th</sup> September. In the meantime, Bellway have ceased work on that section of footpath.

#### **Bellway**

A change of personnel is taking place at Bellway and the new contact details have been passed on to Jo Brook. However, Dean Takkou will be attending the next Community Liaison Group meeting on 31 October by way of a handover to his replacement.

#### **Traffic and noise**

We are receiving more and more complaints about the negative effects on wellbeing of the volume, speed and noise of traffic, especially from residents living on main roads through Cottenham – High St, Rampton Road, Oakington Road, Denmark Road. Some residents are very concerned about the effect on their homes of the vibration from the heavier vehicles.

While it is difficult to reduce the volume, residents are asking for the traffic to be calmed in order to reduce the impact on their homes and to reduce the noise. Renewed consideration of a 20mph speed limit would be welcomed by these residents.

#### **Greenways – Rampton**

The works on Cuckoo Lane and Reynolds Drove have been programmed to start on 2nd September, and are now scheduled to last three weeks, not the original eight weeks. The Project Officer will be out on site periodically during this time to check on progress.

#### **Household Enquiry Forms**

Residents across South Cambridgeshire are being urged to confirm or update their household information before the end of August, to help the Council reduce the environmental and financial cost of sending reminders.

Despite approximately three quarters of households having responded to the Household Enquiry Form sent in the post by South Cambridgeshire District Council, around 18,000 homes still haven't. The Household Enquiry Form lists everyone currently registered at an address and, for households that have not changed, the only requirement is to confirm that this is the case.

The easiest way to confirm that there have been no changes is to visit our [Household Response Website](#) and complete the short online form. You'll just need to use both parts of a security code printed on your Household Enquiry Form. It only takes a couple of minutes to complete the online form. You can also respond via text message. Details about how to respond by text are included on the Form. If you don't have internet access, you can call 0800 197 9871 or complete and return the paper form to the Council using the freepost envelope.

### **Cambridge Ice Rink**

We now have a brand-new ice rink in Cambridge. The company building this had quite a lot of money from the university but S Cambs Council advanced a loan last year to enable completion of the project when costs overran because of the discovery of unexploded ordnance on the site (which is on the old military airfield run by Marshalls in Cambridge). We made the loan because we felt that this would be a significant attraction to the residents of S Cambs. Let us know what you think of it.

### **Homelessness**

Homelessness is an increasing problem and is especially concerning when it involves young people as is becoming more common. If you think you see a young person rough sleeping please ring the duty housing officer at S Cambs straight away. If the office is shut phone the emergency number 01253 501117.

### **New Council Houses**

The District Council bought 144 new Council houses last month (81 at Northstowe and 63 at Sawston) for £24m, which is great news. The money comes from the reward government gives us for building new market homes - new homes bonus as well as the receipts we get from people using their council houses under the Right to Buy Scheme. We are aiming to build or acquire over 70 council houses each year and so far have exceeded our targets.

### **Cambourne to Cambridge and East West Rail**

The Greater Cambridge Partnership has postponed a decision about the route of the CAM Metro from Cambridge to Cambourne for additional studies to be completed. A final route decision is now expected in October. Cllr Wilson participated in a site visit along the route options in which the pros and cons of the options being considered were outlined.

We should also know in October what route the East West rail link will take. South Cambs District Council is supportive of a Northern Route that goes through St Neots and puts a station at Cambourne thus linking many thousands of residents to the London mainline station as well as to Oxford, Milton Keynes etc. What we do not want is a route running via Sandy through Bassingbourn to Cambridge which will essentially create a semi impermeable barrier right through the centre of South Cambs and potentially splitting established communities in two.

Additional to this will be the environmental damage of running a rail line through virgin farmland. The northern route will hopefully hug the existing A428 thus creating a transport corridor where opportunities for environmental enhancement can be exploited to the full.

### **Contact your District Councillors**

Neil Gough: [neilgoughcrw@gmail.com](mailto:neilgoughcrw@gmail.com) or Tel. 07919 990299

Eileen Wilson: [eileenwilsoncrw@gmail.com](mailto:eileenwilsoncrw@gmail.com) or Tel. 07825770899

Facebook: @CottenhamRampton

## County Councillor's report for Cottenham, Rampton & Willingham August 2019

The AMEY Energy from Waste refuse incinerator appeal Statement of Common Ground narrowed the scope of the public inquiry to examination of two points:

1 - limb (a) of policy C36 of the 2011 Minerals & Waste Local Plan Core Strategy, namely adverse effect on any designated heritage asset, historic landscape, or other heritage asset of national importance, and/or its setting unless there are substantial public benefits that outweigh that harm or loss; and

2 - where on the spectrum of 'less than substantial' any harm to the Denny Abbey Complex lies.

Cambridgeshire & Peterborough Combined Authority has made a bid to the Department for Transport for dualling the A10, priced for these purposes at £264m (though some estimates put the cost as high as a billion), and £37m for upgrading the junctions between Ely and Cambridge. The Section 106 agreement for Urban&Civic at Waterbeach is held up by the Links Protocol with RLW relating to access from the A10 to the relocated railway station.

KIER was released from its contract to construct the bridge to replace the King's Dyke level crossing of the A605 between Whittlesey and Peterborough. Proceeding with the design that has been evolving over the past few years, the project is being put out to tender again, to be sure of the best price.

The Greater Cambridge Partnership Cambourne to Cambridge better public transport scheme has been taken off this quarter's meetings because the modelling has not been completed. The Waterbeach scheme may be combined with a cycleway along the Mere Way from Landbeach to Cambridge. The south-east scheme (linking the Biomedical Campus, Babraham Research Institute and Granta Park) may be extended to link up with North Uttlesford Garden Community.

The Met Office has records going back to 1884. The hottest ten years have all occurred since 2002. The International Energy Agency estimates that putting up and running buildings consumes 36% of the world's energy and produces some 40% of energy-related carbon emissions. The EU Energy Performance of Buildings Directive requires all new buildings to be nearly zero-energy by the end of 2020. All new public buildings are already required to be nearly zero-energy.

Intensification of agriculture since the 1930s has caused the greatest degradation of natural habitats, and development associated with the 30% population growth in Greater Cambridge from 2011 to 2031 provides significant opportunities to patch up the environment to help the survival of existing species.

### Tim Wotherspoon

In the countdown towards the public inquiry for the AMEY Appeal opening in November, the procedure rules require the parties to have exchanged a Statement of Common Ground. Here are some extracts:

4.3 Levitt's Field is an allocated site in the adopted Cambridgeshire and Peterborough Minerals and Waste Site Specific Proposals Plan (2012). It is allocated under Policy SSP W1 as a "site specific allocation for waste recycling and recovery". Specifically, it is identified as SSP W1K "Extension of Waste Management Park, Waterbeach". The allocation describes the proposed use as waste recycling and recovery, and categorises the potential uses as Material Recovery Facility, In Vessel Composting, Energy from Waste, Inert Waste Recycling and New Waste Management Technologies. Under the heading of Site Characteristics, the Appeal Site is described as a "Proposed extension to the existing waste management park at Waterbeach with land located adjacent to the west and north." The use proposed by the Appellant is one of the potential uses identified within the proposed 'waste recycling and recovery' use described by the Site Allocation.

4.5 It is agreed that the pre-submission public consultation undertaken by both the Appellant and the Council exceeded the requirements of the Council's adopted Statement of Community Involvement. Additional opportunities for involvement were provided by both parties to address the concerns raised.

5.8 In relation to Policy CS36 Archaeology and the Historic Environment, the Parties agree that the Appeal Proposal does not give rise to significant adverse impacts on sites of local architectural, archaeological or historical interest, and accordingly limb (b) of the policy is not invoked and does not form part of the Council's case. However, for the avoidance of doubt, the parties disagree whether limb (a) of the policy is consistent with the NPPF and whether the Appeal Proposal conflicts with that policy.

7.11 It is agreed that the Appeal Proposal would result in less than substantial harm to the significance of the designated assets that comprise the Denny Abbey Complex, when considered individually or as a whole, but there is no agreement as to where on the spectrum of 'less than substantial' that harm lies.

8.1 The following matters are not in dispute. It is agreed that the Appeal Proposal would not give rise to any unacceptable impacts in respect of the following matters, and these matters did not form part of the Council's

Reason for Refusal:

8.1.1 Traffic and Highways

8.1.2 Ecology and Nature Conservation

8.1.3 Public Rights of Way

8.1.4 Sustainable Use of Soils

8.1.5 Water Resources and Water Pollution Prevention

8.1.6 Airport Safeguarding

8.1.7 Ancillary Development

8.1.8 Noise

8.1.9 Dust

8.1.10 Land Contamination

8.1.11 Land Quality

8.1.12 Air Quality

8.1.13 Human Health

8.1.14 Pollution Control

Tuesday 6 August 2019 Cottenham Parish Council

Tuesday 13 August 2019 I attended the presentations by Network Rail and Volker Fitzpatrick in the Baptist Church about extending the platforms at Waterbeach station from four-car to eight car. The work involves moving several sets of overhead line gantries, laying a new cable trench across the road, piling north and south of the existing platforms (as appropriate) and then constructing simple board-on-grating platforms (with additional shelters, lighting and signage). The whole project involves work only at King's Lynn, Littleport and Waterbeach, and if you take as a first approximation that each part is costing a third of the £27m budget, it is undoubtedly disappointing that Network Rail can't just make a £9m contribution towards relocating the station and accelerating provision of a completely new interchange.

A bid of £37million for interim improvements at ten or so A10 junctions between Ely and Cambridge (to get early development north of Waterbeach away ahead of the dualling of the A10, inception of the CAM route, and relocation of Waterbeach Station) has been submitted to the Department for Transport as one of England's Economic Heartland's list of Major Road Network schemes. All elements pay back their investment within a few years of delivery, and therefore give a good Benefit Cost Ratio, allowing that the A10 dualling could come along well within the timescales over which an assessment of Value for Money would normally be made. A plausible case could be made to say the scheme is at the Strategic Outline Business Case stage.

Also on Wednesday 14 August 2019 I had a meeting with Ian TRAFFORD to discuss the handover of funding for early years provision from the county council to Cottenham Parish Council.

Overnight a crew levelled some of the worst holes in the middle of Beach Road.

Afterwards, Ian BATES and I had a catch-up with Steve COX, the Executive Director of Place and Economy, beginning with a run-through of the items coming up at the following week's Chairs & Vice-Chairs meeting:

The move out of Shire Hall, and in particular the severance between the county council transport officers and the Greater Cambridge Partnership.

GCP and the Citizens' Assembly. The question to be debated has been formulated in the following terms: "How do we reduce congestion, improve air quality and provide better public transport in Greater Cambridge?"

Tuesday 20 August 2019 Roads are gritted using trucks. Cycletracks are done with quad bikes. 26 parish councils have 84 volunteers who grit critical footpaths. I have been keen on this in the past, but no one else has ever taken up my offer. Should I have another go?

Highways Service Annual Review: The partnership between Cambridgeshire County Council and Skanska maintains 2,800 miles of roads, 1,900 miles of footways, 1,500 road bridges and 2,500 other bridges.

Purchase of two additional pothole patching vehicles (dragon patchers), capable of completing pothole repairs at less than half the cost of traditional methods. Almost half the 58,300 repairs in 2018-2019 were done this way. After allowing for the purchase price, the saving amounted to £740,000 and opened up the possibility of taking preventive action to prolong the life of our assets.

Changes to methodology and materials to improve the quality of pothole repairs, including the introduction of over-banding to seal the repair.

Delivery of £6million of work following additional funding awarded by the Department for Transport in November 2018, to be spent by the end of March 2019.

70% of outsourcing is spent on suppliers and sub-contractors inside Cambridgeshire.

The cost of repairs caused by accidents can be recovered from insurance companies. These are known as green claims, and the tie-up with Peterborough has brought its expertise in chasing them vigorously.

The Household Recycling Centre e-permit scheme comes into effect in October. Any resident of Cambridgeshire planning to visit an HRC with a van or trailer should obtain an e-permit using an online system beforehand. These e-permits will be limited to twelve visits per year. To allow larger household and garden jobs, there will be an exemption to the scheme for trailers up to 1.5m (5ft) in length (excluding the towing mechanism bar) and 570 litre capacity.

Thursday 22 August 2019 Walkabout with Local Highways Officer – Beach Road, Oakington Road, Histon Road, Rampton Road, Meadow Road, Wilford Furlong, Church Street, Earith Road and Shelfords Road. Mentioned possibility of quarterly highways surgery with parish clerks, which is what Peter HUDSON does for his division. The great value of overbanding – now comes in a strip with entrained aggregate to provide skid resistance. I have engaged with my counterpart representing Landbeach in seeking a complete resurfacing of Beach Road – certainly the stretch outside the shade of hedging.

Tuesday 27 August 2019 As part of their work to upgrade the A14, Highways England have been widening the bridge over the Busway near Histon over the summer. To do this work safely, the Busway route and cycle path under the bridge have been closed throughout the summer school holidays. HE reopened the maintenance track running alongside the Busway on 31 August. However, due to the challenging ground conditions they encountered during the initial phase of work, they still have a lot of work to carry out at this location and now anticipate that work will complete by early November.

HE experienced considerable issues with the piling works which has resulted in a delay to the bridge deck being placed over the top. Therefore, there will be a delay in the Busway being handed back until mid-October. In addition, the county council will need to do some remedial work to the bus track as HE's piling work has caused minor damage to the track. At this stage, our working date for overall completion and to re-

open the Busway is early November. An asset protection agreement is in place with HE and all costs associated with repairs will be covered by them.

This means that the bus route going into Cambridge (southbound) between Histon and Orchard Park East will continue to be diverted via the Histon junction over the A14 during the closure. People travelling into Cambridge from Histon can board diverted services from the stop on Cambridge Road. More information is available on the Stagecoach and Whippet websites.

Wednesday 28 August 2019 The Mayor has submitted bids for government funding for the A10. The £37m is for the junctions and these can be done separately. The £264m for the dualling is an early cost estimate – before Outline Business Case and before any design work, environmental surveys, detailed assessment of land costs, etc. It includes Optimism Bias and risk. In addition, I believe the £264m is a cost that has been discounted to 2010 prices, in line with WebTAG requirements on the assessment of the economic case. On the basis of where the A428 scheme costs are, and at 2019 prices, I would expect the full A10 dualling to cost rather more than £264m. While the £264m estimate is appropriate, with caveats as covered in Department for Transport guidance, for this early stage of scheme development, it shouldn't really be used as the cost of the proposals without those caveats.

**Tim Wotherspoon**

## CLERKS REPORT – August 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. 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. Added to rolling program, due to be done 21/22. **22/8/19 - Footpaths up for slurry sealing in the new year.**
- **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). **22/8/19 - Will be cleared and sprayed in next month with a view to grassing in spring 2020 (need further authorisation re. grassing)**
- **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). **22/8/19 – LHO will check puddling to Victory Way crossings when next wet.**
- **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. **LHO meeting Works Manager w/c 26/8/19 to discuss how to do without damaging neighbouring property.**
- **Histon Road Cycle/Foot path** – Works rescheduled to after completion of the Histon crossroads works. 130 new studs will be installed between Cottenham and Histon – the whole unlit length. Will leave the existing ones in place, and then fill in the gaps between them with new studs, spaced as before in pairs at 18 metre intervals. Needs siding out, will be late this financial year or early next financial year (19/20). Can then be fully evaluated for repairs. **22/8/19 - LHO to follow up with Jason Tyrell.**
- **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. 17/1/19 testing shows reflectivity is below CCC specification and markings due to be re-done. LHO chasing contractors for date (Aug 19). **22/8/19 – contractor still being chased. Some works have also been missed. LHO to follow up w/c 2/9/19.**
- **Blocked Gullies** – 22/1/19 jetting ordered for High St; Lambs Lane junction up to Church Lane roundabout. Will be picked up when the gully cleaner does the surface dressing area on Twenty Pence Road (31/8/19).
- **Twenty Pence road - surface dressing done.** 25/01/19 – LHO to request Gun Club pay for repairs to junction caused by HCVs delivering there. Repairs made by the Gun Club but they are starting to deteriorate. LHO will monitor (Aug 19).
- **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.
- **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. Due to be re-taped 2/08/19. **22/8/19 – bollard replacements along High St due shortly. Still waiting for tape.**

- High Street (near to green) – 9/1/19 LHO chasing Cambs Water re loose/noisy water drainage cover. AC reported to Anglian water. **Aug 19 - Has now been marked up for repair. County surface water drain; will be jetted then replaced. Waiting costing to come through.**
- Potholes – **Rooks St done 14/8/19.**
- Verge cutting has taken place however some areas near the Church have been missed – **now done!**
- **Beach Road** – surface melted 25/7/19. Urgent repairs were carried out. Highways meeting onsite with materials expert w/c 29<sup>th</sup> July to discuss permanent solution. **Emergency repairs carried out 14/15 Aug. Letter sent to County Highways expressing concerns regarding the road. Permanent solution expected by end of August however funding is an issue. LHO checking weekly and road is currently acceptable if driven to the lowered speed. TTRO received 28/8/19 stating road closure for resurfacing in October; further info requested.**
- **Denmark Road – 22/8/19 gullies due to be cleared shortly. LHO will examine report when received to check for specific issues. Works not undertaken last year hence why it may have got worse.**

#### Recreation ground

- Several lights along the Pavilion pathway don't work; electrician contacted.
- Tennis courts fencing has been damaged by cricket sight screens. Waiting quote for repair.
- Damage sustained to slide steps and drainage crates at skatepark. Fenland Leisure has been contacted to survey and quote for repairs. **Quote received and will be reviewed by CALF.**
- Tennis tournament on 7<sup>th</sup> Sept **has been moved to the College Sports Centre. Groundsman to undertake end of season works so the courts are now closed.**
- Roof repairs to Ladybirds authorised and work will be undertaken **30/31st August.**
- **One of the floodlight poles fell during the high winds. Electricity supply has been made safe but this only leaves 3 lights working.**
- **CUFC & Colts 19/20 fixture lists received.**
- **Minor damage issues in skatepark vicinity reported to groundsman.**

#### Village Hall

- All sports clubs have been contacted to check/remove old equipment from the tunnel and changing rooms before the end of July. **Chased 20/8 and CUFC have now checked their items.**
- Nick West to check whether possible to use old changing room toilets for spares/replacement for broken outside toilet.

#### Pavilion

- Pump at Pavilion has broken light; **repair undertaken.**
- Tap in kitchen broken; plumber contacted to repair.

#### Misc admin

- August Issues log distributed separately – see appendix for summary.
- Need to purchase metered standpipe for village sign. Groundsman has cleared flower bed ready for replanting but unable to do so until we have a water source.
- Quotes being obtained for paint repairs to bench at the balancing pond.
- Eco Control carried out further works to Knotweed **15<sup>th</sup> August.** Next due October.
- Operation London Bridge – Need to decide location(s) for condolence books. Need to purchase photo frame, black tablecloth and ribbon.
- Fly tipping in BGW ditch reported to SCDC.
- Chat bench sign is in situ on the Green. **Was removed after just 2 days by person(s) unknown. Replacement organised but was removed again.**
- **Some tree damage sustained during high winds – branches down on Green and small tree down on Bullfinch Way. Need to go through tree inspection reports to check what works are due.**
- **Oct/Nov Newsletter article submitted.**
- **Cllr Kidston booked to attend Joint Local Plan event on 28<sup>th</sup> Sept.**

- **CLlr Hewitt has attended New Councillor training course.**

#### **Facebook**

- **1151 likes/1285 follows. Considerable positive feedback received regarding the chat bench, with a reach of nearly 6,000 people.**

## Major developments

The unplanned developments continue to need attention, whether ensuring the surface water management is sensible and enduring, checking that the designs are not all bland and out of keeping with the rest of Cottenham, or insisting that as many of the internal roads as possible will be adopted by the County Council. In these, Persimmon and Redrow seem more co-operative so far; but Oakington and Rampton Roads are taking a beating with traffic disruption set to continue for some time. This-Land, the County's developer, is struggling to come up with a development solution that will add to our sports provision and not annoy their Rampton Road neighbours.

Overall:

- Bellway – all 50 permissions in place; most houses built; pavement and access “bridge” to be completed. Participant in Liaison meetings.
- Persimmon – all 121 permissions in place. Initial site preparation works started; roundabout work imminent. Participant in Liaison meetings.
- Redrow – RM 200 application with SCDC; CPC expressed some design concerns.
- Gladman – (57-place care home) RM application with SCDC; CPC expressed some serious concerns about mass and scale.
- This-Land – recent meeting highlighted issues with planned road through sports provision, double-stacked house behind Rampton Road and housing at edge of Ramphill Farm; 154 houses on smaller than appeal-permitted site. Draft plans to be provided for discussion with our major projects group then likely to present BEFORE CPC meeting on 1<sup>st</sup> October prior to submitting pre-application.

## Village Hall & Nursery

The value engineering exercise has been completed with the resultant bills of quantities passed to the preferred bidder to re-price by mid-September.

Initial discussions with Cambridgeshire County Council regarding their commitment to pass over the s106 contributions towards early years provision are currently stalled pending resolution of two main issues:

- The Assets & Investments people regard the s106 cash as “their” money being invested in the project and want more control of the procurement process and long-term operation, including a lease on the premises which could jeopardise the revenue stream.
- The Education people are questioning the process under which we appoint a nursery operator, arguing that it may need to go to competitive tender, against the advice of the previous Education advisor who preferred Ladybird Pre-School to “step-up”.

IF value engineering etc work out, our “go/no-go” decision could be made at an EOM towards the end of September.

## Cottenham Neighbourhood Plan

Cottenham's Neighbourhood Plan is now fully in the hands of our Independent Examiner. Since the Regulation 16 consultation, our Working Group has reviewed all the comments received, responded to some requests for clarification from the Examiner and provided clearer versions of some of the maps. These are available on the South Cambs website at: <https://www.scambs.gov.uk/planning/local-plan-and-neighbourhood-planning/neighbourhood-planning/cottenham-neighbourhood-plan/> The Examiner will digest all these over the next weeks and, hopefully, come back with recommendations on how the plan can be made acceptable for you to vote on at a referendum. He might require further consultation on some of it and could throw it out all together but we hope not. Some of it is already being applied, as you may know.

## C&P Combined Authority Transport Plan

Cottenham's Neighbourhood Plan cannot do much about traffic and transport issues but we have begun to look at those, especially following the ongoing debacle of the Beach Road surface failure. We have a project to introduce additional traffic calming on Histon Road later this year and something similar on Oakington Road once the developer disruptions have calmed down (Rampton Road the following year?). We have begun preparing a response to the Combined Authority's Long-Term Transport Plan before its September response deadline. It is already clear that the plan does little to help our expanding village located 3 miles or more from

each of its neighbours and any form of truly sustainable transport for all but our battle-hardened cyclists. Yet that plan claims to bring our commuting residents “within 30 minutes of a good job”. You can read the draft plan here <https://cambridgeshirepeterborough-ca.gov.uk/assets/Transport/Draft-LTP.pdf> The plan’s “demand management” suggestions are likely to hurt those residents who have little choice but to drive into work in Cambridge. We have to find solutions ourselves and work to get them supported; Beach Road with its link to the high-capacity railway at Waterbeach is a vital part of that solution for many. CPC’s draft response is on the website; do take a look. <https://www.cottenhampc.org.uk/> This response, once finalised, is likely to become the basis of our own Traffic & Transport strategy and may be relevant to other villages in South Cambridgeshire where residents are car-dependent due, in part, to public transport limitations.

### **New City / District Local Plan**

Two planning consultations are under way. One – a combined City/SCDC attempt at a “Sustainable Design & Construction Supplementary Planning Document” <https://www.scambs.gov.uk/planning/local-plan-and-neighbourhood-planning/sustainable-design-and-construction-consultation-spd/> to give guidance on how to provide evidence of compliance with the new policies in the plans adopted last year – and a number of other “sustainability” policies included for the first time.

Our draft response will be available shortly but first impressions arise from the radical difference between the two Local Plans and the Policies they contain and the strange and unbalanced prioritisation of the various design topics.

The other marks the opening round in the preparation of a replacement **Local Plan** covering all of Cambridge and South Cambridgeshire with a complex agenda combining substantial growth, reduction of inequalities and zero carbon over some 20 years. How continued growth can be achieved sustainably is a real challenge when many people now equate sustainability to reduced consumption.

I participated in the second of two workshops for Parish Councils and Residential Associations. Many participants shared the view that the process needed to be faster (it will take several years), more transparent and based on stronger evidence. For me, the biggest development risks arise from the radically different character of urban Cambridge which needs much higher density housing solutions which will be resisted by heritage guardians and semi-rural South Cambridgeshire with its 100 or so disconnected villages, all of which need modest expansion to survive.

### **19/176. Clerk Training**

Thursday 12th & 19th September 2019. Arrive for 9.30am for 10am start - Finish 3pm. Location: Norwood Building, Parkhall Road, Somersham, PE28 3HE

Refreshments will be available from 9.30am. Lunch is not provided. This course covers the essential information to allow new clerks, as well as those who have been in post for some time, to find their way around the legislation, processes and procedures of town and parish councils. Cost: £240 Member Councils, £480 Non-Member Councils

### **19/177. Feast Parade**

The organisers of the annual Feast Parade would like permission for use of the Green for event on 13<sup>th</sup> October. As part of the arrangements, they would like to site a toilet there. It would be one portaloos in case participants and spectators need it. The supplier suggested a drop off on the Friday and pick up on the Monday. Regarding the risk of vandalism, the supplier wasn't concerned, but suggested using a padlock for three nights.

CPC also need to consider whether they would like a display stall at the event and whether we have available/sufficient manpower on that date.

### **19/178. Community gritting scheme**

**This is a request for winter volunteers for this winter season 2019-2020.**

I would like to take this opportunity to thank the volunteers that took part in our Community Gritting Scheme last winter.

For those hearing about the Community Gritting Scheme for the first time it is a scheme where Local volunteers can help to keep their community moving in freezing weather. Under this scheme, the parish or town council agrees specific routes in their area which are important to the local community and agrees them with the county council.

If you are a parish or town council looking to join the scheme, **please send your completed form by the end of October** by reply to this email or speak to your local highway officer. I will need a form for all of your volunteers, this includes those who have volunteered before. The form is required annually ensure our health and safety standards are being met.

For further information please see our web page:

<https://www.cambridgeshire.gov.uk/residents/travel-roads-and-parking/roads-and-pathways/gritting-roads-cycleways-and-paths/help-with-gritting-and-clearing-snow/>

I look forward to hearing from you.

Regards

Catherine Howes, Business Support Assistant  
Highways Service, Cambridgeshire County Council

### **19/179. Remembrance parade**

Over the last few years we have taken more responsibility for various support activities and arrangements for the Remembrance Parade and Service, especially last year's centenary.

A key audio-visual element of the traditional event is the Cambridgeshire Caledonian Pipe Band leading the procession to the War Memorial. It has been usual to show our appreciation by making a donation (from Cottenham Chest) to help defray their travel and other costs. This donation was kindly made by a private sponsor until last year's larger event.

**Resolution: In gratitude for their participation in the Cottenham Remembrance Parade, Cottenham Parish Council resolves to donate £100 to the Cambridgeshire Caledonian Pipe Band.**

## **19/180. Chat bench**

The initial chat bench idea (located on the Green) was extremely well-received by residents. In terms of our social media, nearly 6000 people saw the initial post and it has received 141 likes. The word 'lovely' has never been used so much in response to one of our posts!

However there is a problem that the temporary laminated signs has been persistently removed by persons unknown. Need to weigh up the fact that this is a trial (6 months) with the need to retain signage.

In addition, it has now been suggested by another resident that the scheme is extended to include the bench at the top of Broad Lane/High St junction.

## **19/181. Legislation Training**

### **Overview:**

The new **web accessibility regulations** create legal obligations for public sector websites. These include having a website that is as accessible as possible (and that includes any downloadable content) as well as an accessibility statement that:

- clarifies the standards the website reaches
- identifies potential barriers (and timelines for fixing)
- provides information to help disabled users mitigate any barriers - for example obtaining information in an alternative format.

Unfortunately, the people developing and maintaining those websites do not necessarily have a background in web accessibility or have experience in how disabled people might use their website.

### **Preparing to meet web accessibility guidelines:**

The legislation requires that you meet accessibility standards, but it is realistic that there may be gaps initially. Therefore, the legislation mandates that you have an accessibility statement to describe your current compliance and your timeline for improvement.

We are offering two online courses: the first helps you identify the main issues likely to impact on disabled users - a vital step towards creating an action plan. The second course builds on this and helps you prepare the mandatory accessibility statement.

This course is an individualised experience with an opportunity to ask questions, get clarification from the trainer and learn from one another. The end-user focus means the course should be of value whether you're a website coder or a low level 'cut and paste' web amateur.

### **Course Outline: Webinar Part 1**

This is a 90 minute online course where you will interact with your own website, the trainer and the other participants.

### **Pre session activity**

You'll fill in the url of the website you want to test and get links for the free tools we'll ask you to get installed. Remember, if you can't install things on your work computer you can do this course using your own laptop - get the *real* end user experience!

### **Session content**

- Anatomy of a user - typical disability profiles and their demographics
- Anatomy of a website - looking at your own website through the lens of different accessibility requirements.
- Assessing priorities - narrowing down the 'known unknowns'.
- Action planning - working out your next steps for reporting and remediation.

### **Course Outline: Webinar Part 2**

This is a 90 minute online course where you will interact with your own website, the trainer and the other participants. It is strongly recommended you attend the Webinar Part 1 course before attending this one. *You need an existing baseline audit of your website* to get value from the Part 2 course.

By the end of this training course you will have a skeleton outline of an accessibility statement.

### **Pre session activity**

You'll fill in the url of the website you want to create a statement for and complete a short online survey to identify your confidence with different sections of the model accessibility statement template.

### **Session content**

- Benefits to users - ensuring users know the advantages your accessibility compliance will give them.
- Issues and remedies - how to reduce user frustration and reduce your own risks.
- Getting the processes in place - somebody may have delegated you the job of 'doing the accessibility statement' but there are implications for others. We'll identify the key ones.
- Technical and testing - identifying the standards you meet. Alternative approaches to testing with assistive technologies.
- Action planning - identifying the Accessibility Statement Hotspots that need more attention.

**Member cost:** £60 + VAT for part 1 and 2

**Non-member cost:** £70 + VAT for part 1 and 2

### **19/182. Connections Bus**

Monday 14<sup>th</sup> October, 7-9pm at St Andrews Centre, School Hill, Histon. The meeting will include reports on our work across the county as well as a special interview with our project worker about the Essential Life Skills programme we have been running in East Cambs and Fenland. As always there will be free homemade soup and a roll. RSVP by 30 September 2019.

### **19/183. Summer Reading Challenge**

As you know, Cottenham library is running the Summer Reading Challenge for children throughout the summer holidays and it has been more popular than ever this year. We attracted an excellent turnout for the Abra-Star-Dabra space magic event and hosted Lego, Board Games, a Star Wars event and craft sessions.

Thank you for your generous financial contribution towards this.

As before, children who have joined up are reading a book a week over the 6 weeks, coming into the library to talk to us about what they have read and collecting stickers along the way. The theme for the 2019 is Space Chase but the children can read whatever they like, as long as the books are borrowed from the library.

There will be a certificate and a medal for every child who completes the Challenge and these will be presented at a ceremony in the library on Tuesday 17<sup>th</sup> September at 3.45pm. We would be delighted if one of the Councillors would be available to join us at the ceremony and help present the awards.

Yours sincerely

Pauline Brown,

Area Library Manager, South Cambs (North)

## 19/186. Bank reconciliation

Reviewed August 2019 by RFO and Cllr McCarthy

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

In summary:

£75,886.74	Bank account 1
£157,388.01	Bank account 2
£362,234.62	Bank account 3
£100,000.00	Bank account 4
<b>£695,509.37</b>	<b>Total Cash at Bank (as of the 31<sup>st</sup> July 2019)</b>
- £9,369.51	Creditors
+ £3327.40	Debtors
£689,467.26	Net balance on bank reconciliation

+ VAT owed £3,015

Minus £39,501 remaining accruals

Minus PAYE: £584

**Net assets: £652,397.26**

### Creditors

- AJ King - £3800 (Contract and extra work)
- A Mappedorum - £80.38 (Electric work at pavilion)
- BCS - £170.52 (Payroll)
- Calor gas - £916.24 (Delivery)
- Caprari - £264 (Routine inspection)
- Community Heartbeat - £240 (Defibrillator)
- Cottenham Computer Services - £46 (RFO Computer)
- CSA - £81.20 (Cleaning materials and toilet rolls)
- CUSSC - £1080 (Quarterly services charge)
- RFO - £14.81 (Expenses)
- ECO Control Services £672 (Knotweed work)
- Green and Purple – £60 (Accountancy support)
- Nick west - £1704.38 (2 months cleaning costs for VH)
- Shred Station - £48 (Shredding)
- SLCC - £118.80 (Training costs)
- Staples - £73.18 (Stationary)

**TOTAL £9369.51**

### Debtors

- **Cottenham Colts - £1993.20 annual charge**
- Cottenham United Football Club - £168.00
- **Cottenham United Sports and Social Club - £1045.60 quarterly rent charge**
- Aerobics teacher - £96.60 (invoice)
- Pavilion hire - £24
- **TOTAL £3327.40**

## Appendix 1: Issues log

There were 9 reported incidents during July.

Date	Issue	Further details	Follow up
01/08/2018	Dumped chair	Chair has been dumped in the Moat.	Resident & groundsman removed
08/08/2019	Wilkin Walk	The area has never been fully cleared and started to regrow fairly quickly. The laurel bushes are 3-4 feet high in places already and the brambles are growing onto the footpath. I contacted the council 11.5.19 ref. 00314412 to inform them of this and had no reply.	Asst Clerk following up
14/08/2019	Road repairs	Pothole repairs done on Rooks St today and mess of loose stones and tar has been left behind. Missed holes. Debris got onto shoes etc.	Asst Clerk following up
14/08/2019	Road repairs	Pothole repairs done on Rooks St today and mess of loose stones and tar has been left behind. Missed holes. Debris got onto shoes etc.	Asst Clerk following up
14/08/2019	Road repairs	Highways have filled in potholes caused by water leak outside 57/58 Rooks St. Cambs Water due out to repair	
19/08/2019	Gothic House	Concerned about the lack of action regarding repairs	Following up with Enforcement
19/08/2019	Overgrown vegetation	Vegetation from properties on Pelham Way is overgrowing onto pavement on Lee Close	Owners contacted
20/08/2019	Dog mess	Large amount of fouling on the Green	Reported to Groundsman
30/08/2019	Roadworks	Diversion signs for Twentypence Road closure appear to have been altered and directing traffic the wrong way	Reported to Streetworks