

AGENDA REPORTS PACK

FULL COUNCIL MEETING

March 2020

20/046. Minutes

DRAFT Full Parish Council Meeting Minutes

Meeting held in the Pavilion, Recreation Ground, on Tuesday 4th February 2020 at 7.15pm

Present: Cllrs Morris (Chair), Bolitho, Collinson, Smith, Ward, Wilson, the Clerk, Asst Clerk and RFO

In attendance: 3 members of the public

- 20/021. Chair's Introduction and Apologies for absence** – The meeting began with a one minutes silence in honour of former Cllr Tony Nicholas who passed away recently. Apologies accepted from Cllrs McCarthy (work), Wotherspoon (personal) and Young (sick).
- 20/022. To accept Declarations of Interest and Dispensations** – none given. SCDC Cllr Wilson arrived at 7.20pm.
- 20/023. Minutes** – Resolution that the minutes of the meeting of the Full Council held on the 7th January 2020 be signed as a correct record. **RESOLVED.** Cllrs Graves and Hewitt arrived at 7.22pm.
- 20/024. Public participation** – No comments at this stage.
- 20/025. Reports**
- **SCDC** – report circulated prior to the meeting. SCDC Cllr Wilson urged people to comment on the Local Plan. Cllr Collinson noted the proposed removal of a large section of hedgerow at the Redrow site; would like this to be as minimal as possible.
 - **CCC** – No report received.
 - **Clerk** – Report noted. Still waiting response from Cllrs to confirm new email addresses have been set up. Email has been sent to Rec Ground users regarding unacceptable parking at the weekend. 9v9 has been marked on the front pitch; this will remain until the end of the construction. Asst Clerk to install car park liability notices. No response as yet from SCDC regarding dog bin request. Asst Clerk commented that the LHI meeting had gone well. Cllr Smith has been approached by residents regarding cars racing on the High Street (following recent accident). What can be done? Item to be added to next Highways Committee agenda. Need to see what the new Police & Crime Commissioner says about speeding. SCDC Cllr Wilson commented that the Traveller Liaison Officer would speak to parents at the next onsite meeting regarding motocross bike issues. Resident 4 arrived 7.38pm.
 - **Major developments** – Report noted.
 - **Village Hall & Nursery** – Report noted. Contractors report circulated separately via email. Query why the notifiable asbestos was missed in the first report; unsure. Need to look at the possible additional costs involved with the removal.
 - **Cottenham Neighbourhood Plan** – Report noted.
- 20/026. Councillor Co-option** - consider applications for co-option to fill Councillor vacancies – We have received 4 applications for the 4 vacancies. Resolution to co-opt Gemma Bailey, Derek Henderson, Tim Jones and Michelle Stewart onto the Parish Council. **RESOLVED.** Declaration forms distributed. Clerk to send over joining papers and information accordingly.
- 20/027. Village Green** - consider request from Fen Edge Archaeological Group to dig up bicycle buried on the Village Green – Standing Orders suspended 7.54pm. Resident 4 spoke on behalf of Archeological Group. At a previous Fen Edge Festival a test pit was dug. A bike was discovered and it is hoped that it is a Whitehead (built 1898-1912 in Cottenham). Have the precise location and need to dig a pit approx. 2x2m. Work should be completed in a day and can be done at any time. Other items in the pit will also be documented. Standing Orders reinstated 7.58pm. Resolution to approve request from Fen Edge

Archaeological Group to dig up bicycle buried on the Village Green, subject to proper reinstatement of the ground. **RESOLVED.** Resident 4 left the meeting at 8pm.

- 20/028. Internal audit** – Resolution to appoint Heelis and Lodge for our Internal Audit at a cost of £430. **RESOLVED.**
- 20/029. Cottenham Brass grant** – Resolution to change of use for agreed grant of £200 to Cottenham Brass from junior uniforms to transport for national championships in Sheffield. **RESOLVED.**
- 20/030. Operation London Bridge** – Resolution to increase budget by an additional £150 to accommodate additional portrait purchase and sundry items. **RESOLVED.**
- 20/031. Second Recreation Ground** – consider options in the context of the Neighbourhood Plan – Cllr Morris outlined. There is approx. £400k s106 available for the creation of new open spaces. Looking for 5-10 hectares (for comparison field 1 and 2 at the existing Recreation Ground are approximately 4 hectares). Discussion regarding whether to purchase or lease long term, pros/cons of having 2 separate sites and timings for the project. Resident 1 left the meeting at 8.25pm. Item deferred.
- 20/032. CAPALC Incorporation Proposal** - consider responses to draft articles of association (by 14th Feb 2020) – Cllr Morris ran through the questions. Agree yes to all. Clerk to submit response.
- 20/033. SLCC Training** – Resolution for Clerk, Asst Clerk, RFO and Cllr Morris to attend webinar on creating accessible Word and PDF documents (£30 member/£35 non-member + VAT). **RESOLVED.**
- 20/034. Local Council Award Scheme** - consider attendance at ACRE event on 31st March to learn more about the Scheme – Clerk ran through background and what would be required of the Council should we wish to gain accreditation. Resolution for the Clerk and RFO to attend ACRE event on 31st March to learn more about the Local Council Award Scheme. **RESOLVED.**
- 20/035. SCDC Tree voucher** - consider location and species of trees to plant in response to SCDC Three Free Trees scheme – Pros and cons of several locations discussed. Standing Orders suspended 8.53pm. Resident 3 raised concerns about the young trees getting damaged; suitable protection required. Standing Orders reinstated 8.54pm. Clerk to check what trees have been lost in the Moat and refer to Tree Officers.
- 20/036. Start time of meetings** – Resolution to change of time for Full Council meetings to 7.30pm to align with Committees. **RESOLVED.**
- 20/037. Tony Nicholas** – Resolution to send floral tribute on behalf of the village of Cottenham (up to a value of £100) and donation of £100 to Arthur Rank Hospice following the death of former Cllr Nicholas. **RESOLVED.**

20/038. Finance

Income	Description	Net	Gross	
Cambridge Kids Club	Monthly invoice payment	£873.92	£1,048.70	
Ladybirds	Quarterly rent payment	£1,554.95	£1,554.95	
Jane Williams	Invoice payment	£69.00	£82.80	
Zurich	Refund as Village hall removed from insurance schedule	£65.95	£65.95	
CUSSC	Invoice payment	£762.00	£914.40	
Sarah Jane Hairdressers	Christmas donation	£50.00	£50.00	
Bowls Club	Electric recharge	£191.75	£191.75	
Labour Party	Hire of pavilion	£37.50	£45.00	
		£3,605.07	£3,953.55	

Expenses over £500	Description	Net	Gross	code
Salaries	Salary costs for February 2020	£4,569.22	£4,569.22	-
HMRC	Tax and NI for January 20 (month 10)	£1,211.51	£1,211.51	-
CUSSC Invoice	Contract Services Oct - Dec 2019	£1,080.00	£1,080.00	1632
Oil Tank Change	Invoice 2 re new oil tank	£900.00	£1,080.00	1618a
SSE - Southern Electric	Electric bill for the recreation ground (DD)	£753.77	£904.52	1634
A Mappedoram	Christmas tree lights/replacement bulbs	£611.54	£733.84	1638
AJ King	Verti Draining to 6 football pitches	£1,400.00	£1,680.00	1639
AJ King	Monthly contract cost	£3,166.67	£3,800.00	1642
Calor Gas	Gas delivery and Standing Charge (DD)	£751.86	£789.46	1649/1650
		£14,444.57	£15,848.55	
Expenses under £500	Description	Net	Gross	code
Legal and General	Pension Costs (February) DD	£257.00	£257.00	-
Charter Global	Monthly contract cost	£172.00	£206.40	-
Clerk	Expenses re Carol Concert	£4.00	£4.00	1629
Green and Purple	Monthly accountancy support	£50.00	£60.00	1630
RFO	O2 Sim card for pavilion	£8.85	£10.62	1631
Barton Oil Burner Servs	Vent oil line changed	£58.00	£69.60	1633
SSE - Southern Electric	Electric bill for the Green (DD)	£86.13	£90.43	1635
SSE - Southern Electric	Electric bill for the Street lights x 3 (DD)	£107.31	£112.66	1636/1636a/ 1636b
Tindall Security	Annual maintenance - Pavilion CCTV	£265.00	£318.00	1637
BCS	Payroll Processing	£47.30	£56.76	1640
CSA	Black bags/Toilet cleaner for the pavilion	£23.79	£28.55	1641
King and Co Solicitors	Legal costs regarding contract with PHS	£200.00	£240.00	1643
SSE - Southern Electric	Electric bill for the pavilion	£318.83	£382.59	1644
CSA	Bleach and toilet rolls for pavilion	£43.57	£52.28	1645
CB Creative	Signage - recreation ground & benches	£335.00	£402.00	1646
RFO	Printer paper	£2.95	£2.95	1647
Commissioners Office	Annual Data Protection Fee (DD)	£40.00	£40.00	1648
Watch the Dot	Email account creation & email archive and transfer	£310.00	£310.00	1651
		£2,329.73	£2,643.84	

RFO clarified that the electricity invoices were quarterly. Resolution to pay these invoices.

RESOLVED.

20/039. Management accounts – to review the monthly management accounts – Report noted.

20/040. Bank reconciliation – to review monthly bank reconciliation – Report noted.

20/041. Matters for consideration at the next meeting – Connections Bus, Tony Nicholas memorial, second recreation ground. SCDC Cllr Wilson left the meeting at 9.14pm.

20/042. Dates of next meetings – Planning 6th February, Planning 20th Feb, Full 3rd March

20/043. Close of Meeting – 9.15pm.

20/048. Reports

District Councillors' Report for Cottenham and Rampton – March 2020

Consultation on the new Local Plan

Consultation on the new Local Plan finished on Monday 24th February. Cllrs Gough and Wilson submitted individual comments – we have summarized the gist of our comments at the end of this Report.

Council Tax Requirements for 2020/21

At a full Council meeting on 20 February that lasted six hours, Councillors agreed the Council Tax Requirement for 2020/2021

(a) District Requirement for Own Needs

Based on the budget presented to Council, the proposed District level Council Tax average Band D requirement for 2020/2021 is £150.31 which represents a £5 per dwelling increase year on year, in line with the threshold set by the Secretary of State.

(b) Parish Precepts

Parish Council Precepts total £5.882 million for 2020/2021. This is an increase of £0.265 million (4.71%) in comparison to 2019/2020. The average Band D Council Tax for parishes has risen from £89.78 in 2019/2020 to £92.47 for 2020/2021 (2.99%).

(c) Summary Council Tax Requirements – Collection Fund Precepts 2020/2021

It is the District Council's responsibility, as the billing authority, to set a Council Tax each year that comprises all precepts on the Collection Fund. The requirements of the other precepting bodies on the Collection Fund (for a Band D property) are:

Major Preceptor	2020/2021 £	2019/2020 £	Change %
SCDC	150.31	145.31	3.44
Cambridgeshire County Council	1,359.18	1,312.11	3.59
Cambridgeshire Fire Authority	72.09	70.74	1.91
Cambridge Police & Crime Commissioner	232.65	222.66	4.49

Including the Parish Council precept, this translates as follows:

Cottenham: Band D – total £1937.01, including the £122.78 Parish Council precept

Rampton: Band D – total £1887.17, including the £72.94 Parish Council precept.

Taxi Licensing

District councillors voted at the Council meeting on 20 February to adopt the new taxi licensing policy. This follows consultations during which taxi drivers and operators, residents, businesses, councillors, trade associations and Cambridge City Council shared their views. The new policy aims to improve air quality and increase the safety of passengers and drivers.

South Cambridgeshire District Council will adopt the new policy from 1 April 2020.

CCTV will need to be installed in all vehicles as standard, to provide a consistent safeguarding approach. Meanwhile, a number of changes have been approved that will ensure taxis are greener, supporting the Council's commitment to become a net-zero carbon district before 2050.

The key points to highlight from the new policy are:

- From 31 March 2021, CCTV will be a mandatory requirement for all Hackney Carriage and Private Hire Vehicles without exception.
- From 1 December 2021, new licences will only be granted to taxis that are ultra-low or zero emission.
- From 1 December 2021, licences will not be granted for taxis older than nine years.
- From 1 December 2028, renewed licences will only be granted to taxis that are ultra-low or zero emission.

Community Chest Grants Scheme

Ahead of VE Day on Friday 8 May, South Cambridgeshire communities are being invited to apply for up to £1,000 to mark the 75th anniversary. The deadline to apply for Community Chest grants has been extended until 15 March.

The Council is inviting people to apply for a Community Chest grant to fund projects that will help residents remember the guns falling silent at the end of the war.

The Community Chest Grant Scheme is open to voluntary and community groups based in South Cambridgeshire for one-off costs for projects that leave a legacy, such as a commemorative bench or plaque or a memorial in the centre of a village.

Planning Matters

Both Cllrs Gough and Wilson made representations on the Redrow Reserved Matters application that was approved at the SCDC Planning Committee on 12 February. We were particularly concerned by the linear orientation of the affordable housing. We are also frustrated by the lack of progress on the permeability link between the Persimmon and Redrow sites. We will raise the latter matter at the next Liaison Forum meeting and hope this can be progressed.

Cllr Gough has requested that the planning application (S/4451/19FL) for land at the rear of 5 High Street Rampton is considered by SCDC Planning Committee as it is a departure from Local Plan policy S/11.

Cottenham to Oakington Cycle Path

We have recently sought an update from the Greater Cambridge Partnership on the progress being made on the Cottenham to Oakington Cycle Path project. They have advised that the preliminary and land take drawings are completed so the next stage would be to negotiate the land and design of the path with the land-owners.

Disappointingly, they have also advised that the original funding for the project lasted until April 2020 and, as things stand at present, there will not be any funding for the path after April. As a result, they are having to stand down their contractors and consultants and put the project on hold for the time being. They are currently looking into alternative funding after that date, but nothing is confirmed at the moment. We are chasing this up with the GCP and will provide updates as and when we hear anything further.

Leader's Blog

This is a link to Cllr Bridget Smith's blog

<https://www.scams.gov.uk/your-council-and-democracy/leader-s-blog-cllr-bridget-smith/>

Contact us

If you have any questions or comments or need help with matters relating to the District Council you can contact us as follows:

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

Neil Gough Email: neilgoughcrw@gmail.com Tel. 07919990299

Summary of Local Plan “Issues and Options” Comments

Overall themes

The themes are broadly appropriate but they need to be balanced by each having measurable objectives. Otherwise, there is a risk that the themes with clear, measurable end-point objectives that could carry disproportionate weight.

The Local Plan issues and Options paper has missed two key dimensions of wellbeing and social inclusion that need to be considered. These relate to issues of socio-economic exclusion. Firstly, equal access to educational opportunities, particularly at Sixth Form level in the Greater Cambridge area. Lack of access to economic and effective public transportation has an impact on educational choices made by young people living in villages outside Cambridge (e.g., young people in Cambourne and Cottenham - two large communities - face real barriers in travelling to Hills Road/Long Road.). This negatively impacts social mobility as it restricts the full range of educational opportunities. Secondly, a similar issue exists with respect to the inaccessibility of health services at the Addenbrookes Hospital. These accessibility issues should be considered in identifying sites for new housing developments to avoid creating issues of exclusion.

Economic growth needs to be balanced against the negative impacts. More jobs and more houses will not deliver overall community benefit per se. Supporting economic growth is important (because the opposite of low growth or no growth will eventually result in a decline in living standards.) but the key issue is how the consequences of the growth are managed effectively. Good growth is not a "nice to have"; it is the core objective.

Car dependence

We are still building major new housing developments in villages such as Cottenham, which has inadequate public transportation provision. This produces car-dependent developments that not only add to congestion and climate change issues but also undermine affordability (running an additional car per household is expensive).

Better and creative design can encourage less car dependence. The provision of secure, accessible cycle storage in and around homes and in village centres. Also, locating any visitor parking on the edge of developments to encourage walking and cycling.

There is also value in connecting villages to major transportation infrastructure nearby (from Cottenham, there is no cyclepath to the guided bus in Oakington nor a cyclepath to the Rail network at Waterbeach). There are further opportunities to promote and prioritise cycling opportunities. There is a need to be innovation to make our villages safer areas for cyclists and pedestrians - ridding our village centres of excessive traffic through pedestrianisation, 20 mph zones, more cycling parking, wider pavements, more pedestrian crossings.

Development of the Fringes of Villages

Cottenham has seen major new housing developments that are situated well away from the village core. These developments around our larger villages offer few positive benefits for the community:

- Either the development does not contribute to the vibrancy of the village core because residents in fringe developments will inevitably use their cars to access facilities. Once they are in their cars, they are liable to go further afield rather than use local facilities. New developments built more than 15 minutes walk from the village centre are prone to this, or,
- when residents in the fringe new developments do access village facilities, they will use their cars to do so. The village centres are not designed to support extensive car parking causing local congestion and adversely impacts the feel of the village core.

It just does not work. Development of new housing in Cottenham has expanded to the fringe of the village such that new developments have been created that will be highly car dependent. Fringe development well away from the centre also reduces social cohesion and creates "islands" of unconnected residents that are not less integrated into the life of the community. Despite the good shops and facilities located in the High Street in Cottenham - there is already too much traffic and no space for "social interaction". There is a need for a generally more creative approach to village centres that resets the priorities away from cars to pedestrians and cyclists, creating safe areas that would build a greater sense of community and enable more leisure and service-oriented businesses to flourish.

The alternative to fringe development of our villages is greater densification towards the centre of the village. This is a better alternative and is particularly suitable for older people who are more dependent on access to the core facilities in the village.

Greater densification of sites closer to the village centre (or densification of existing sites through redevelopment) is much more preferable to fringe development. It offers a real prospect of developing pedestrian and cycle usage for short journeys within the village core and for a village like Cottenham could significantly re-establish the sense of a village core which is being lost. Such policies also need to consider a more creative approach to the village centre to deprioritise cars through measures such as pedestrianisation, low speed zones, wider pavements, more cycle parking, etc.

Densification

Well-designed densification can be attractive and unlocks opportunities to develop public transportation routes that are made more difficult through dispersion.

Thriving Village Centres

Some of the businesses in our villages are in a precarious situation as traditional retail offerings struggle to survive against on-line and delivery services. However, the businesses that can provide a commercial anchor to these village locations (e.g., service-oriented businesses such as hairdressers, vets, post offices and leisure activities such as small gyms, restaurants, pubs, cafes and meeting places, will not necessarily thrive in congested and busy village centres. A rethink on what a large village centre will look like in 2040 is required. Village centres may become important in offering communal work spaces for distance working to prevent isolation for homeworkers. This could produce vibrant communal space that not only supports local service businesses but also provide a new lease of life for our village centres. Consideration should be given to short pedestrianised zones and a re-prioritisation of space from cars to pedestrians and cyclists in our village centres. There are many gaps in basic service provision in smaller and medium sized village. These villages lack basic facilities (shops, post offices, etc.) to serve the needs of local residents. There is a case for considering what support can be extended to support these businesses in smaller villages or, in the alternative, ensuring that there are public transportation options to access such facilities in

neighbouring (larger) villages. These issues have a great bearing on the welfare of residents who lack the means for private transportation and local community engagement.

There are existing businesses and industries (e.g., distribution centres, builders' merchants, building contractors, etc.) that are not optimally located in our village cores and place significant pressure on the sense of place through incremental traffic, noise, visual blight, etc. As our villages have developed in terms of size and prosperity, some of these businesses have remained in the village core. Redevelopment of these sites for other commercial or residential usage should be strongly supported. Local jobs are very important but more industrial businesses will become increasingly inappropriate for the cores of our medium sized and larger villages. Policies should encourage these businesses to be located on the periphery of villages or adjacent to major infrastructure.

Green Space

Improving connectivity between green spaces via walking and cycling is a priority. Green space that is "wild" and "natural" is much more valuable than green space created within new developments, yet it is often inaccessible except by car. In Cottenham, Les King Wood is a very good example of the value that accessible "natural" green space can deliver to the community.

Green spaces are a vital part of new housing and business developments but the value of green space is greatly diminished if it is contained within a tightly bounded development. These areas should incorporate tree planting and the protection of existing wildlife habitats and encourage of increased wildlife through initiatives such as green roofs and bee habitats. Green space should be designed to be valuable to all demographic groups – play space for young and old. Green spaces in new developments too frequently become the preserve of the residents of those developments rather than being community assets. This is reinforced because developers seem to want to create hard boundaries to new developments. This creates "islands" of new developments with one or two road access points and a dependence on cars for short journeys to surrounding areas. Explicit policies are required to ensure new developments promote preferential access and safe routes for pedestrians and cyclists and also actively seek to encourage pedestrian and cyclist movements through new developments.

Heritage and Conservation Areas

Once heritage assets are spoiled or diminished, they are lost forever. Therefore, the threshold for any deviation from protection needs to be set very high. Furthermore, the fact that assets may already be partially compromised should never be used as a rationale to allow further harm. It should also be recognised that the harm to many of our conservation areas and green spaces comes not just from encroachment by adjacent new building but as a result of general increases in traffic that interferes with the visual impact and tranquility of these heritage assets. Policies should consider both the direct and indirect effects of new developments on heritage assets and conservation areas giving much greater weight to the concept of tranquillity around these assets within increasingly built-up areas.

Energy Conservation Measures

A total rethink is required on the planning policies around investment in energy saving and renewable generation measures in Conservation Areas and listed buildings. There should be much more flexibility towards double glazing, solar panels, etc. but these policies must not impose excessive costs on the owners of those properties, through the insistence on solutions that are effectively unworkable.

Dealing with Climate Change

Policies are needed to encourage new buildings and retrofitting of existing buildings to improve sustainability through better design, construction methods and ongoing efficiency.

Initiatives such as requiring use of renewable energy sources, carbon neutral building materials, requiring rainwater collection in homes for toilets, specifying higher standards of home insulation to cut down on heat loss, requiring heat pumps and solar panels as standard should be considered.

Infrastructure Provision

Coordinating infrastructure provision with new housing and commercial development is surely the essential requirement of the Local Plan. The policies should clearly require early provision of infrastructure.

Developments that fail to provide for an adequate public transportation plan (to address the social-economic issues of climate change, mobility and exclusion) from the first day of occupation should not be approved. Specifically, for new developments in villages, the policy should require an analysis of journey times to key locations (nearest nursery, primary school, secondary school, sixth form college, supermarket, surgery, hospital, dentist, etc) to ensure these can be made either by walking, cycling or (for more infrequently used facilities) within an hour via public transportation. This should replace the judgment of “relative sustainability” contained in the current Local Plan (Policy S/8), which is too vague.

A simple analysis can also add rigour to the concept of sustainability by identifying the most car dependent communities, through the lens of car registrations per household by postcode. It will reveal wide variation across the Greater Cambridge area. It will also reveal particular blackspots and issues that need to be addressed. The planning process should start from these data.

This analysis will also reveal opportunities for more flexibility in the network of public transportation. The lack of creativity in creating last mile linkages to develop a network of options is problematic and forces people to use the most flexible option - the car.

The categorisation of villages by the level of sustainability requires a more careful analysis.

Key Infrastructure

Safe cycleways connecting major villages such as Cottenham and Rampton to major pieces of public transportation infrastructure (guided bus, railway stations). That alone would make a massive contribution to relieving the need for cars.

Investment in rural travel hubs that enable interchange between cyclists, pedestrians and even drivers with public transportation (e.g., Oakington) including some that are located far enough away from the city to make a difference to car journeys through villages e.g., north of Cottenham and north of Willingham.

Housing Provision

New settlements present real challenges but if associated with carefully planned infrastructure development, they play a key role in offering improved housing choice. We also need to be careful not to limit demographic diversity in these areas through design and housing mix. They need to be made attractive to a diversity of ages and socio-economic groups. Mixed developments with key worker and affordable housing are to be prioritized but this only works if these residents have excellent access to public transport. There is nothing affordable about a house that means that residents need to run two cars.

Housing provision in our villages should contribute to a diversity of accommodation so that people can stay in their communities as they go through life changes. There should be provision for people with disabilities in new developments and suitable facilities in the villages.

County Councillor's report for Cottenham, Rampton & Willingham March 2020

Insurance claims against the county council in South Cambridgeshire rocketed from 88 in 2016-2017 to 357 in the bake-freeze year 2017-2018, falling only to 284 in 2018-2019. Preventative maintenance prioritises treating carriageways and footways in early stages of deterioration, as opposed to a 'worst first' approach which waits as bad as it gets before taking action. This means that roads which appear to be in poor condition might wait longer for repair, while better-looking roads receive attention.

The Network Rail consultation on options for location of Cambridge South Station closes on 2 March. The work to develop the station proposals has been jointly funded by the Department for Transport (50%), the Cambridgeshire and Peterborough Combined Authority (16.7%), the Greater Cambridge Partnership (16.7%), and Astra Zeneca (16.7%). Three station site options have been presented, all of which are between the bridges taking the Busway and Addenbrooke's Road over the railway line. The county council has expressed a preference for the northern option. The consultation material can be viewed at <https://consultations.networkrail.co.uk/communications/cambridge-south/>.

Apart from tidying up after removing the viaduct over the railway station, the A14 Cambridge to Huntingdon improvement scheme will be complete six months ahead of the end-of-2020 schedule.

We now have the tenth Minister of State for Housing in ten years. Forget "Starter Homes", the government is now consulting on a new wheeze called "First Homes", which will be required on all new developments and must be offered at least 30% below market price to those meeting allocation criteria including service in the Armed Forces. The Combined Authority is ahead of the game, intending to offer houses anywhere across Cambridgeshire and Peterborough for £100,000, with whatever proportion of discount on open market price being passed in perpetuity from buyer to next buyer.

The county council budget for 2020/2021 is £608million, of which four fifths goes to social care. There will be a rise in general council tax of 1.59% on top of an agreed 2% precept to be spent on Adult Social Care. Taken together the additional 3.59% will add £47 a year (or 91p a week) to an average band D council tax bill, bringing the County Council element of Council Tax to £1,359.18 for a band D property.

The Big Debate brought together a full house of three hundred people at the Corn Exchange in Cambridge for two hours of presentations, questions and answers. There were many concerns along the lines of environmental capacity limits (the implication being that these had already been exceeded, in that Cambridge and surrounding villages were struggling to cope with the increases in population that had already occurred, never mind others in the pipeline). The one contribution that stood out for me was a young life sciences researcher who pointed out that houses close to her workplace were ten times her salary. To me that's the core of what this exercise is all about.

The Mayor scuppered the Cambourne to Cambridge high-quality public transport scheme, putting five-year land supply in jeopardy. He has commissioned a CAM-specific LTP sub-strategy, and meanwhile he is laying on a few extra buses. Extinction Rebellion disrupted the GCP Executive Board meeting – a deep irony, really, considering that the main items on the agenda were tackling congestion, improving air quality, reducing carbon emissions, encouraging active travel and enhancing public transport.

A public consultation on the need and benefits of the Cambridgeshire Autonomous Metro and potential route alignments for the City Tunnel Section closes on 3 April.

<https://cam.consultationonline.co.uk/>

Tim Wotherspoon

CLERKS REPORT – March 2020

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.
- **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). Gulleys were cleared in September, but three still blocked. LHO to send out inspector 16/12. LHO has ordered jetting 17/1/20
- **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. Gulleys were cleared in September, but three still blocked. LHO to send out inspector 16/12 LHO has ordered jetting 17/1/20
- Potholes on Margett Street, High St by Green, and Denmark road due to be repaired. 16/12 Potholes on corner of Rook St/Denmark Rd repaired 24/1 ones on Beach road temp filled by LHO 10/1 and scheduled for repair within 21 days
- Bridge on Broad Lane, loose railings AC reported to Highways 07/01/20
- Zebra Crossing High Street by Village College – residents have contacted us 28/11/19 and 17/12/19 regarding visibility on zebra crossing/vehicles not stopping reported to LHO 1/11/19

Recreation ground

- 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. 27/1/20 – owner has now responded. Will remove the tree once ground is dryer but not prepared to mend the fence, which they state was damaged already by kids

Pavilion

- Nets are getting badly damaged.
- Some damage to one of the kitchen shutters and boards on side facing pitch 1.

Misc admin

- February 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.
- Operation London Bridge – Need to decide location(s) for condolence books. Need to purchase 2x photo frames.
- New Life on the Old West – ACRE have now submitted their Heritage Lottery fund application and are expecting to hear back by March 2020. **Clerk and Cllr Ward attended meeting on 12th February with ACRE, National Lottery, FEAG and Natural England to look at the Broad Lane site.**
- Awaiting confirmation from Cllrs Bolitho, Smith and Wotherspon that new CPC email accounts have been set up.
- SCDC contacted with request for a larger dog bin for Broad Lane.
- **Clerk & RFO booked to attend Local Council Awards event on 31st March.**
- **Clerk, Asst Clerk, RFO and Cllr Morris booked to attend SLCC webinar training.**
- **Clerk & Asst Clerk working on getting Policy and Terms of Reference documents into accessible format for our website. ToR's completed. Working towards deadline of end of April for completion of remaining documents.**
- **Amendments ongoing to the Community Directory document.**
- **Cllr Ward has completed Cybsafe training.**
- **Articles for FECA magazine and Cottenham newsletter submitted.**

- **New Cllr details being added to website, training booked with CAPALC (x3 Cllrs) and welcome packs provided.**
- **District Cllrs contacted regarding planning enforcement issues which require stronger action.**
- **Cllrs Henderson and Jones attending SCDC Zero Carbon Communities workshop on 7th March.**
- **Neighbourhood Watch workshop scheduled for 26th March, 7-8.30pm in the Pavilion.**

Facebook

- 1228 likes/1382 follows.

Major developments

Bellway have nearly completed their 50 houses off Oakington Road and expect to be off site before May; their footway issue has been resolved. Persimmon have begun to build their 121 houses (occupations commencing in March 2020 with full occupancy, subject to sales, by 2022) further along Oakington Road. Parties appear willing to pay CPC cash equivalent to bus-stop improvements. Roundabout, subject to permissions, being scheduled for summer school holiday.

Redrow and This Land have submitted “Reserved Matters” applications defining the design and layout of their sites to SCDC. SCDC Planning Committee approved the Redrow submission with an added Perimmon 8” surface water management condition on 12th February but there are sufficient procedural grounds for us to consider requesting a Judicial Review of the decision – this will be reviewed at our Planning Committee meeting later this week.

This Land’s application has not yet been scheduled for consideration and SCDC has several legal challenges around how planning decisions have been made over recent years.

Persimmon and Redrow attended the community liaison meeting on 30th January.

Village Hall & Nursery

SEH French have possession of the Hall site until mid-November 2020.

The old Hall has disappeared and the site all but cleared ready for construction with much of the expanded “Field” car park in place.

The safety and desirability of having the Connections Bus on-site during summer has been questioned by CALF – a separate agenda item will consider this.

Ladybird Pre-School, despite being surrounded by construction activity, continues to operate safely in the existing buildings, now using a dedicated oil tank.

Watch the Parish Council Facebook page and website for details of progress as we begin construction – steelwork imminent.

The draft Nursery Funding Agreement is being reviewed with lawyers and CCC.

A detailed review of the Value Engineering changes and effects on the Bills of Quantities, Contract Price and Cash-Flow are under way.

A first “progress package” was circulated recently.

- This includes the Letter of Intent, overall works schedule, contractor’s progress report, certified costs to date and Architect minutes of the project progress meeting.
- A second pack will be circulated in the next 7 to 10 days following the project meeting on 2nd March. This will include commentaries on:
 - Detection and removal of the asbestos “finds”
 - Minor damage to the Pre-School during demolition
 - Site disruption due to strong winds

Further updates may follow project meeting on 2nd March.
No application has yet been made for extended borrowing powers.

Cottenham Neighbourhood Plan

The referendum date has been set for Thursday 26th March with voting at the Community Room in Victory Way (London Bridge and COVID-19 permitting) from 7am to 10pm (count presumed for next day?)

- A promotional date-free flyer was distributed with Jan/Feb Cottenham Newsletter.
- The full plan is available on-line by us and SCDC.
- Some hard copies will be available to you and for review in our office, the Library, community Centre etc.
- Neighbourhood Plan Ambassadors have been advised and will get updates during the campaign.
- A banner emphasising “Referendum Day – 26th March, is displayed on the Village Green.
- Collateral material will be on Facebook and our website.

“Drop-in” information sessions are being set up:

- Coffee-shop “lunch-time: March 12th and 23rd
- Pavilion “pre-meeting”: March 17th and 19th

The SCDC Planners are already well-aware that it is on the way and keen to get it done.

Some points:

- The Parish Council is not allowed to promote either a “yes” or “no” vote.
- If the NP is “made” following a simple majority of voters in the referendum, then the policies in the NP survive for at least 2 years after elements of the SCDC Local Plan are rendered invalid through lack of a 5-year land supply.
- Once made, the NP is equal in planning terms to the policies in the Local Plan.
- Any suggestion in the plan of how a site might be developed is only an indication of acceptable/unacceptable elements of any planning application that may come forward for the site.
- As a Parish Councillor, you can participate in a campaign to support or reject the plan but only if neither you nor the Parish Council is the campaign leader.

20/050. Summer youth provision

Current proposal is for the Connection Bus to visit 6 weeks over the summer holidays. This is at a cost of £260 per wk. This has already been approved and budgeted for by CPC. With the Nursery and Hall building works occurring the Connections Bus is no longer able to use the Rec Car Park and so has been using the layby in front of the Primary School.

Concern had been raised by CPC regarding this new location, regarding safety, noise and littering and suggestions made to review alternative arrangements.

Connections Bus were contacted regarding the summer period. They have carried out a survey of their users and there is a significant opposition to parking the bus at CVC. CB do not have any concerns regarding safety following a review of their operation over the last month. CB will also look to address concerns regarding littering and noise.

Connections were also asked about running their Generation Game courses over the summer period instead of the Connection Bus. However, CB advised against this as the courses run over 10 weeks and previous experience has shown too many drop out of the course during the holidays.

It has also been suggested that Skate/Scoot school should be investigated.

Shredder Skater School have been contacted as they currently run successful courses out of Burwell and Orchard Park. They offer a 5 hour (10am to 3pm) training session split into 5x 1 hr sessions for £160/day/per teacher (would need 2 if teaching skating and scooting). The Cottenham skate park is smaller than Burwell or Orchard Park so a max 6 to 8 children could attend each session (subject to a site visit by Shredder).

The current youth budget is underspent due to Connections cancellations (average 5-6 per year) and it is therefore proposed that the CB is maintained for the summer holidays utilising the school bus layby, subject to assurances on noise and litter. In addition to this 3 Shredder days are booked (combination of skate/scoot), with a nominal fee or say £5 per person per session to be advertised by CPC but booked through Shredder. Final proposal to be brought to the next Council or CALF meeting following site visit by Shredder to Cottenham Skate Park.

20/051. Committee membership

We currently have 4 vacancies on CALF, Highways and Planning and 3 on Standards. Cllr Stewart has expressed an interest in joining CALF and Highways. CALF is of particular concern with only 3 members. Need to consider who will fill the vacancies. NB: there will be a full review of vacancies at the May Annual Meeting.

20/052. Fly-tipping

SCDC are currently running S.C.R.A.P Fly-tipping campaign, however, their current response to actual fly tipping is non-existent and will undermine public confidence in reporting incidents.

Two large piles of waste were tipped on the Bridle Path between Broad Lane and Cow Lane (What3Words: dividers.frames.clays). This was reported on 2nd Feb ref XZXCHVQZ see photo 1. In the absence of any response it was reported again 15th Feb ref TGNDRMNL see photo 2. Currently no action has been taken and the waste is still there.



It is proposed that CPC should write to SCDC to highlight the inadequate nature of their response and their lack of communication undermines public confidence in their anti-Fly Tipping Campaign.

20/053. Three Free Trees

Further to the February meeting the Clerk checked the Moat area and there is adequate space to fit up to 3 trees on The Dunnocks side (this avoids touching the Scheduled side of the Moat).

On the SCDC supplier list is a company who provide heritage varieties of fruit trees, including some from Cottenham (see pages 8/9/):

<http://www.applesandorchards.org.uk/images/tree%20catalogue%202019%20-%202020%20web.pdf>

The Cottenham specific ones, all of which are cookers, are Jolly Miller, Cottenham Seedling and Murfitt's Seedling (Cott/Histon area). You could have a Miller and Murfitt's together or a Cottenham and Murfitt's (to do with pollination). If we wanted eating apples then one suggestion would be a Histon Favourite, Thoday's Quarrenden or Chivers Delight; all of these would work with a Miller or Murfitt's if we wanted a cooking/eating mix.

The voucher is for £60 so we could get 3 trees (plus delivery) which leaves £8 for stakes.

Are apples suitable for the Moat area? Currently CPC only own one apple tree, located in WARG Field; ACRE are proposing further planting there as part of their New Life project. If not fruit trees then what?

20/054. Tree works

Tree work: work to be done:

Area 1: Recreation Ground

- Lime- Remove faulted branch/limbs, remove suspended or broken branches & crown clean
- Lime - Insert two cable braces
- Lime - Remove faulted branch/limbs
- Common Ash - Remove major dead wood
- Lime - Remove major dead wood, Insert Cable brace
- Common Ash - Remove faulted branch/limbs

Area 2: The Green

- Lime - Cable brace - Insert
- Lime - Cable brace - Check and/or renew

Area 3: The Moat Tenison Manor

- Crack Willow - Pollard to between 5 and 10m (we have been advised that we would require you to carry out a habitat report before any work is carried out)
- Field Maple - Make safe by heavy crown reduction e.g 50% - Make tree safe and leave remainder as habitat
- Goat Willow -Fell
- Goat Willow - Fell / coppice
- Common Ash- Crown reduce 3 to 4m

Area 4: Brenda Gautrey Way

- Common Oak Pollard to 5 m
- Group of four crack willow and hawthorn, Pollard willows to 4 m

Area 5: WARG Field

- Silver Birch - Remove Major dead wood
- Goat Willow - Pollard to between 3 and 5 metres
- Sycamore - Formative prune
- Common Walnut - Formative prune
- Plum - Remove faulted branch/limbs

Quotes:

Atlas tree surgery

<https://www.atlastreesurgery.com/>

Area 1 – Recreation Ground. £940 + VAT

Area 2 – Village Green. £350 + VAT

Area 3 – The Moat, Tenison Manor. £890 + VAT

Area 4 – Brenda Gautrey Way. £680 + VAT

Area 5 – WARG Field. £120 + VAT

Subtotal=£2980

Vat: £596

Total=£3576

Richardson Tree surgery

<https://richardsontreesurgery.co.uk/>

Area 1: Recreation Ground - £1,010 + VAT

Area 2: The Green - £350 + VAT

Area 3: "The Moat" Tenison Manor - £1,550 + VAT

Area 4: Brenda Gautrey Way - £1,000 + VAT

Area 5: WARG Field - £515 + VAT

Sub total: £4,425

VAT: £885

Total: £5,310

Tates tree work

<https://www.tatestreework.com/>

Area 1: Recreation Ground - £700

Area 2: The Green - £300

Area 3: The Moat - £1140

Area 4: Brenda Gautrey Way - £830

Area 5: WARG Field - £540

Total: £3510 (no VAT).

NOTES:

- Tate's quote doesn't include work on tree 38 at Rec, as couldn't identify work needing to be done on that tree.
- Tate have quoted to remove plum in WARG, as felt it wasn't worth keeping due to possible insect damage/disease.
- Both Richardson and Atlas have quoted to prune the plum. After checking with them Richardson didn't note any issues with tree; Atlas said it's unlikely to be a good specimen and happy to remove. Need to make decision whether to keep or remove plum tree.
- Richardson and Atlas have included quote to remove 84 goat willow, at a cost of £90/£100 which had already been pollarded.

20/055. Tony Nicholas Memorial

Councillor Nicholas served the Cottenham community in several capacities covering education, health, pavements, planning, street-lighting and other areas over several decades.

We need to consider how we might publicly commemorate his contributions after consultation with his family and the other organisations he committed his time and enthusiasm.

Suggested resolution to ask a small Working Party to consult relevant parties, form a short list of possible means of commemoration for consideration by the Parish Council in September.

20/058. Bank reconciliation February 2020

Reviewed by RFO

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

In summary:

£1,766,332.79	Bank account 1
£112,383.50	Bank account 2
£157,705.53	Bank account 3
£100,207.23	Bank account 4
£1,120,721.53	Bank account 5
£100,000.00	Bank account 6
£3,357,350.58	Total Cash at Bank (as of the 29th February 2020)
- £26,579.35	Creditors
+ £150	Debtors
£3,330,921.23	Net balance on bank reconciliation

+ VAT owed £35,131

Minus Accruals £2000

Minus PAYE: £1220

Net assets: £3,362,832.23

Debtors

- Pavilion Hire - £150 (25/02/20)

TOTAL £150

Creditors

- AK King - £5300 (Monthly contract and tree clearance) 10&17/02/20
- BCS - £56.76 (Payroll Processing) 31/01/20
- CAPALC - £918.50 (Membership) 27/02/20
- CB Creative - £936 (Printing re Neighbourhood plan) 25/02/20
- Cottenham Computer Services - £60 (Help to set up Clerks computer) 20/12/19
- RFO - £20.61 (Sim card for Pavilion and tablecloth) 31/01/20 & 01/02/20
- Dom Sylvester - £114 (redecorating of bench) 15/02/20
- Green and Purple - £60 (Accountancy support) 01.02/20
- Nick West - £843.76 (VH cleaning for Nov/Dec) 16/12/20
- SSE – Southern Electric £93.82 (Electric Bill) 13/02/20
- Stroma Building Control - £787.50 (Building control services re VH and Nursery) 20/02/20
- Target Print - £270 (Leaflet printing re Neighbourhood plan) 30/01/20
- Wilby and Burnett - £17,118.40 (Architect fees) 31/01/20

TOTAL £26,579.35

Appendix 1: Issues log

There were 9 reported incidents during February.

Date	Issue	Further details	Follow up
02/02/2020	Fly tipping	Large amount of fly tipping on Broad Lane	Resident to report to SCDC
03/02/2020	Parking	Large number of cars double parked by church. Vehicles can only get past single file and traffic backed up past Broad Lane.	Contacted All Saints for comment
03/02/2020	Parking	Large number of cars double parked by church. Vehicles can only get past single file and traffic backed up past Broad Lane.	Contacted All Saints for comment
03/02/2020	Parking	Large number of cars double parked by church. Vehicles can only get past single file and traffic backed up past Broad Lane.	Contacted All Saints for comment
05/02/2020	Road signs	Lives on Wilkin Walk and people struggle to find house. The signage is very misleading when people drive into Pelham close and always go wrong.	Asst Clerk to investigate and contact SCDC accordingly.
13/02/2020	Old Rectory	For many years the curtilage wall adjacent to Twenty Pence Road, (by layby) has been in a state of disrepair. This wall has been recently knocked down and it now appears that a driveway is being made, possibly to receive building materials for an extension	Enforcement/Highways aware
14/02/2020	Old Rectory	An access road has been created through the old wall	Enforcement/Highways aware
17/02/2020	Old Rectory	Wall has been taken down to create a new access road	Enforcement/Highways aware
20/02/2020	Rooks St parking	Parking by the Rooks/Corbett St junction is making it dangerous for drivers	