

AGENDA REPORTS PACK

FULL COUNCIL MEETING

June 2020

20/095. Minutes

DRAFT Full Parish Council Meeting Minutes

Meeting held via Zoom on Tuesday 5th May 2020 at 7.30pm

Present: Cllrs Morris (Chair), Bailey, Bolitho, Collinson, Graves, Henderson, Hewitt, Jones, McCarthy, Stewart, Ward, Wilson, Young, SCDC Cllr Wilson, the Clerk, Asst Clerk and RFO

In attendance: 2 members of the public

20/078. Chair's Introduction and Apologies for absence – Apologies accepted from Cllr Smith (work) and SCDC Cllr Gough.

20/079. To accept Declarations of Interest and Dispensations – None received.

20/080. Minutes – Resolution that the minutes of the meeting of the Full Council held on the 7th April 2020 be signed as a correct record. Proposed Cllr Collinson and seconded by Cllr Wilson. RESOLVED.

20/081. Public participation – No comments from the public.

20/082. Reports

- **SCDC** – Report noted. Query regarding complicated green bin collection dates. SCDC Cllr Wilson clarified that SCDC have a responsibility to collect blue and black bins whereas the green bin are an extra service. They fell by the wayside due to staff shortages and social distancing measures due to Covid-19. There will be one guaranteed collection per month going forward. Discussion regarding parish portion (for those in financial distress) of the £1.7m given to SCDC as part of additional Covid funding. Anthony Browne MP specifically mentioned Cottenham and Cambourne in his address in parliament last week. SCDC Cllr Wilson confirmed that the term 'in distress' is being clarified. The District Cllrs have received a lot of comments regarding better air quality and reduced traffic levels during the lockdown. It was acknowledged that these are artificial conditions and the situation may not be sustainable.
- **CCC** – No formal report. Weekly reports being received but don't cover main County business.
- **Clerk** – Report noted. Tree work has been undertaken at the Moat. Issue involving spitting outside the Cottenham Club; groundsman has disinfected the bench and Club are cleaning the immediate pavement area. Still waiting response from SCDC regarding larger dog bin on Broad Lane; SCDC Cllr Wilson to follow up. NB: it was noted that lots of Environmental Health staff have been redeployed. Resident has kindly offered to provide water for village sign plants on a trial basis; Groundsman to contact them in advance to notify of watering. Asst Clerk to investigate ongoing BT Openreach works near Denmark Road/High St junction. Groundsman should be able to repair fence damage on 3rd field at the Rec but this is not essential at the current time.
- **Major developments** – Report noted. The recent delays may lead to delayed S106 payments and will also affect the SCDC 5 year housing figures. No update on scheduling of roundabout works. Meeting this Thursday with County Education team. Final checks are taking place on the funding agreement and County have already received some of the money which would be payment to CPC on receipt of an invoice. Some of the future monies would be dependent

on construction by the developers. As of today, we may need to borrow £250k for 6 months to fund the shortfall in payments and Cllr Morris is drafting a case to put to the Ministry. Not sure if any money from SCDC would be in the form of a grant or loan (due to financial distress). Putting together a case for Anthony Browne MP. The RFO confirmed that whilst we don't fall within the eligibility criteria for the £10k grant, we do fall within the threshold for it.

- **Village Hall & Nursery** – Report noted. Discussion regarding payments to date. Cllr Young left the meeting at 8.15pm. Certificate 4 is expected shortly and will be circulated along with the progress meeting pack.
- **Cottenham Neighbourhood Plan** – Report noted. Planning Committee this Thursday will be examining the This Land reserved matters application in line with the Plan.
- **User fees** – Report noted. There will be a £6,500 shortfall from Ladybirds/Kids Club/ sports clubs.
- **Tenison Manor adoption** – Report noted. NB: Persimmon would like a similar agreement for the 3 balancing ponds on the new estate. Further information to follow.
- **Anthony Browne MP follow up** – Report noted. Noted that we may still get a payment holiday on the MHCLG payments which are currently still going ahead.

20/083. Review Membership and Terms of Reference of Committees

- Community & Leisure Facilities Committee (ToR Oct 2019; 7 members, quorum 3; 5 ad-hoc co-opts). No change.
- Finance Committee (ToR Oct 2019; 7 members, quorum 3). No change but consider amendment to membership numbers (add to next Full agenda).
- Highways Committee (ToR Sept 2018; 9 members, quorum 3; 3 ad-hoc co-opts). No change.
- Planning Committee (ToR Oct 2019; 11 members, quorum 4). No change.
- Standards Committee (ToR June 2016; 6 members, quorum 3; panel of ad-hoc Councillor / non-Councillor residents for complaints handling). No change.

20/084. Standing Orders – consider amendments to Standing Orders to take into account the Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020 – Cllr Morris ran through the report. Clerk to add reference to the new legislation and present at next meeting. Noted that currently the legislation is only in place until May 2021.

20/085. Kebab van – consider possible re-opening of main recreation gates to permit trading – Clerk outlined the report. Discussion regarding safe operating within current government guidelines (including ordering methods), social distancing, customer vehicle access and operating times. Resolution that in principle the Council will permit access for Cottenham Grill to the Recreation Ground from 6pm (to avoid clash with building contractors being on site). **RESOLVED.** Resolution that food from Cottenham Grill should be pre-ordered only. **RESOLVED.** Resolution that the Recreation Ground driveway gates should be kept locked whilst Cottenham Grill is operating so no other vehicles can access the site. **RESOLUTION FAILS.** Resolution that Cottenham Grill are responsible for locking the Recreation Ground gates on departure (no later than 11pm). **RESOLVED.**

Both residents thanked the Council for their consideration of this matter. Cllr Hewitt, SCDC Cllr Wilson and both residents left the meeting at 9.14pm.

20/086. Street naming – consider suggestions for 5 street names for roads within the Redrow development from list suggested by residents – Resolution to submit the names Merritt, Nicholas, Peacock, Groves and Brigham as street names for roads within the Redrow development. **RESOLVED.** Cllr Bailey to speak to family of Jack Merritt informally and Cllr Morris will follow up in writing. Fruit trees to be held over for use on the This Land development.

20/087. FECA AGM – consider attendance at AGM on 14th May via Zoom – Cllr Morris to attend on behalf of CPC. Noted that Cllr Ward will be in attendance on behalf of Sustainable Cottenham.

20/088. Finance

Income	Description	Net	Gross	
SCDC	50% Precept	£145,738.00	£145,738.00	
Cambridge Kids Club	Monthly invoice payment for March 2020	£873.92	£1,048.70	
Skatepark	Annual Fee	£100.00	£120.00	
Bowls Club	Yearly electric /water bill and rent	£1,363.04	£1,363.04	
Baby Clinic	6 monthly use of pavilion	£103.50	£124.20	
		£148,178.46	£148,393.94	
Expenses over £500	Description	Net	Gross	code
Salaries	Salary costs for May 2020	£4,483.56	£4,483.56	-
HMRC	Tax and NI for April 20 (month 1)	£756.68	£756.68	-
Wilby and Burnett	Professional Fees & Charges re Village Hall/ Nursery	£13,847.00	£16,616.40	1713
SEH French	Costs in line with certificate 3	£344,079.83	£412,895.80	1715
Calor	Delivery to pavilion	£854.03	£898.98	1722
AJ King	Groundsman contract	£3,166.66	£3,800.00	1725
		£367,187.76	£439,451.42	
Expenses under £500	Description	Net	Gross	code
Legal & General	Pension Costs (May) DD	£242.53	£242.53	-
Charter Global	Monthly contract cost (DD)	£172.00	£206.40	-
Staples	Ink cartridges	£129.00	£154.80	1714
RFO	Stamps	£7.80	£7.80	1716
BCS	Payroll Processing	£35.00	£42.00	1717
SSE Southern Electric	Electric bill for streetlighting (3 locations) (DD)	£107.65	£113.02	1718/1719/1720
CAPALC	Webinar cost	£40.00	£40.00	1721
SLCC	Webinar cost	£35.00	£42.00	1723
3C Shared Services	Application fee to change registered address of the village hall	£50.00	£50.00	1724
SSE Southern Electric	Electric bill for the pavilion (DD)	£331.44	£397.72	1726
Calor Gas	Standing charge	£17.13	£17.90	1727
Shred Station	Blue bin collection	£40.00	£48.00	1728

		£1,207.55	£1,362.17
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Resolution to pay these invoices. **RESOLVED.**

20/089. Bank reconciliation – to review monthly bank reconciliation – Report noted.

20/090. Matters for consideration at the next meeting – review of working parties; amendment to membership numbers for FLAC.

20/091. Dates of next meetings – Planning 7th May, CALF 19th May, Planning 21st May, Full 2nd June

20/092. Close of Meeting – 9.40pm.

Signed _____ (Chair)

Date _____

20/097. Reports

District Councillors' Report for Cottenham and Rampton – June 2020

Liaison Group Meeting

The latest meeting of the Liaison Group was held on 28 May. Despite some technology difficulties, it was both informative and useful. Redrow could not attend but indicated the earliest they would return to the site would be late in June. Bellway have suspended all infrastructure capital works (they have 8 completions left) until at least 1 October. The show home will re-open in August and the pace of work will depend upon the pace of sales. Given the above it appears unlikely that the major works on Rampton road and the roundabout will take place until summer 2021.

Fruitful discussions took place around the adoption of roads and the Parish Council possibly taking over responsibility for the attenuation ponds on the Persimmon site and also the matter of the bus stop appears to have been resolved to the satisfaction of all parties.

Neil asked that any application to extend to working hours on the sites as made possible by the central government's announcement on 10 May, would be communicated to the ward Members and the Parish Council in advance. The government guidance is that the local authority has only 10 days to respond to any application.

Constitution

The Council voted to adopt a new Constitution within which the Planning scheme of delegation attracted the most attention. This needed to be changed to avoid a legal challenge to the lawfulness of an elected member being able to make decisions on the applications that go to Planning Committee. The same process of discussion between the Chair of the Planning Committee and Director of Planning remains except that the final decision rests with the Officer.

It is recognised that there are opportunities for improvement in the planning service and the Planning Advisory Service will to conduct a full review of the Shared Planning Service and its processes, as soon as is possible. But the matter on which Neil spoke was to ensure that in circumstances where a Parish Council (or Councillor) request for a matter to go to Planning Committee is declined, it is really important that the PC and/or Councillor is given a full explanation of the reasons why. Where the reasons relate to the absence of material planning considerations, that should encourage more pertinent comments in future. If declined on other grounds, an explanation would aid understanding and provide transparency to the decision. I believe that this feedback will really help in support the workings of the recommended delegation powers and help all parties better understand and engage in the process, thereby creating greater confidence in it. We received assurance that this part of the process would be improved.

Business Recovery

SCDC has now successfully disbursed a large proportion of the funds made available to it in the first round of Business Grants – it will not reach 100% as some businesses have declined the grant and some were not eligible. The eligibility criteria were set by central government and it was apparent that a number of businesses and organisations had “slipped through the cracks”. In order to address this, the government created a second tranche (a top-up of 5% to the first tranche) which could be disbursed according to criteria set by the local authority. The central government directed that assistance be prioritised towards those businesses in shared accommodation that do not pay business rates, Bed & breakfasts, market traders and charities properties that receive charities business rates relief which would otherwise have been eligible for small business rates relief. It is believed that these categories will consume the majority of the second tranche. However, with any balance, SCDC is also proposing to assist businesses that are involved in the supply chain to the retail, hospitality and leisure sector. We will alert the Parish Council as soon as the details of the scheme are published.

Oakington to Cottenham shared cycling and walking path

The Greater Cambridge Partnership (GCP) has been planning a Cottenham to Oakington shared cycle and walking path as part of its St Ives Greenway project. This project had been put on hold pending the GCP Gateway Review. The Government has now announced the next tranche of funding for the GCP and the next stages in taking forward the Greenways will be discussed at the GCP Joint Assembly on 4 June and the Executive Board on 25 June. The next stage of work would involve engagement with statutory bodies and stakeholders, including Parish Councils. Current proposals are that construction would start in March 2021 and finish in June 2021. However, this could be subject to other road and pathway works connected with housebuilding along Oakington and Rampton Roads in Cottenham.

Feedback from Consultation on the new Local Plan

On 22 May, South Cambridgeshire District Council published a report of the consultation on the new Local Plan – “The First Conversation” which took place between 13 January and 24 February 2020. They identified some key areas to be explored during the development of the Local Plan such as: where to build, infrastructure, homes, climate change and economic growth.

The initial findings of the consultation are available via this link:

<https://scambs.moderngov.co.uk/documents/s116475/Appendix%201%20Consultation%20Feedback.pdf>

Plans for a new low-carbon, residential and business district in north-east Cambridge

The shared planning service for Cambridge City and South Cambridgeshire has published early proposals for a new low-carbon city district near Cambridge North station, including 8,000 new homes and 20,000 new jobs along with shops, restaurants, and community and cultural facilities. The draft proposals are being considered by councillors ahead of full public consultation later in the summer.

The draft area action plan is available via this link:

<https://scambs.moderngov.co.uk/documents/s116461/JLPAG%20Report%20for%20Draft%20NEC%20AAP%20-%20FINAL.pdf>

Environmental Health

We have been approached by businesses and residents seeking guidance on the implementation of safe working practices. We are happy to direct any questions or concerns you may have to this team.

Enforcement

It is with great sadness that we have to report the death of William Trotter, a very long serving and popular member of the Enforcement Team. We are sure a number of Parish Councillors (particularly those who are ex-District Councillors) will have come across Bill and will be saddened by this news.

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

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

To follow

Tim Wotherspoon

CLERKS REPORT – June 2020

Anything in bold is new or an update.

Highways

(LHO = Highways Officer, AC = Assistant Clerk)

Anything in bold is new or an update

- **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 AC reported blocked gulleys on High St 28/02. Works ordered 16/04 **22/5/20 LHO waiting for ADC to complete work on High st. Confirmed Denmark Rd has been jetted.**
- **Twenty Pence road - surface dressing done.** 25/01/19 – LHO to request Gun Club pay for repairs to junction caused by HCVs delivering there. Repairs made by the Gun Club but they are starting to deteriorate. LHO will monitor (Aug 19).
- **Smithy Fen Bridge** – Asst Clerk reported crack to LHO Dec 2018, awaiting structures team to inspect. (No other reports received from residents). 16/1/21019 requested urgent action (no response). 17/1/19 – LHO reported that structural engineers have visited the site and the bridge is safe. 22/1/19 - bridge inspector has been out to site and confirms that there is no change in the brickwork from the last visual inspection and the current crack is due to damage from a previous impact damage. The main structural arch barrel does not show any further deterioration. They will continue to monitor this spandrel wall and will intervene as necessary. 23/1/19 – CCC bridge inspector has asked Engineers at Skanska to visit and report on this particular issue with the spandrel wall, they will also advise if CCC should add this bridge to our visual monitoring programme at a suitable frequency (quarterly or monthly etc) until they can programme in some repairs longer term.
- **High Street bollards** – CCC will replace any damaged bollards 'like for like'. If we wanted more visible ones, e.g. on the build outs at the north end of the High Street, we would need to fund ourselves. (Approx cost is £1,000 for a bright yellow bollard with keep right arrow). LHO has

ordered replacement reflective tape for the 'Cambridge' bollards. Due to be re-taped 2/08/19.
22/8/19 – 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 LHO due to meet Maintenance Manager at the end of March to discuss Beach Road/Denmark Road and possible long term fix, postponed due to Covid restrictions. **22/5/20: Possible funding for surface work to Denmark Road from Junction of Rook St to Brenda Gautry Way**
- **Potholes** – resident admitted to marking up potholes, AC reported to LHO 24/03/20
- LHO reported Currently restricted to Cat1 defects only. So are unable to arrange any planned works for the foreseeable future, including patching, drainage repairs etc. 01/04. **22/5/20: LHO beginning to plan programme of work, progress will be slow due to covid-19 social distancing regs.**
- **Flooding on Broad Lane/High Street junction** – Highways have jetted, LHO reported further investigation required, due to take place in next week or so 06/5/20 further jetting 21/5/20 broken drainage pipe. LHO to schedule repair.
- **Missing 30mph sign Oakington Road, LHO to speak to Development Management.**
- **Resident has repaired knocked down bollard outside Cottenham Club. LHO advised residents should not be undertaking repairs in case of damage to services beneath the ground.**
- **20 Pence Road surface tore up due to heat/heavy vehicles. LHO inspected and dusted surface. Added to resurfacing phase 2 remedial works**
- **Cadent are undertaking works on Oakington Road, Histon Road, Rampton Road and the High Street until 19th July.**

Recreation ground

- Tennis courts fencing has been damaged by cricket sight screens. Waiting quote for repair.
- Groundsman undertaking light works to keep the pitches and tennis courts playable once up and running again.
- **Tennis courts have been re-opened in accordance with government guidelines; usage requests much higher than normal. Hand sanitizer to be installed and signage detailing guidance for usage is in place. Anyone emailing for the access code is also sent a copy of the LTA players Covid-19 guidance. This is also on our website. The courts are shut Mon-Fri between 7am-11am for watering.**
- **Toddler playground reinstatement and repair to slide step being booked for 2nd/3rd June. NB: Playgrounds still closed to the public as per COVID-19 guidelines.**
- **Issue with dogs being walked on the Rec from the allotments and Les King Wood.**
- **Skate park – signage detailing usage guidelines (in accordance with Skateboard England) has been installed. Waiting hand sanitizer dispenser. Drainage has been mended by SHE French.**

Pavilion

- Nets are getting badly damaged.
- Some damage to one of the kitchen shutters and boards on side facing pitch 1.
- **Replacement filter in Pavilion being fitted 3rd June.**

Misc admin

- May Issues log distributed separately – see appendix for summary.
- Operation London Bridge – Need to decide location(s) for condolence books. Need to purchase 1x photo frame. NB: should there be a death during the Corona lockdown then there will be a private funeral followed by a public memorial once the lockdown has been removed.
- New Life on the Old West – ACRE have been successful with their Heritage Lottery fund application.
- Awaiting confirmation from Cllrs Bolitho and Smith that new CPC email accounts have been set up.
- SCDC contacted with request for a larger dog bin for Broad Lane.
- Clerk & Asst Clerk working on getting Policy and Terms of Reference documents into accessible format for our website. ToR's completed.
- Amendments ongoing to the Community Directory document.
- Coronavirus updates put on website including where to get help for businesses and residents.
- Commemorative Oak on green hasn't survived and requires replacing.
- Consider installation of bike racks in WARG Field – resident request.
- Gate has been stolen from rear access to Fen Reeves. Police notified accordingly. Need to source new gate. Site is also being used as a toilet and requires clean up.
- **A 300 word case study has been submitted to the SLCC publication 'The Clerk' (at their request) regarding our Covid-19 response and specifically our cashless system.**
- **Liaison with PCSO Haylock regarding ASB at the church end of the High Street and he is aiming to set up a resident meeting.**
- **Connections Bus is unlikely to operate before September.**

Facebook

- **1250 likes/1414 follows.**

Major developments

Up to date, including the Developer-Council Liaison Meeting on 28th May:

Bellway (50)

- Site almost complete and mothballed pending final 7 or 8 sales.
- Show-home to re-open in August.
- Most – possibly all – s106 payments made.
- No infrastructure work (carriageway and footway) until cash-flow restrictions lifted around October.
 - Includes access upgrade, Oakington Road carriageway/footway upgrades and the culvert.

Persimmon (121)

- Site re-opened three weeks ago.
- Productivity very low since work COVID-restricted to one person inside each house.
- First (start-up) s106 triggers should have been passed.
- No infrastructure work likely until 2021
 - Rampton Road footway and roundabout upgrades (possibly Summer 2021)

Redrow (200)

- Site still closed, possibly until end of June.
- First (start-up) s106 triggers may not have been passed.
- No infrastructure work likely until 2021
 - Includes Histon Road footway upgrades

This Land

- Pre-RM-submission / NP-compliance negotiation stage.
- Issues around four NP policies:
 - Policy COH/1-5: Village character – new build
 - Policy COH/2-2 Large Site Design
 - Policy COH/4-1: Recreation & Sport Hub
 - Policy COH/4-4 Sports Facilities
- Unclear, as yet, how next stage can progress.

Village Hall & Nursery

- Last Council meeting outlined position at JCT certificate #4;
 - info pack circulated on 12th May.
- Progress since reporting pack circulated on 12th May
 - Schedule re-assessed to include known delays.
 - Village Hall completion around mid-December
 - Nursery completion around mid-October (not necessarily safe to open)
- Operations
 - “Normal” QSE regime re-instated following revised operating procedures on-site.
 - Contract signatures were exchanged on 4th May
 - Additions / omissions list being validated for implementation as Instructions.
 - Operations and security implications being assessed ready for cost validation.
 - Nursery info being prepared for operator invitations to bid.
- Finance
 - No overall project cost change.
 - Bank withdrawal notices placed to facilitate payment flow over next few months
 - Overall cash-flow to be revised using SEH French update following valuation #5.
 - Pros and cons of internal viring v PWLB overdraft being assessed.

User fees

- | | |
|-----------------------|--|
| • Cambridge Kids Club | Limited rent holiday agreed; using pavilion/portakabin |
| • Ladybird Pre-School | Limited rent holiday agreed; using Pre-School building. |
| • CUCFC | 2019/20 rent paid up; rate etc. discussion; no facility use. |
| • CUFC | 2019/20 rent not paid; no facility use. |
| • SkatePark | Rent paid up; some usage. |
| • Nursery | Operator to be selected competitively in Q4/Q1? |
| • New Hall | New Hire / Partnership agreements to be offered from Q1. |
| • Tennis Club | Potential new user agreement |

20/102. FLAC Committee

Current Terms of Reference for FLAC state the member as 7 people. Consider increasing to no less than 8 members.

20/103. Tennis Courts

Statement from the LTA (Lawn Tennis Association): Based on our continued discussions with Government and following the further easing of restrictions announced on Thursday evening, the LTA has worked to develop an updated set of practical guidelines for venues, coaches and players to apply from 1 June so that tennis can be played in England, where the local environment allows. We have clearly indicated the key additions and updates to the guidelines on the pdfs.

These guidelines apply to England only and from Monday 1 June 2020. They have been produced in line with the Government announcement on Thursday 28 May on the easing of lockdown restrictions – further amendments may be made once the updated Government guidance on gatherings, public spaces, and outdoor activities and the phased return of outdoor sport and recreation has been published on the Gov.uk website. These guidelines are for non-professional players.

Updated information taken from the guidelines (NB: a copy of the guidelines is sent with all email requests for the access code):

TENNIS ACTIVITY [NEW]

Both singles play and doubles play is now permitted with people from outside of your household, as long as you remain 2 metres apart as far as possible – meaning that four people from different households can now play doubles

Coached sessions should be limited to groups of no more than 6 people, including the coach(es)

NEW

Hand hygiene is imperative - use alcohol gel to clean your hands after touching a shared surface
For doubles, consider agreeing in advance which player will take the shot if a ball travels to the centre of the court

UPDATED

Use alcohol gel after touching any court gates, fences, benches, etc, and avoid doing so where possible

Where attendance of a parent/guardian (non-participant) is required, or a carer for a disabled player, it is permitted and is not counted as part of the maximum group size of six, but should be off court and limited to one per player where possible, with social distancing strictly observed while watching the sessions

NB: The LTA do advocate the use of a booking system and given the increased usage this would seem sensible (people are often waiting to use the courts). It is possible to set up the 'ClubSpark' booking system (free software package available to clubs affiliated to the LTA). It's free to use until you start taking payments e.g. court bookings if we wanted to charge for them. People will have to sign up to ClubSparks T&CS when creating an account the first time they book.

This system would give people the access code (rather than contact the Clerk), terms of use, opening hours, booking confirmation blurb detailing Covid-19 tennis guidelines etc.

20/104. Nursery Funding Agreement

- As previously reported, CCC-CPC negotiations over Funding Agreement (with advice from King & Co) have reached an acceptable point for the agreement to be signed “as a Deed”.
- For us, that means two witnessed Councillor signatures to be provided on the Agreement.

Possible resolution: Consider authorising two Parish Councillors to sign the Funding Agreement as a Deed.

Appendix 1: Issues log

There were 7 reported incidents during May.

Date	Issue	Further details	Follow up
04/05/2020	Spitting	Lad with a cough was spitting on the pavement outside the Cottenham Club, by the bench. Concerned about contamination.	Club will disinfect the immediate pavement area. CPC to clean the bench
11/05/2020	Fallen tree	Tree from neighbouring College has fallen on house/shed	Resident advised to contact CVC directly. CCC also asked to pass on details to County directly.
13/05/2020	Missing signs	Signs from LKW into the Rec have come off	Asst Clerk to organise replacements
16/05/2020	Moped	Moped being driven around the Rec	Check CCTV
18/05/2020	Tree	Branch from oak tree on BGW is getting very close to house	Groundsman has inspected and considers the tree to be too close to the property for its size. Any works needed are in excess of what he's able to do safely.
21/05/2020	Blocked gullies	When we get any amount of rain there is flooding in Denmark Rd and on the corner of Rook St. Also the drain on Beach Rd just before Coolidge Gardens I think the houses number 7--12? this is completely blocked so when it floods you are forced to walk on the road and as this is a very busy road it can be very awkward especially for prams and people with mobility problems.	Asst Clerk chasing LHO
31/05/2020	Litter	Increasing amounts of litter are being left on the Rec. 2 fires have been lit, including one large one using logs from neighbouring field	Groundsman to take a look