

AGENDA REPORTS PACK

FULL COUNCIL MEETING

November 2019

19/220. Minutes

Full Parish Council Meeting Minutes

Meeting held in the Village Hall, Lambs Lane, Cottenham on Tuesday 1st October 2019 at 7.15pm

Present: Cllrs Morris (Chair), Collinson, Dewey, Graves, Hewitt, Kidston, Smith, Ward, Wilson, Young, SCDC Cllrs Gough and Wilson, the Clerk and Temp Asst Clerk

In attendance: 3 members of the public and 2 guest speakers

- 19/190. Chair's Introduction and Apologies for absence** – Chair reported that sadly the Asst Clerk had tendered her resignation on health grounds. Collection to be organised. May want to give further consideration to 'free person of Cottenham' scheme to recognise people who have served the village. Apologies accepted from Cllrs Bolitho (personal), Wotherspoon (due later) and RFO (sick). Cllr McCarthy absent.
- 19/191. To accept Declarations of Interest and Dispensations** – Cllr Ward declared an Other interest in item 19/204 and will take no part in discussions.
- 19/192. Minutes** – Resolution that the minutes of the meeting of the Full Council meeting held on the 3rd September 2019 be signed as a correct record. **RESOLVED.**
- 19/193. Public participation** – Standing Orders suspended 7.22pm. Resident 1 lives off Rooks Street and there is an issue with standing water in 2 locations at the Denmark Road end. Reported to CCC back in August but not resolved. Clerk said Local Highways Officer aware of issue at Telegraph St junction and this may be connected. Gullies due to be jetted (no timescales). Temp Asst Clerk to follow up. Street scene from The Chequers to Co-op and Co-op to Cottenham Club is very dingy and depressing. Does CPC have an 'enhancement committee'/plans to improve i.e. hanging baskets. No Committee but will pass to Planning Committee to investigate. Cllr Morris referred to the Neighbourhood Plan 'focal points' which suggested improvements. Standing Orders reinstated 7.30pm.
- 19/194. Reports**
- **SCDC** – Report noted. Clerk queried the Waterbeach s106 improvements for Cottenham; Cllr Gough stated it was in the form of traffic calming but no further details available yet. Bellway are continuing pavement works but the land dispute is ongoing. Waiting for order to come through regarding Oakington Road resurfacing (3 day road closure); need to ensure doesn't clash with other works and cause gridlock so careful scheduling required.
 - **CCC** – Report noted.
 - **Clerk** – report noted. Floodlights – broken light needs replacement fitting; added to CALF agenda. Noted that the pole itself is rotten at the top. Contractor has been asked to repair Ladybirds window (red room). Pound wall due to be repaired tomorrow. Various items of correspondence. No further news regarding Histon Road bike studs.
 - **Major developments** – Report noted. Cllr Morris ran through the LHI details for Oakington Road. Redrow reserved matters expected at Committee in November at the earliest. This Land need to check the conditions (particularly relating to sports land). Issues raised regarding the proposed CCC access road across the Recreation Ground to the rear of the primary school. Standing Orders suspended 7.49pm. Resident 3 asked about the removal of the 3rd field land. Cllr Morris stated that it wasn't now being removed but some has been 'reserved' for possible CPS extension. Standing Orders reinstated 7.50pm. Racecourse View – need to follow up on undischarged surface water condition.
 - **Village Hall & Nursery** – Report noted. Almost at the end of the value engineering exercise. EOM may need to move back a week after meeting with CCC Education team. Some of the working party are meeting tomorrow night, with Cllr Morris and Temp Asst Clerk meeting Ladybirds this week.
 - **Cottenham Neighbourhood Plan** – Report noted. SCDC housing trajectory figures as low as 5.3 years so a Neighbourhood Plan would protect Cottenham further (3 years housing supply).
- 19/198. Community Governance Review** – to consider input to informal and formal consultation regarding the future governance arrangements for Northstowe – Liz Davy and Clare Gibbon (SCDC) presented information regarding forthcoming community governance review consultation. Will be inviting

parish feedback with a second round of consultations and a final decision by Civic expected around September 2020. Full details will be circulated to us shortly along with details of drop in events. There is no direct impact on Cottenham but we are being consulted as a neighbouring parish. Full build out of Northstowe expected to take 25-30 years but depends on the market. Speakers left the meeting at 8.16pm.

- 19/196. GCP Histon Road roadworks** – Following concern about the extensive local impact of the scheme, a request to postpone for reassessment has been submitted to the GCP Executive Board meeting on 3rd October – Cllr Morris outlined the situation and will be attending the meeting on 3rd October to put forward our question. District Cllrs have also submitted a question. Discussion regarding the proposed diversion route and affects on Cottenham, timescale and lack of consultation. Noted that not gone to competitive tender as per EU regulations for a contract of this size. Cllr Kidston left the meeting at 8.32pm.
- 19/197. BT phone box consultation** – to consider response to consultation to remove phone box from junction of High St/Broad Lane – Mobile coverage in the area has improved since the last BT consultation. The box hasn't been used for over 12 months. Resolution that CPC don't object to the removal of the phone box from the junction of High Street/Broad Lane and do not wish to adopt. **RESOLVED.**
- 19/199. External audit** – to consider result of external audit – Report noted. Clean bill of health given with no recommendations.
- 19/200. Financial Regulations** – Resolution to accept FLAC recommendations for amendments to Financial Regulations sections 6.18 and 6.20. **RESOLVED.**
- 19/201. Terms of Reference** – to consider amendments to committee Terms of Reference – Cllr Morris outlined. Resolution to amend relevant Terms of Reference with following effect: CALF to meet every other month (Chair/Clerk option to call intervening extra ordinary meeting); increase membership to 9. FLAC to meet quarterly with a Chair/Clerk option to call intervening extra ordinary meetings as required. Planning to meet twice a month as now with reduced membership (11 quorum 4); consider alternate Tuesday/Thursday meetings.
- 19/202. Committee members** – following inquiracy issues, to consider membership of CALF and Planning Committees – Cllr Morris outlined the issues. Resolution for Cllr Hewitt to join CALF and Highways, Cllr Dewey to join Planning. SusCott working party to be removed. **RESOLVED.**
- 19/203. Cottenham Feast** – Resolution to grant donation of £25 towards running of the Cottenham Feast. **RESOLVED.**
- 19/204. Community E-bike Service** – to consider applying to join the scheme for e-bikes, with possible grant from SCDC Zero Carbon Fund – Noted.
- 19/205. Streetlight energy handover** – to consider options for energy supplier – Temp Asst Clerk outlined the various quotes. Resolution to contract our street lighting energy supply to SSE Green for a period of 12 months. **RESOLVED.**
- 19/195. Community gritting scheme** – to consider participation in County scheme for winter 2019/20 – Only 2 volunteers to date; use Feast to plug further. Item deferred to Highways Committee.
- 19/206. Going digital** – as SCDC is about to change its planning system with one aim to reduce paper usage, is it time for us to consider the degree to which we could “go digital” in more of our day-to-day operations and, if so, how could we proceed? – Cllr Morris outlined. To be added in Planning Committee agenda for consideration.
- 19/207. Finance**

Income	Description	Net	Gross	
Cambridge Kids Club	Monthly invoice payment	£873.92	£1,048.70	
SSE Southern Electric	Refund for overpaid electricity for Green	£2,613.32	£3,208.85	
CUSSC	Quarterly rent payment	£871.34	£1,045.60	
Ladybirds	Recharged Oil and Water	£233.46	£233.46	
SCDC	Second half of the annual precept	£144,328.00	£144,328.00	
Aerobics	Hire of the Village Hall	£92.00	£110.40	
Cottenham Land Trust	Hire of the Pavilion	£25.00	£30.00	
		£149,037.04	£150,005.01	

Expenses over £500	Description	Net	Gross	code
Salaries	Salary costs for October 19	£4,702.56	£4,702.56	-
HMRC	Tax and NI for September 19 (month 6)	£1,575.30	£1,575.30	-
Regent Construction	Repair of Ladybirds roof	£2,483.00	£2,979.60	1546
AJ King	Monthly contract cost	£3,166.67	£3,800.00	1547
AJ King	Tennis Courts - Top dressing/Grass seed/ Fertiliser	£1,860.00	£2,232.00	1548
PHS Group	Annual payment: VH Sanitary collection	£813.12	£975.74	1551
PKF Littlejohn	External Auditors fee	£800.00	£960.00	1554
		£15,400.65	£17,225.20	
Expenses under £500	Description	Net	Gross	code
Legal and General	Pension Costs (October) DD	£244.97	£244.97	-
Charter Global	Contract - Pavilion shutters (DD)	£172.00	£206.40	
Green and Purple	Monthly Accountancy Support	£50.00	£60.00	1541
RFO	Expenses re O2 Sim Card for Pavilion	£8.85	£10.62	1542
CamAlarms Ltd	Maintenance/service visit (pavilion)	£309.00	£370.80	1543
Travis Perkins	Plumbing items for sinks - Village Hall	£14.86	£17.83	1544
PHS Group	Payment for Annual Duty of Care	£76.50	£91.80	1545
CSA	Cleaning materials and toilet paper	£31.90	£38.28	1549
BCS	Payroll Processing	£56.75	£68.10	1550
SSE - Southern Elec	Electric bill for the Pavilion	£228.14	£273.76	1552
Staples	Printer for the Clerk	£108.00	£130.00	1553
Arbantia Fencing	Repair of Fence at Recreation Ground	£220.00	£264.00	1555
Debbie Seabright	McAfee - LiveSafe annual cost	£59.99	£59.99	1556
		£1,580.96	£1,836.55	

NB: both PHS invoices have been removed. Resolution to pay these invoices. **RESOLVED.**

- 19/208. Management accounts** – to review the monthly management accounts – Report noted.
- 19/209. Bank reconciliation** – to review monthly bank reconciliation – Report noted.
- 19/210. Matters for consideration at the next meeting**
- 19/211. Dates of next meetings** – Planning 3rd Oct, CALF 15th Oct, Planning 17th Oct, Highways 22nd Oct, FLAC 25th October, Full 5th November
- 19/212. Close of Meeting** – 9.15pm.

Signed _____ (Chair) Date _____

DRAFT Extra Ordinary Parish Council Meeting Minutes

Meeting held in the Village Hall, Lambs Lane, Cottenham on Tuesday 15th October 2019 at 7.30pm

Present: Cllrs Morris (Chair), Bolitho, Collinson, Dewey, Graves, Hewitt, McCarthy, Smith, Ward, Wilson, Young and the Clerk, RFO and Temp Asst Clerk

In attendance: 8 members of the public and Lianne Toothill (Wilby & Burnett – architects)

- 19/213. Chair's Introduction and Apologies for absence** – Apologies received from SCDC Cllrs Gough and Wilson.
- 19/214. To accept Declarations of Interest and Dispensations** – None given.
- 19/215. Public participation** – Standing Orders suspended 7.33pm. No comments from the public at this time. Standing Orders reinstated 7.33pm.
- 19/216. New Village Hall and Nursery project** – to consider committing in principle to a combined Village Hall and Nursery project and delegation to contract finalisation and project oversight to Chair, Clerk and RFO working with: Wilby & Burnett (architect, CDM and QS), Cambridge Van Leyden (M&E engineers), Peter Dann (structural engineers) and SEH French (construction) – Cllr Morris
Cllr Morris ran through the draft resolution and background to the project.
Standing Orders suspended 7.44pm. Resident 1 asked what the Ladybird capacity was. Cllr Morris stated that the new nursery wasn't meant to compete and is a different offering. Standing Orders reinstated 7.44pm.
Noted that even if we go ahead today it will take 4-6 weeks to sort out the contracts. The s106 payments are indexed so could be worth approx. £100K more than anticipated; we could therefore find around £4.7m if necessary (actual costs around £4m).
Noted that Cllr Morris, Clerk and Temp Asst Clerk met with County Education last week and the situation is looking more promising regarding the s106 Early Years monies but nothing is on paper yet.
Noted that the Government unexpectedly increased interest rate last week by 1%. That doesn't apply to us yet but the rate which does apply went up by 0.1% over the weekend. If interest rates go up significantly then it will stop the project.
Discussions regarding delaying decision until after Brexit, whether we should delay the Hall and proceed with the Nursery, and lack of M&E detail in the bill of quantities. Lianne Toothill (Architect representing W&B) stated that the original tender prices had come as a shock. The Quantity Surveyor used the standard BCIS index. Brexit is causing uncertainty regarding materials and labour availability. There is currently a conflict between BCIS and reality.
Noted that if the projects are split by more than 2 months then costs would increase and it could add £100k or more to the overall costs.
Standing Orders suspended 8.15pm. Resident 2 thought that Ladybirds currently had a lack of demand but there probably was a demand for the 0-2 year old range. Standing Orders reinstated 8.17pm.
Ran through Village Hall sources of income; there is an assumption that the new Hall will have the same net running costs due to being a more efficient building.
Standing Orders suspended 8.20pm. Resident 3 asked if the building could be suitable for indoor sports. Yes. Resident 4 asked what would happen if the building didn't go ahead? Would have to spend hundreds of thousands to bring the current building up to scratch. There would be no provision in the village for 0-2 year old children so they would have to go outside of Cottenham. Resident 1 stated a wish for the project to go ahead. Standing Orders reinstated 8.23pm.
Further discussion regarding costs and whether a single storey building would be better. Ms Toothill stated there would be cost efficiencies of around a third.
Standing Orders suspended 8.37pm. Resident 2 said the Hall had lost users because there isn't enough space. Resident 5 stated that the building used to be the centre of the village and the new Hall was the right thing to do. Standing Orders reinstated 8.39pm.
Concerns raised that the precept promise was for 2 buildings so if CPC only builds one it will betray the village's trust and we can't go back on that promise.
Further discussions regarding need, risk, delaying the project.

Standing Orders suspended 8.46pm. Resident 6 stated that it was sensible to do both buildings at the same time. Resident 2 mentioned that when the CVC sports hall was built the size was reduced to bring down costs; similarly with the MUGA. Neither facility is now big enough. Resident 7 commented that both buildings should go ahead. Standing Orders reinstated 8.50pm. Having ensured that all Parish Councillors present had made at least one contribution to the debate, Cllr Morris reminded Councillors of the suggested resolution which, if seconded, should be put to a vote.

Resolution that CPC:

- a) commits in principle to a combined Village Hall and Nursery project, and
- b) delegates contracts finalisation – including CCC and PWLB etc. - and project oversight to:
 - Chair, Clerk and RFO (“the Client”) working with:
 - i. Wilby & Burnett (Architect, CDM and QS),
 - ii. Cambridge Van Leyden (M&E engineering consultants),
 - iii. Peter Dann (Structural Engineering Consultant) and
 - iv. SEH French (construction)
- c) with monthly progress updates to Council.

Proposed by Cllr Morris and seconded by Cllr McCarthy. Recorded vote requested. 8 votes for (Cllrs Bolitho, Collinson, Dewey, Graves, Hewitt, McCarthy, Morris and Ward); 3 votes against (Cllrs Smith, Wilson and Young). No abstentions. **RESOLVED.**

19/217. Close of Meeting – 9pm.

Signed _____ (Chair) Date _____

19/194. Reports

District Councillors' Report for Cottenham and Rampton – November 2019

Cottenham Liaison Forum

The Forum met on October 31 and three developers (Bellway, Persimmon and Redrow) attended along with SCDC officers, Cottenham Parish Council and County Highways. We were told that Bellway will complete all but 5 homes by Christmas. Persimmon will have a sales presence on the site from January. Redrow's Reserved Matters application will go to Planning Committee on December 11.

The meeting addressed ongoing delays to the Oakington Road footpath and the knock-on effects to the occupation conditions on the Bellway site. This work will commence in January potentially at the same time as Persimmon partially close Oakington Road to establish a sewer connection. The major works to the roundabout (which will be undertaken by Persimmon) were discussed and Persimmon sensibly proposed that the work be undertaken during the 2020 school holidays. This will involve a 3-way traffic control for at least a 6-week period.

The location of the bus stop was discussed and it was agreed that the Parish Council would consult and revert with a proposal in the next few weeks. The associated shelter and the possibility to transfer the obligation elsewhere was discussed.

After the meeting, I also raised with Bellway the proliferation of marketing signage on street furniture around the village. The Bellway representative agreed to remove otherwise we will formally file a complaint.

Gladman

SCDC Planning Dept. have refused the Reserved Matters application from Gladman for 52 homes with care. It was a poor application. We and the Parish Council had raised issues relating to the bulk and scale of the proposal. The Decision notice concludes that the proposal is out of scale with surrounding buildings and would be excessively prominent. The proposal was also not seen as being of high quality and well-designed, particularly given the intended occupants.

Setchel Drove

Thank you to the Parish Council and the Old West River IDB for appearing at the Scrutiny and Oversight Committee discussion of the proposal to gate Setchel Drove. It is fair to say that a variety of ideas and views on potential solutions were expressed and there is no clear and obvious solution. The issue will be discussed at Cabinet on November 6.

Separately, the SCDC waste team cleared a fly-tip of plastic cables from land at Lockspit Drove. These were the waste product from a BT cable theft. BT will be invoiced for the costs of clearance.

HGVs through Villages

We have received multiple reports of increased Haggard lorries coming through the village. Similar reports have been received by our fellow Councillors in Oakington. It has been suggested that these increased movements are due to displacement from vehicles that originate from Northstowe and previously went through Willingham. This should not be the case as neither the Willingham route nor the route through Oakington and Cottenham are approved for Northstowe construction traffic. The Enforcement team has contacted the companies to remind them of the approved routes. We are working with SCDC Enforcement and the Councillors in neighbouring villages to identify whether there is another source of increased movements so we can address the problem.

Greater Cambridge Partnership - Citizens' Assembly

The UK's first citizens' assembly dedicated to tackling transport issues has made recommendations to cut congestion, improve air quality and deliver better public transport in Greater Cambridge.

The Greater Cambridge Citizens' Assembly heard evidence from experts in transport, economics, environmental issues and public health as well as views from local stakeholders and examples from other cities over two weekends in September and October.

The Assembly concluded with the 53 members voting on a number of recommendations to transform how people travel into and around Greater Cambridge and measures to improve the quality of the air. A report outlining the headline recommendations has been published by Involve, the charity which has facilitated the Assembly. The full report will be available in early November. <https://www.involve.org.uk/our-work/our-projects/practice/how-do-we-reduce-congestion-improve-air-quality-provide-better-public>

The Greater Cambridge Partnership's Executive Board will consider these recommendations at their next meeting, alongside further work on this issue.

Street Cleaning and Littering

Neil arranged a meeting between Trevor Nichol, Head of Shared Waste and Sustainable Cottenham to discuss a number of recycling initiatives. There were some useful ideas about how to improve the distribution of waste bins through the village. Further works indicated that there is no planning condition relating to a waste bin at the Costcutter shop. The waste service is happy to relocate another bin to that location if that is preferred.

SCDC is introducing a new zonal rota system for the District whereby sweepers will be located in specific zones for 2 weeks at a time. There are 5 zones in the District. The rotas will be made available to the Parish Councils so that particular areas can be reported and prioritised.

Bourn Airfield

Councillors have approved a plan for a new village at Bourn Airfield after more than 300 views from a recent public consultation were considered.

South Cambridgeshire District Council's Local Plan, which was adopted last year, allocates land south of the A428 at Bourn Airfield for a new community of around 3,500 homes along with facilities and transport links. Amongst the changes that have been made as a direct result of the public consultation are the refinement of the location of the village centre, bringing it closer to the middle of the community; the addition of a second mixed-use area which could include a hotel, offices or a care home; the creation of a longer green buffer between the new village and Highfields Caldecote; altering some walking and cycling routes; and amending the location and layout of sports pitches.

The plan reflects the studies on the transport impacts of the proposed new village which concluded that a new high-quality transport link is necessary to provide links to jobs and services in and around Cambridge, but did not identify a need for a new junction onto the A428. Highways England confirmed that they do not consider it necessary.

Wellcome Genome Campus

SCDC supported an outline planning application to provide a further 150,000sqm of space for employment, conferencing and supporting facilities at the Wellcome Trust's Genome Campus in Hinxton. There will be up to 1,500 homes for campus-based staff, 30% of which will be affordable.

The Wellcome Trust want to build on the scientific foundations of the campus to become the international centre for scientific, business, cultural and educational activities arising from genomes and biodata. It is estimated that around 4,300 new jobs will be created by the expansion of the campus.

The proposal also includes land for a new school, a nursery and community facilities and provides public open spaces and allotments. There will also be shops and food and drink outlets, new cycling and walking paths, road crossing points and alterations to local roads including a new roundabout on the A1301. A fitness centre and health centre are also included in the plans.

Cutting-edge genome and biodata research is carried out by around 2,500 people who currently work at the campus, which the Wellcome Trust says is now getting full.

Because the land is not allocated for development, the Council's decision to grant planning permission will now be referred to the Secretary of State, as is normal practice.

Election Day

Due to the demolition of the Village Hall, the Polling Station will be relocated to the Baptist Church Hall.

Contact your District Councillors

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

To follow

Tim Wotherspoon

CLERKS REPORT – October 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.
- **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 2021/22. 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. 22/8/19 - LHO to follow up with Jason Tyrell. **Works scheduled for 11-13th November.**
- **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. **Majority appear to have been redone w/c 7/10/19.**
- **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). 16/1/2019 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 – Still waiting for tape.
- 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.

- Cadent – issues with traffic lights on Histon Road causing long delays during peak times. Streetworks altered regime to 9.30am-3.30pm but this changed without warning on 26/9/19. Following up with Streetworks.
- **Beach Road – resurfacing works completed.**

Recreation ground

- Several lights along the Pavilion pathway don't work; electrician contacted. Clerk to mark up.
- Tennis courts fencing has been damaged by cricket sight screens. Waiting quote for repair.
- Damage sustained to slide steps. Fenland Leisure has been contacted to survey and quote for repairs. Quote received. CALF now investigating removal of mound altogether.
- **Neighbouring willow tree has fallen onto our fence on 3rd field. Owner contacted accordingly to arrange removal and repair. No response received to date.**

Pavilion

- **Tap in kitchen broken; repaired.**
- **Nets are getting badly damaged.**

Village Hall

- **Boiler repaired 8/10/19.**

Misc admin

- October Issues log distributed separately – see appendix for summary.
- Need to purchase metered standpipe for village sign. Anglian Water have confirmed cost of standpipe to be approx. £69pw. **Cottenham Club approached to see if appropriate to install outside tap but unwilling.**
- Quotes being obtained for paint repairs to bench at the balancing pond.
- Operation London Bridge – Need to decide location(s) for condolence books. Need to purchase photo frame, black tablecloth and ribbon.
- Need to go through tree inspection reports to check what works are due.
- **Pound wall repair completed.**
- Two Cllr vacancies have been advertised for co-option.
- Carols on the Green – **tree now arranged and all other matters are in hand. Sponsorship monies starting to come in.**
- **Autumn planting at war memorial and village sign undertaken.**
- **Clerk and Temp Asst Clerk attended webinar on website accessibility guidelines on 7th & 10th October.**
- Contacted CAPALC to book website security training for Cllrs Morris, Ward, Wotherspoon, Clerk, Temp Asst Clerk and RFO.
- **Poppy wreath delivered.**
- **New Life on the Old West – ACRE have now submitted their Heritage Lottery fund application and are expecting to hear back by March 2020.**
- **Cllr Ward to attend Amey appeal hearing.**
- **Remembrance wreath has been delivered to the office.**

Facebook

- 1170 likes/1312 follows.

Major developments

- Bellway – 50 homes on Oakington Road; expect to complete by April 2020
 - Frustrated by delays getting approval to complete the footway and road (January?)
 - Culvert works still to be done
- Persimmon -121 homes on Oakington Road
 - On-site with sales presence from January;
 - Oakington Road / Rampton Road roundabout upgrade likely to be deferred into summer holiday period but could clash with Histon Road GCP work)
 - CPC invited to identify relocation point for bus stop
 - May be able to switch s106 funding for bus shelter maintenance to upgrade of Victory Way “terminus” one.
- Redrow – 199 homes on Rampton Road
 - RM application with SCDC – probably at 11th December SCDC Planning Committee
 - Suggestion to work with Persimmon to improve pedestrian permeability between the sites
- This Land – 154 homes on Rampton Road
 - Have pre-app with SCDC
 - Expect RM submission early in 2020
- Gladman – Care Home
 - Refused permission, partly on mass/scale etc as expected.
- Histon Road (Cambridge – GCP project);
 - Highways appear to be pressing for tidal flow despite increased costs
- Beach Road
 - Excellent feedback so far

Village Hall & Nursery

- Following the “in principle” decision to go ahead with the combined Village Hall & Nursery project, various actions have been taken to reduce outstanding risks prior to a “pre-contract” meeting on 3rd November with site possession by the contractors from 2nd December to September 2020.
- A loan of £2.8 million, less the arrangement fee (less than £1,000), has been drawn down at an interest rate slightly below 3%p.a. - fixed over the period.
- Further discussions with County Council are ongoing regarding their passing of all s106 “Cottenham” Early Years s106 funding, as the amounts involved are above Officer limits of £500K, the actual decision – regarded as a technicality by the relevant Officer- will be made at a meeting of the CCC Children & Young Persons Committee in 12th November. Tim Wotherspoon and Lynda Harford have been helpful in the process and we now have a draft copy of the Officer report recommending the transfers.
- A review of the re-priced tender has shown several items included (Ladybird boiler upgrade, Changing Place hardware etc. worth some £60K) that we had decided to exclude; there may be others as our focus has mostly been to ensure there are few unintended omissions, especially around the incoming utilities.
- A meeting with SEH French has revised some of the project timing to make site logistics easier; this should make it possible to allow both the Kebab van and, possibly, the Connections Bus to visit, albeit in new locations.
- Integration of the estimated SEH French cash-flow has highlighted a short period where we may need a deferred payment or two which may breach our £2.8 million borrowing limit from MHCLG.

Cottenham Neighbourhood Plan

- All our activity, including two revised maps prepared with help from SCDC, is complete.
- We await the “statement of facts” from the Examiner; once these are verified, he should be able to issue his report and recommendations.
- Then we have to decide with SCDC whether or not to accept his recommendations and move to referendum.

Website Accessibility Guidelines

Clerk and Asst Clerk attended 2 webinar sessions on the new Website Accessibility Guidelines.

[Government guidance for assessing your website](#)

[Government guidance on how to make your website accessible](#)

[Link to training presentation](#)

New regulations came into force on 23 September 2018 which say that all public sector websites or apps must:

- meet accessibility standards
- publish an accessibility statement

The best way of doing this is:

1. Check your website or app for accessibility problems.
2. Make a plan to fix any accessibility problems you find, within reason.
3. Publish your accessibility statement.
4. Make sure new features are accessible.

For existing websites (published before 23 September 2018) the deadline is 23 September 2020. In some circumstances, you might need to do things earlier than 2020 for existing websites.

If you make substantial changes to the code, for example to create new features, or if you create a subdomain with its own distinct codebase, it's likely that these will need to be fully accessible from 23 September 2019 (the same deadline as for new websites).

[Sample accessibility statement](#)

NB: it is highly unlikely that websites will be fully compliant so in the statement we must explain what is, what isn't and how we're going to fix (if achievable).

The Clerks have done a brief assessment and to do some areas are ok (i.e. can zoom in 300%), but other areas required (i.e. readable PDF's and tabs) aren't. It may be necessary to change our website template to accommodate some of the changes and incorporate this into a general overhaul of the website aligned to the new Village Hall.

19/223. Community gritting scheme

When do I grit?

Just like the gritters that clear the roads, the community gritting schedule is determined by the weather. We do not notify registered community gritting volunteers when to grit, we rely on our volunteers to grit the footpaths as and when it is required. Knowing when to grit can be determined by noting when:

- Snow or ice has formed;
- County Council Gritters are predicted to be operating on the highways (follow us on twitter or go to Cambridgeshire County Council's website);
- Local weather forecasts predicted ice/freezing temperatures.

Where do I grit?

This scheme only applies to footways and footpaths. You are not insured or trained to grit the roads and should never place yourself in conflict with live traffic. You should not put yourself at any further risk from motor vehicles than you would as an untrained pedestrian.

Each parish decides which footways and paths should be gritted by volunteers and submits them to the County Council for approval. The routes are then discussed and an agreed route map is recorded. You are only covered by the County Council's insurance for these agreed routes.

If you feel that a route should be changed or added to the agreed route map then please contact your parish council who can discuss the change and submit it to the County Council if appropriate.

19/224. SCDC Zero Carbon Communities grant

Sustainable Cottenham proposal for SCDC Zero Carbon Communities Grant - 'Eco Eats' Festival [provisional title] 2020

Event Outline	<p>Collaboration with local food-related businesses, organisations, groups, schools & Adult Education, leading up to Sustainable Food Festival in Oct 2020</p> <p>Over the course of 2 weeks, culminating in a weekend of events, residents will be encouraged to experience different recipes and diets – with a view to reducing the carbon footprint of their food consumption whether by:</p> <ul style="list-style-type: none">• reducing the meat content of their meals• increasing the amount of seasonal and locally produced food• reducing the amount of food thrown away• reducing the amount of single-use packaging associated with their food <p>The key aim is not to be preachy/proscriptive but to introduce enjoyable, interesting and practical meal options & habits.</p>
Proposed events/ activities	<ul style="list-style-type: none">• Disco Soup – children's craft and soup prep + disco dancing + shared food• Ready Steady Cook – local celebrity chefs challenge to use vegetarian meals from surplus/waste food• Community meal – residents bring vegetarian/vegan food + ready prepared food• Festival recipe book with tried and tested meals• Local food outlets and shops to have themed menus and promotions <p>All supported by a substantial publicity campaign in the months leading up to October.</p>

Objectives	<p><i>Individuals, groups, schools</i></p> <ul style="list-style-type: none"> • encourage exploration of different food choices • gain skills for more sustainable diets, use of seasonal produce, less waste • encourage interest in grow-your-own • shop local, eat local – less car miles and food miles • learn about the horticultural and agricultural heritage of Cottenham <p><i>Businesses</i></p> <ul style="list-style-type: none"> • build custom for local/seasonal produce and more plant-based menus • reduce packaging, eliminate single use plastic
Budget	Total project cost approx. £5,600 and grant applied for £4,300
Potential partners	<p>FECA, CVC, Primary School, Community Centre/Coffee Shop, WI, Village Society, allotments, GPs [Dr Poole], library, youth groups, etc</p> <p>Food businesses - shops, restaurants etc</p> <p>Cambridge Sustainable Food Partnership (who will be organising the main festival events).</p>

Cambridge Sustainable Food's bid to Zero Carbon Communities

As individuals, the food we eat makes a large contribution to our overall carbon footprint. Depending on our food choices, our diet can account for as little as 0.2 or as much as 5 tonnes of CO₂e per year. The biggest savings in greenhouse gas (GHG) emissions can be made through reduction in meat (particularly ruminant meat) and dairy consumption. Household food waste also makes a large contribution to our emissions. In general, our food footprints can be reduced by up to 75% through better choices. Cambridge Sustainable Food (CSF) is proposing to run a South Cambs **Food for Our Future campaign** over 12 months mainly in 3 locations, including Cottenham, in collaboration with local organisations, including Sustainable Cottenham, and would be grateful for the support of Cottenham Parish Council.

The focus will be on reducing food GHG emissions through reduced meat and dairy and eating seasonally, and reducing food waste,

- an online S Cambs-wide climate change challenge for individuals and groups
- a programme of 34 events, talks and stalls, focusing particularly on 3 major centres (Cottenham, Sawston and Camboune), to include celebrity chef Ready Steady Cook, children's Disco Soup, Community Meal, allotment tour with celebrity chef.
- 2 training sessions for S Cambs community leaders in how to run events in their own village + ongoing support for participants^[1]_[SEP]
- a high-profile media campaign (radio/TV; print media; social media; promotion through community networks; posters)
- establishment of community fridges (for repurposing food waste)

Cambridge Sustainable Food has 5 years' experience of running such campaigns and events in Cambridge in collaboration with local councils, community organisations, universities and small local food businesses.

19/225. Bank transfers

Under the terms of our Financial Regulations the RFO has to advise Council of any significant inter-account money transfers. We have at least £2,799,999 coming in which needs to be transferred to various accounts. See separate spreadsheet.

19/226. Financing of the Village Hall and Nursery Project

- The County Council Education team has provided us with their confidential draft report recommending that the Children & Young Persons Committee approves transfers of the Early Years s106 Developer Contributions to our Cottenham Nursery project at their meeting on 14th November.
- SEH French have provided an estimated project cash flow so we can assess our availability to pay invoices within the contract due period after each monthly valuation.
- This has now been integrated into the project spreadsheet alongside:
 - current values of the Hall/Nursery Capital Fund,
 - actual loan repayments
 - updated values and timings of probable s106 contributions (excluding This Land)
 - known over-statements in the SEH French re-pricing
- The project funding currently shows a cash short fall of around £80K for a few months in in late 2020.
- In addition, there could be variations in the timing of s106 receipts should occupations be delayed beyond the developer's current expectations.
- The "French backstop", outlined during the "go/no-go" debate, if invoked, would cover this shortfall but we need MHCLG to increase our "overdraft" permission, hence this formally-worded resolution.
- The loan would essentially be interest-only with capital repayment due within 12 months, most probably from the delayed s106 contributions and would, most probably be drawn from PWLB as their interest rate is likely to be lower than that offered by SEH French.
- Should the s106 contributions fall a long way short of expectations, we do have considerable reserves, including £75K in our "other reserve" and a similar amount in "open space" s106 reserve, some of which was committed, but not taken up, when we first approved a Car Park upgrade in 2016. And, as discussed at the "go/no-go" meeting, any residue could be converted into a longer-term loan and repaid via a modest precept increase.

19/227. Village Hall disposal of assets

- There may be some unwanted assets in the Village Hall after various parties have removed their property (before 2nd December currently):
 - Sports & Social Club memorabilia, chairs etc in the Lounge area
 - Play equipment in the KidsClub store room
 - Parish Council grey chairs and table – transferred to Portakabin for use there.
 - Parish Council blue chairs
 - Aerobics mats owned by Jane Williamson
 - Play Park kit to be dismantled and stored during contract
- Nothing else appears on the current Asset Register.
- In the absence of any instruction, the demolition contractor will remove anything remaining.
- Council should consider whether any special arrangements should be made in respect of the fridge, cookers etc.

19/228. CAPALC AGM

CAPALC's AGM will be held on Wednesday, 4th December 2019. Arrival time 6.30 pm for tea/coffee. The AGM will commence at 7 pm. The AGM paperwork will be sent prior to the event to all member councils.

Venue: The Millennium Pavilion, The Trundle, Somersham PE28 3JS

19/229. Tackling Scams

I would like to invite your Parish Council to join our growing legion of [Cambridgeshire and Peterborough Against Scams Partnership \(CAPASP\)](#) supporters. More than **3 million** people fall victim to scams in the UK every year, losing **£5-10 billion** in the process and whilst the financial detriment is huge, victims' health and wellbeing is also hugely affected. In fact a person defrauded in their own home is **2.5 times more likely to die or go into care** within a year. **Please help us to spot scams and stop scams** in your village by becoming a CAPASP supporter and make sure victims do not suffer in silence.

Supporters are local councils, community groups, charities, schools, housing associations etc. who **receive communications** from the partnership to share onward within their community (such as topical information about the latest scams) and who self-serve resources from our website (e.g. posters, leaflets etc.) to raise awareness of scams in the local area and the support available. It **doesn't cost anything** to become a supporter and we list supporters on our website and **celebrate the great things supporters are doing** through our social media channels and other media. So if your Parish Council are inspired to deliver the "5-simple steps" and do your bit to spot scams and stop scams we'd love to welcome you as an official supporter!

Perhaps you would discuss the matter at your next council meeting and kindly contact me soon afterwards to let me know the council's decision? I would be happy to discuss any queries you may have in advance of this if you would like to contact me. Please note I do not work on Mondays or Fridays.

I look forward to hearing from you soon.

Sarah Freeman, Community Protection Officer

Strengthening Communities Service, People and Communities Directorate

19/230. Village Green hire

Request to hire the Green for a vegan market on Saturday 28th March. This is a new initiative being set up by a resident. The Village Vegan has been made to host local businesses at a fair price and make vegan products accessible in the wider community. The market is a place of inclusion, where everyone should feel safe. Any business can attend however only vegan products are to be sold during the markets duration. The intention is that it would become a regular event.

19/231. Greater Cambridge Local Plan

- "Greater Cambridge" (GC) – not to be confused with the Greater Cambridge Partnership (GCP) has begun developing a joint Local Plan for Cambridge City and South Cambridgeshire.
- Although our Neighbourhood Plan, once "made" at referendum, will give Cottenham considerable protection against unwanted development, early indications are that there is significant pressure for additional housing and probable pressure on the Green Belt.
- In that context, we should consider formally appointing a small Working Party to track progress on the developing LP, ensuring that at least one WP member follows various strands of the process and the WP provides regular updates and advanced warnings of possible interventions and/or representations to Council.
- The WP should logically include some members of our existing Neighbourhood Plan WP but is also an opportunity for recently-appointed Councillors and interested non-Councillors to become engaged in the process.

19/232. Remembrance Parade

CPC representative required on Sunday 10th November to lay wreath on our behalf.

19/233. #OurDay 2019

This year's #OurDay will take place on 19 November. #OurDay is the LGA's annual 24 hour social media marathon giving everyone who works or volunteers in local public services the chance to share their stories of how they improve the quality of life of residents. NALC have produced a 'how to' kit along with some digital assets which can be used.

19/234. Office equipment

The current situation is that neither the Clerk or Assistant Clerk's laptops are functioning properly and therefore hindering productivity.

19/235. Email transfers

Currently the emails are still hosted by our old website host and we are running into issues with their server. It had been hoped to transfer them ourselves but time has proved a huge factor. Newer Cllrs have also been left without CPC email addresses which we need under the GDPR regulations. Watchthedot will set up the new email accounts on our web hosting dashboard as well as remotely login to computers to set up the new email addresses.

19/236. Website maintenance

Keeping Wordpress up to date is essential for security. The FLAC recommendation is that Watchthedot do this function as part of a wider website maintenance package i.e checking general health of the website, making sure the plugins are compatible and updating them as necessary etc.

19/237. Cottenham Flood Risk

- Cottenham Flood Risk Forum – a multi-agency group including representatives from Anglian Water, CPC, County Council, District Council, Environment Agency and the Internal Drainage Board – was initiated with help from Heidi Allen, MP to monitor and advise on flood risks emerging from the developments in Cottenham and to its south-east, include Northstowe.
- For some time we have been aware that a supposedly rare event that would lead to an overflow into Cottenham Lode and/or the Drainage Board's system is occurring regularly without either a licence to discharge the water or any telemetry that was supposed to warn of such events.
- The Drainage Board has now become sufficiently concerned to write to us, formally advising us of the increased risk.
- The matter has been informally discussed with the new SCDC Chief Executive who advised that we inform SCDC Enforcement; hence this resolution.
- SCDC Cllr Gough is also aware and following up.

19/238. Racecourse View

- Cottenham Flood Risk Forum – a multi-agency group including representatives from Anglian Water, CPC, County Council, District Council, Environment Agency and the Internal Drainage Board – was initiated with help from Heidi Allen, MP to monitor and advise on flood risks emerging from the developments in Cottenham and to its south-east, include Northstowe.
- For some time we have been monitoring the situation regarding various legacy ditches around Cottenham, including:
 - Alongside Oakington Road (Bellway and Persimmon), where we are insisting that the access culverts are of an adequate bore to avoid impeding flows in the ditch;
 - Tenison Manor, where we are close to taking over management of the ditch and pond alongside Broad Lane as part of the surface water management scheme there;
 - Brenda Gautrey Way/Long Drove ditches, where we are undertaking some work and pressing Taylor-Wimpy to do more.
- One issue is that the planning condition related to surface water discharge from Racecourse View does not appear to have been discharged, leading to questions on the "fitness for purpose" of its design.
- The matter has been informally discussed with the new SCDC Chief Executive who advised that we inform SCDC Enforcement; hence this resolution.
- SCDC Cllr Gough is also aware and following up.

19/241. Bank reconciliation

Reviewed by RFO and Cllr McCarthy

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

In summary:

£362,234.62	Bank account 1
£194,330.87	Bank account 2
£157,546.69	Bank account 3
£100,000.00	Bank account 4
Minus £18	Bank account 5
£814,094.18	Total Cash at Bank (as of the 30th September 2019)
- £13,579.46	Creditors
+ £2834.40	Debtors
£803,349.12	Net balance on bank reconciliation

+ VAT owed £1,702

Minus £39,501 remaining accruals

Minus PAYE: £1,575

Net assets: £763,975.12

Creditors

- AJ King - £6032 (Contract and extra work)
- Arbantia Fencing - £264 (Repair to fence at rec ground)
- BCS - £125.10 (Payroll)
- Calor gas - £884.77 (Gas delivery for the Pavilion)
- CamAlarms – £370.80 (Service at Pavilion)
- CSA - £38.28 (Cleaning materials)
- CUSSC - £1080 (Quarterly services charge)
- RFO - £70.61 (Expenses)
- Green and Purple – £60 (Accountancy support)
- PHS Group - £307.74 (has since been deleted and waiting for termination paperwork)
- PKF Littlejohn - £960 (internal audit)
- PPL - £258.73 (Music license for the Village Hall)
- Regent construction - £2979.60
- Staples - £130
- Travis Perkins - £17.83 (Plumbing parts for the Village Hall)

TOTAL £13,579.46

Debtors

- Cottenham Cricket Club £1351.20 (30/09/19) Annual invoice
- Cottenham United Sports and Social Club - £1372.80 (30/09/19) Quarterly rent charge
- Aerobics teacher - £110.40 – monthly invoice
- **TOTAL £2834.40**

Appendix 1: Issues log

There were 15 reported incidents during October.

Date	Issue	Further details	Follow up
01/10/2019	Blocked drain	There is a blocked drain on the road near the crossing by the charity shop and when it rains it floods right across the path making it impassable and the water is getting very close to our house which is giving us cause for concern. I reported it to the county council on 10/6/19 ref 316106 and nothing has been done to fix it.	Chased County Highways
01/10/2019	Cadent lights	problem with the lights Cadent Gas have left out tonight. I was travelling from Histon to Cottenham and the delays were incredible thanks to the lights. I appreciate this is unsurprising but to my shock, part of the problem is because the lights go green when there are still cars coming through heading toward Histon meaning hardly any, if any at all, cars coming from Histon can get through.	Reported to Streetworks
02/10/2019	Cadent lights	Chaos with lights this morning - not being managed properly	Reported to Streetworks
07/10/2019	Cadent lights	Chaos with lights this morning - not being managed properly	Reported to Streetworks
07/10/2019	Cadent lights	Chaos with lights this morning - not being managed properly	Reported to Streetworks
07/10/2019	Hedge	Hedge at Rec Ground entrance needs cutting back - difficult to see out of the entrance	Resident contacted
07/10/2019	Motorbikes on Rec	Donuts on grass near Bowls Club	
08/10/2019	Haradine lorries	major upsurge in Harradine trucks travelling through the village in the recent working days. As discussed a while back, the Cambridge Gun Club bunds should have been completed some time ago but the Harradine trucks still seem to be going to the site.	Following up with Haradine
15/10/2019	Cadent lights	Chaos with lights this morning - not being managed properly	Reported to Streetworks
15/10/2019	Haradine lorries	Lots of lorries and coming through at what appears to be too fast	
15/10/2019	Old Labour Hall	Building is suffering significant damage	Report to Enforcement
15/10/2019	Haradine lorries	Lorries coming through 3 at a time and driving in a potentially dangerous maner	

18/10/2019	Haradine lorries	Can I ask if you have contacted Harradine haulage? I have recently contacted them about the constant speeding down Oakington Road and the danger and disruptions L to the residents. I have sent them an email and still awaiting a response	
18/10/2019	Road sweeping	Still waiting for road/pavement on Twentypence Road to be swept	Waiting response from SCDC & CCC Cllrs
24/10/2019	Rampton road	am concerned about road conditions outside my front door on Rampton Road the sinkhole has been repaired but Road is still uneven due to sewer pipe breakdown could I ask if a meeting be arranged with Highways dept as feel another sinkhole appears	Reported to LHO