

AGENDA REPORTS PACK

FULL COUNCIL MEETING

October 2020

20/204. Minutes

DRAFT Ordinary Parish Council Meeting Minutes

Meeting held via Zoom on Tuesday 1st September 2020 at 7.30pm

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

In attendance: Cllr Dr Tumi Hawkins (SCDC Planning Portfolio Holder), 3 members of the public

20/175. Chair's Introduction and Apologies for absence – Cllrs Graves (work) and Young (personal). Cllr Smith was absent.

20/176. To accept Declarations of Interest and Dispensations – None given.

20/177. Minutes – Resolution that the minutes of the meeting of the Full Council held on the 4th August be signed as a correct record. Proposed Cllr Ward and seconded by Cllr Collinson.
RESOLVED.

20/178. Public participation – Resident 1 is interested in both items 20/180 (war memorial) and 20/185 (tennis). Chair will allow time to speak as the items fall on the agenda.

20/179. Reports

- **Enforcement** – Item brought forward for the benefit of SCDC Cllr Dr Hawkins. Cllr Morris ran through the 3 main concerns; Smithy Fen, general condition discharge issues and items not being followed through. Cllr Hewitt arrived 7.39pm. Standing Orders suspended 7.43pm. SCDC Cllr Dr Hawkins spoke regarding the letter which had been sent to a resident. A survey of Smithy Fen was done in November 2019 in addition to an aerial survey; nothing has been done since. Another survey and aerial survey are scheduled to be completed in the next 2 weeks and the report will be made available to CPC. Going forward SCDC will look at how they can improve their communication with parishes. Our first point of call for problems should be the Area Team Leader; if they aren't helpful then please contact SCDC Cllr Dr Hawkins directly. They are currently undertaking a review of enforcement policies and enlarging the team. Clerk to send details of outstanding enforcement case to SCDC Cllr Dr Hawkins for comment. Cllr Morris to forward information regarding issues with pre-commencement conditions. Discussion about developer conditions. SCDC Cllr Wilson suggested the possibility of a monthly update on planning issues. Standing Orders reinstated at 8pm and SCDC Cllr Dr Hawkins left the meeting.
- **SCDC** – report noted. Query regarding cycle link between This Land site and the Recreation Ground; would PC be supportive. Noted that nothing on the current plans showing a link. Unable to form a decision, even in principle, given that the item isn't on the agenda for discussion. Application is going to SCDC Planning Committee on 9th September. SCDC Cllr Wilson mentioned that there had been discussion with Liz Watts and This Land regarding a potential link. It was suggested that This Land would need to contact the Parish Council directly to discuss a specific proposal.
- **CCC** – no report. Various reading items received regarding planning noted.
- **Clerk** – report noted. Cambridge Waste Water consultation response sent. Broken tree branch on the Moat reported to groundsman. Getting interest in Village Hall bookings for 2021. Knotweed contractors due on 14th September so The Pound will need closing. Pavilion – issues with leaking tap, dropped door hinges and lights all need looking at. Brian Heffernan, Principal Officer for Flood Risk at County has contacted us to arrange a meeting; Clerk co-ordinating. Cllr Ward has chased County for a response regarding CPS road closure. Clerk to chase Lynne Roberts for response regarding Plane and Beech trees. Clerk to circulate report from Connections regarding detached youth work; CALF

to look at in more detail. Noted that gate on the Moat still needs repairing and that SCDC need to repair the broken dog bin.

- **Major developments** – Report noted. Waiting clarification from the case officer for This Land regarding end dates for various consultations which are after the application is due to go to SCDC Planning Committee (9th September). Cllr Morris ran through the traffic calming conditions for Rampton Road.
- **Village Hall & Nursery** – Report noted.

20/180. War memorial – consider setting up a CPC working party with a budget of £250 to establish perennial plants for the inner area of the War Memorial flower bed – Cllr Ward ran through the report. Standing Orders suspended 8.41pm. Resident 1 stated that they were happy with the proposals. Standing Orders reinstated 8.41pm. Resolution to set up a CPC working party with a budget of £250 to establish perennial plants for the inner area of the War Memorial flower bed. Proposed Cllr McCarthy and seconded by Cllr Ward.

RESOLVED.

20/185. Viring – consider viring £2334 from the youth budget to a tennis court maintenance budget to cover essential closed season works – Item brought forward for the benefit of residents. Cllr Hewitt ran through the report. Currently there is no separate tennis maintenance budget and therefore the proposal is to move some underspend from the youth budget. Noted that we will now be receiving £10k government grant following a change of policy. Resolution to vire £2334 from the youth budget to create a new tennis court maintenance budget. Proposed Cllr Hewitt and seconded by Cllr McCarthy.

RESOLVED.

20/186. Tennis Court maintenance – consider purchase of 4 tonnes of loam for the tennis courts (immediate maintenance requirement) at a cost of approx. £800 – Item not applicable – included as part of 20/185. Standing Orders suspended 8.47pm. Resident 2 queried why only loam was being used. Cllr Hewitt stated that it was only part of the maintenance package and the only item required now. He confirmed that the groundsman and Mrs Cooke had numerous conversations about the ongoing requirements. Resident 3 stated that she would like to see the maintenance budget become part of the yearly budget. Standing Orders reinstated 8.50pm. Residents 1, 2 and 3 left the meeting.

20/181. Parish Council insurance – consider quotes for insurance cover – Report noted. Resolution that CPC advises the RFO to arrange continued insurance with the best deal from Zurich. Proposed Cllr Morris and seconded by Cllr Collinson. **RESOLVED.**

20/182. Website accessibility – consider statement for website in accordance with government Accessibility legislation and potential amendments to website – Asst Clerk ran through the purpose of the document, which is required to be added to our website by 23rd September 2020. Currently we aren't compliant with the accessibility legislation and will need to look further at what measures are required to improve our status. Resolution to adopt website accessibility statement. Proposed Cllr Morris and seconded by Cllr Bailey. **RESOLVED.**

20/183. Equipment – Resolution to purchase a new laptop for the RFO up to a value of £500. Proposed Cllr Ward and seconded by Cllr Morris. **RESOLVED.**

20/184. Flood equipment – consider replacement of emergency flood equipment – The Chair thanked the Flood Officers for their recent help following the flash floods. Cllr Ward reported that an article has been submitted to the village newsletter to encourage residents to become more self-sufficient in a flood situation. Resolution to spend up to £250 + VAT on the purchase of additional replacement flood equipment. Proposed Cllr Ward and seconded by Cllr Morris. **RESOLVED.**

20/187. Zoom – consider purchase of 3 x Pro licences (Clerk, Asst. Clerk, RFO) at a cost of £359.70 plus VAT for 12 months – Cllr Jones outlined the report. SCDC Cllr Wilson left the meeting at 9.06pm. Discussion regarding renewals. Resolution to purchase 3x Pro licences at a cost

of £359.70 + VAT for 12 months. Proposed Cllr Jones and seconded by Cllr McCarthy.

RESOLVED.

- 20/188. Electricity contract** – consider quotes for renewing electricity contract for the Pavilion, Village Green and Streetlighting – Item deferred to FLAC.
- 20/189. SLCC events** – Resolution that the Clerk attends the virtual national conference (12th-16th Oct) at a cost of £25+VAT. Proposed Cllr Morris and seconded by Cllr Ward. **RESOLVED.**
- 20/190. Chairmanship training** – Resolution for Cllrs Hewitt and Ward to attend CAPALC Charimanship training at a cost of £50pp. Proposed Cllr Henderson and seconded by Cllr Morris. **RESOLVED.**
- 20/191. Zero Carbon Grants** – consider zero carbon projects to be applied for – Cllr Hewitt ran through the report. Resolution to support application for SCDC zero carbon grant. Proposed Cllr Morris and seconded by Cllr Ward. **RESOLVED.**
- 20/192. Nursery Supervisory Board** – consider setting up as a CPC Committee with draft Terms of Reference and initial membership (for the Operator Selection phase) – Cllr Morris ran through the report. We have had 4 expressions of interest with 7th September the deadline for tenders. Board to be made up of 4 Cllrs plus CPS and CCC representatives. Will also need a separate selection panel to look over the tenders (more immediate need). Resolution that the selection panel consists of the Chair (Cllr Morris), Vice Chair (Cllr Jones), Cllr Bailey plus County Council Education representative and Cottenham Primary School representative. Proposed Cllr Morris and seconded by Cllr Hewitt. **RESOLVED.**
- 20/193. Remembrance Sunday** – consider revised/restricted arrangements for the Remembrance period – Report noted. Too early to call off road closure in case the situation changes. Assistant Clerk to arrange recording of bugle with the Vicar. Cllr Hewitt left the meeting at 9.30pm.
- 20/194. Finance**

Income	Description	Net	Gross	
HMRC	VAT Payment - July 20	£91,500.45	£91,500.45	
Cambs County Council	Early years S106 payment	£71,201.30	£71,201.30	
Reach your potential	Fitness sessions July 20	£50.00	£60.00	
Strive fitness	Fitness sessions July 20	£50.00	£60.00	
Cambs Kids Club	August invoice	£873.92	£1,048.70	
		£163,675.67	£163,870.45	
Expenses over £500	Description	Net	Gross	code
Salaries	Salary costs for September 2020	£4,541.79	£4,541.79	-
HMRC	Tax and NI for August 20 (month 5)	£866.70	£866.70	-
SEH French	Village Hall & Nursery - Cert 7	£195,242.68	£234,291.22	1797
Peter Dann	Engineering costs re Village Hall	£1,000.00	£1,200.00	1798
SSE Southern Elec	Electric bill for recreation ground (DD)	£1,269.99	£1,523.98	1805
AJ King	Monthly groundsman invoice + additional work (Fen Reeves)	£3,536.00	£4,243.20	1810
		£206,457.16	£246,666.89	
Expenses under £500	Description	Net	Gross	code
Legal and General	Pension Costs (September) DD	£247.34	£247.34	-
Charter Global	Monthly contract cost (DD)	£172.00	£206.40	-
Peter Dann	Engineering costs re Nursery	£375.00	£450.00	1799
4T Medical Ltd	Gel refill canister 5L	£40.00	£48.00	1796
Backstop Ltd	Accounting support	£50.00	£60.00	1800
RFO	Sim card for the pavilion	£9.08	£10.90	1801

Green and Purple	VAT submissions	£25.00	£30.00	1802
SSE Southern Elec	Electric bill for the pavilion (DD)	£278.72	£334.46	1803
SSE Southern Elec	Electric bill for the green (DD)	£100.43	£105.45	1804
SSE Southern Elec	Electric bill x 3 for street lights (DD)	£117.92	£123.80	1805a/ 1806/1807
Shred Station	Blue bin collection from the office	£44.00	£52.80	1808
BCS	Payroll processing July 2020	£35.00	£42.00	1809
		£1,494.49	£1,711.15	
Multipay Card				
Assistant Clerk	Phone top-up	£10.00	£10.00	1811C

Resolution to pay these invoices. Proposed Cllr Ward and seconded by Cllr McCarthy.

RESOLVED.

20/195. Management accounts – to review the monthly management accounts – Report noted.

NB: electricity invoices require review.

20/196. Bank reconciliation – to review monthly bank reconciliation – Report noted.

20/197. Exclusion of press and public – Resolution that under the Public Bodies (Admission to Meetings) Act 1960, the public and representatives of the press and broadcast media be excluded from the meeting during the consideration of the following item (20/198) of business as publicity would be prejudicial to the public interest because of the confidential nature of the business to be transacted. Proposed Cllr Morris and seconded by Cllr Bailey.

RESOLVED.

20/198. Staff pay – consider staff pay rate for 2020/21 following announcement by the National Joint Council for Local Government Services – Cllrs Morris ran through the background. Resolution to align pay with national rates for staff backdated to April 2020. Proposed Cllr Collinson and seconded by Cllr McCarthy. **RESOLVED.** Noted that going forward we need to review staff responsibilities.

20/199. Matters for consideration at the next meeting – Remembrance update.

20/200. Dates of next meetings – Planning 3rd Sept, CALF 15th Sept, Planning 22nd Sept, FLAC 29th Sept, Full 6th October

20/201. Close of Meeting – 9.46pm.

Signed _____ (Chair) Date _____

20/206. Reports

District Councillors' Report for Cottenham and Rampton – October 2020

Local Plan Development

In January and February 2020, as part of First Conversation Consultation, the Greater Cambridge Shared Planning Service asked where building should take place and which sites should be protected as green space.

The results of the call for sites has now been published. The “Call for sites” is the first stage in the statutory process of creating a local plan. Publishing it to the public ensures the plan making process is transparent and helps identify as many potential opportunities as possible.

Around 600 sites of varying sizes were submitted by landowners across the district in response to the call for sites. These sites have not yet been assessed or filtered in any way, and therefore have no planning status. The list is a wish list of potential sites that may be used in the plan making process after the council has decided on what spatial strategy to use. This was the same process followed in making the current local plan.

Following on from the feedback and comments received from the public during the Issues & Options First Conversation, there will now be a process of working out which of the spatial strategies will be selected for providing jobs and homes affordable for people in the district whilst meeting our zero carbon and sustainable living objectives.

Just as in the previous plan, where only a small number of submitted sites were selected, less than 10%, we envisage that only a very small number of sites on this list will be used in the plan. There will be further consultations with the public later in the process to present and discuss the preferred spatial options. Until then, none of these sites has any planning status.

Landowners have put forward sites in Cottenham and Rampton and these sites will be considered as part of the process of deciding which sites will go forward for further consultation with the public. These sites can all be viewed at <https://www.greatercambridgeplanning.org/media/1317/gclp-call-for-sites-submissions-map-at-200915.pdf>.

Major developments

This Land's Reserved Matters application will go to the October Planning Committee.

Five year housing land supply

On 30 September an appeal decision was received from the Planning Inspectorate dismissing an appeal but stating that South Cambs did not have a five-year housing land supply. This was incorrect and after review, the Planning Inspectorate wrote to say that the Planning Inspector had made a mistake and misread the evidence. In the meantime, the incorrect statement had been shared on social media, causing some concern to residents. The correct position has now been shared widely on social media and in the local press in order to allay any concerns.

The Council's position is that it has a 5.4 year housing land supply when taken jointly with Cambridge as required in the adopted 2018 Local Plans. This calculation is based upon a published joint Greater Cambridge housing trajectory. It remains important that the Councils can robustly justify the

assumptions around the delivery of new homes on all of the sites contained in the housing trajectory. Across the District, the Council is working to ensure that assumptions about starts on site, and trajectory for build out can be justified, should this get tested at a future planning appeal.

Rampton: Reynolds Drove busway crossing

On behalf of a resident, we have raised safety issues relating to the Reynolds Drove crossing of the guided busway. We have received a reply indicating that this is being addressed.

Closure of South Cambs Hall

South Cambs Hall had re-opened to members of the public, albeit in a restricted way in order to provide a Covid safe environment. Following more recent news about the increase in infection rates, the decision was taken to close South Cambs Hall in order to protect members of the public and staff. In fact, during the opening, very few members of the public visited South Cambs Hall. Those that did were mainly seeking verification for foreign pensions. Separate arrangements will be made for this service while South Cambs Hall is closed and appointments can be booked online via the My South Cambs portal. The online service, via the South Cambs website Customer Portal, is available for other services.

Investment Partnerships

Two investment partnerships have been formed that will see up to £340 million invested to support the local recovery, through regeneration and development.

South Cambridgeshire District Council has appointed Hill Group, in one investment partnership, and Balfour Beatty Investments as a partner in another. This follows an extensive tender process that invited bids from suitably qualified and experienced partners with the resources, skills and competencies to jointly invest in opportunities.

The two partnerships will acquire land for new homes, including Council and social rented properties, along with commercial developments and supporting services which will help to secure the local economy as it recovers from the Coronavirus pandemic. Both partnerships aim to generate long-term income streams for the Council.

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 October 2020

To follow

Tim Wotherspoon

CLERKS REPORT – October 2020

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. Patching work was done 1/7
- **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) 11/06/20 LHO programming for later this year 23/06 order raised
- **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. 11/6/20 - LHO still investigating, 23/06 Needs SCDC to sweep debris before able to assess
- **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. 11/06 on programme, timing unknown due to Covid restrictions 23/06 beyond capabilities of LHO, passed to Capital Management Team. Loose tiles on two properties adjoining footway, LHO has spoken to both residents, advising they need to rectify, will review in a month
- Footpaths on Pelham Way – 23/6 two Cat b1 defects on pavement, order raised to fix. LHO requesting pavements to be resurfaced
- **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). Gullies 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 gullies on High St 28/02. Works ordered 16/04 22/5 LHO waiting for ADC to complete work on High st. Confirmed Denmark Rd has been jetted. 11/06 Denmark road needs re-jetting, 23/06 scheduled
- **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. 11/06/20 - LHO programming for later in the year
- **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. 22/05 Possible funding for surface work to Denmark Road from Junction of Rook st to Brenda Gautrey Way
- **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 further jetting 21/5 broken drainage pipe. LHO to schedule repair 11/06/20 -18m of blockage on Broad Lane possibly due to crushed/collapsed pipes. LHO to discuss next steps with Manager once mapping report received from ADC. 18/6 flooding to two properties reported. 23/6 LHO costing work today, likely to be done in August. Will pump any flood water that occurs before then. Test holes and jetting required to determine scope of work, possible 3+ day road closure required.
- Lockspit Hall Drove - Inspector due to mark up repairs needed on 26/6. LHO no longer managing Setchel drove beyond gating
- Overgrown hedges Twenty Pence Road – 23/06 Order placed to cut back hedges near Long Drove turning, LHO to contact owners of hedge by Brookfield industrial estate
- **Struggling to get volunteers to assist with manning of the access road for CPS closure.**

Recreation ground

- Tennis courts fencing has been damaged by cricket sight screens. Waiting quote for repair.

Pavilion

- Nets are badly damaged.
- Hand sanitisers installed by tunnel entrance (inside) and Officials toilets. Asst Clerk has installed signage ready for sports events.
- Caretaker to look at repairs to cracked toilet seat. Need plumber to replace leaking tap and carpenter to resolve issues with dropped doors (preventing locking of several rooms). Still issues with broken lights.
- **Shutters have now been repaired.**

Misc admin

- September 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. In addition, any floodlights of public buildings and inside churches should be turned to purple and a tolling of bells on the date of the announcement (number dependent on the age of the deceased).
- New Life on the Old West – ACRE have been successful with their Heritage Lottery fund application. Project start date looking to be early autumn 2020.
- 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. Still waiting repair to dog bin on the Moat.
- Amendments ongoing to the Community Directory document.
- Commemorative Oak on green hasn't survived and requires replacing. Groundsman has 'spare' but we can't plant until the autumn.
- 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.
- Groundsman has cleared the majority of the rides through Fen Reeves. However he has reported that more serious work is required to make the rides wider, possibly involving the removal of a row of trees. **Cllr Hewitt has put forward works within the Zero Carbon Communities Grant.**
- Remembrance Parade details are being discussed with an external working party; the Legion have now passed all civic events over to us.
- **Cllr Hewitt to attend Connections AGM on 26th October.**
- **Final knotweed treatment has taken place and guarantee will be sent once we have settled the invoice.**
- **Cllr Morris attended Amey Community Liaison meeting on 24th September.**
- **War Memorial working party planted up the 'inner ring' on 27th September.**
- **Flood meeting took place on 25th September.**
- **Gate on the Moat has been repaired.**
- **Flooding in Ladybirds building caused by issues with leaking window and guttering.**
- **Groundsman has reported issues with falling branches from trees on the Green. Inspection recommended.**
- **Agreement given for the Medlock Ensemble to put advertising banner on the Green (they have received approval for previous banners). The banner will be removed 12th October.**
- **Cllr Hewitt has submitted the Zero Carbon Communities grant applications.**
- **Asst Clerk has attended training courses.**
- **Clerk has attended SLCC branch meeting.**
- **Clerk to attend SLCC virtual week-long conference w/c 16th October.**
- **Remembrance meeting scheduled for 9th October.**

Correspondence

- **Thankyou card received from resident following August flash floods.**
- **SCDC Planning have revised the process for notification regarding applications going to Committee.**

Facebook

- 1290 likes/1463 follows.

Major developments

- Bellway – 50 homes S/1972/. /OL with s106
 - Homes mostly built out; awaiting carriageway and footway work in October.
 - POS/SUDS maintenance negotiation imminent
- Persimmon – 121 homes S/1606/. /OL with s106
 - Persimmon have applied to defer pre-commencement conditions
 - Carriageway and footway improvements deferred to October.
 - Oakington /Rampton Road roundabout works unlikely before Summer 2021
 - CPC reviewing long-term inspection/maintenance of SUDS.
- Redrow – 199 homes S/2413/. /OL with s106
 - Redrow have applied to defer pre-commencement conditions
 - Work likely to start soon.
- This Land – 200 homes S/2786/. /OL with s106
 - S/4207/19/RM – Officer report could have been written by the Applicant
 - False consultation ended on 30th September
 - May reach SCDC Planning Committee on 14th October – representation?

Village Hall & Nursery

Project

- Access Road – mostly upgraded; awaiting gates
- Utilities – mostly connected; gas connection (October half term)
- Car Park – mostly complete; awaiting gates and EV chargers
- Nursery – External doors/windows fitted; PV panels fitted
 - Operator selection process resumed
- Hall – roof tiling, glazing and PV fitting in hand; moving to first fix and under-floor heating
- Gas supply will be fitted in November

Timescale

- Overall completion around mid-December

Finance

- Although the precise numbers and timing are not available, we will probably run out of project cash in the next few months as anticipated earlier this year (in resolution 20/010), when I sought Council's permission to apply to MHCLG for increased borrowing rights.

Action

- I have begun the next step towards getting MHCLG permission to borrow more
- In accordance with the extant CPC resolution:
 - 20/010. Extended borrowing power consider applying to MHCLG for additional short-term borrowing powers to complete the Car Park, Village Hall and Nursery projects in the event of delayed receipts of s106 contributions – Cllr Morris ran through the rationale of having a safety net in case money isn't available when needed. NB: this resolution would only obtain Ministry permission for borrowing at this stage; would need to come back to Council to make the actual decision to borrow. Resolution to apply to MHCLG for increased borrowing powers of an additional £500k for 2 years (interest only basis) to complete the Car Park, Village Hall and Nursery projects in the event of delayed receipts of s106 contributions. RESOLVED.

Options

- If the shortfall is small, we may be able to persuade DMO to defer one or two repayments, including the next one due in October 2020; or
- we may be able to borrow against the future proceeds of the formal “funding agreement” we have directly with Cambridgeshire County Council worth some £800,000, of which around £250K has been claimed; or
- we may be able to borrow against the future proceeds of the formal s106 contract agreements we have indirectly (i.e. Persimmon or Redrow) with South Cambridgeshire District Council, or
- we may be able to borrow from PWLB, or
- we may be able to defer a payment to SEH French as has been discussed in principle earlier in the project

Flood Forum

The recent meeting of the independent Cottenham Flood Risk Forum included a presentation by Cllr Ward of her report on our recent flood caused mostly by blocked gullies arising from infrequent “cyclic” jetting adding to capacity issue in the old network.

Short-term actions include:

- Updating Cottenham’s Flood Plan to include informing County Flood Response Team
- Jetting of all Cottenham’s central gully network

Medium-term action could be:

- Parish Council funding an annual or bi-annual jetting of the older, central gullies.

Longer-term action might include:

- Restoration of ponds at the Green and Broad Lane as retention ponds.

Tenison Manor adoption

- The road network in Tenison Manor has not yet been adopted by County Highways.
- The delay is due mainly to absence of reliable “enduring party” to take over long-term maintenance
- CPC agreed in principle some time ago to become that long-term maintainer in exchange for a fee.
- Persimmon, Vine Technical and Anglian Water have worked recently to resolve several title and indemnity issues so the title transfer can occur.
- There have been many false starts but the transfer of the Persimmon section, including the works at Broad Lane, looks imminent and the Bovis part should follow relatively quickly.

20/207. Co-option

Following the resignation of Cllr Wilson earlier this year we have a vacancy which can be filled by co-option. We have one interested party who meets the eligibility criteria.

NB: the SCDC Elections Team have confirmed that as long as we've gone through the proper process of advertising the vacancy then we can co-opt.

20/208. Ladybirds emergency repairs

During recent heavy rain the 'red room' has experienced flooding due to an issue with the external guttering and a small window in the cloakroom area. The options are either to replace the window (and repair the guttering as part of wider external improvement works) or brick up the window plus repair the guttering. NB: the option of bricking up the window is dependent on ventilation in the adjacent toilet facilities.

Background:

The box gutter (behind the parapet wall) is split at the joints, which in turn is letting water straight in. To assist, SEH French have mastic sealed the joints where they can, to hopefully reduce some of the issue, however this will not solve the problem, and is likely to still leak. Additionally there is rot to the timber cill, showing that this has been leaking for a considerable time, certainly more than a year.

To solve the issue correctly, will require the box gutter being fully replaced behind the parapet wall and potentially removing the small window in this area and rebuilding a section of wall, to enable the cavity wall to be sorted (as at present, the external skin carries on internally, as this was the old wall on the Village Hall before the Preschool was added and is adding to the problem)

Additionally, the rear guttering, which had been reported as leaking, is leaking at all of the joints. This could be cleaned and resealed, but would only be a short term fix, as the joints are showing signs of corrosion.

20/209. Persimmon SUDS – Cllr Morris

- Following the principles initiated for Tenison Manor, Persimmon (and Bellway) may wish to transfer long-term maintenance of Open Space and SUDS responsibilities to CPC.
- Maintenance work is within the scope of AJ King Ltd and the Old West IDB who work with us on Tenison Manor.
- Contribution to costs will come from an initial fee and ongoing contributions from the precept.
- Do Councillors wish to set any realistic parameters on such a transaction which will avoid similar issues to those experienced at Brenda Gautrey Way?

20/210. Potential Land purchase to rear of 37 and 39 Brenda Gautrey Way

Two residents from Brenda Gautrey Way have been in contact with Taylor Wimpey (they built the estate around 20 years back) regarding purchasing from them a strip of land that runs behind their properties, this incorporates a ditch.

Taylor Wimpey are amenable to the purchase as they have recently had to pay for some work to make safe a large ash tree that sits on the land and overhangs the residents gardens.

There is some debate as to whether the PC owns a thin strip of land behind the properties. Would the PC be interested in selling this thin strip of land?

NB: the land has been designated as public open space and are therefore subject to restrictions.

20/211. FCC grant application

The popularity of the Grass Tennis Courts has been demonstrated this summer, but with the popularity some of the limitations of the courts have also been identified; short season, high maintenance costs, uneven bounce. One opportunity which may have been possible was to create an all weather pitch on land which would have been made available through the This Land development, however, this now seems like some way off.

It has now been identified that the FCC (Waterbeach) Community Foundation grant scheme is now open for submissions (closing date 2nd Dec 2020, award Mar 2021). It is proposed that CPC with the support of Cottenham Tennis Club make a grant application to the scheme for converting the 2 grass courts into hard/tarmac courts including the possible installation of retractable flood lights. NB: Even without lights it would extend usage by approx. 6 weeks plus daytime at weekends. The courts could be marked up as a MUGA for use as a netball court. The cost for the courts is approx. £55-65k + £30k for floodlights.

With a formal agreement with the Tennis Club (similar to the arrangement over the summer) there would be a revenue stream for CPC and it would bring additional people to the Recreation Ground in general to use the new Village Hall facilities.

The grant:

Registered Charities, churches, Parish Councils, Local Authorities and CASC registered sports clubs can apply for grants of between £2,000 and £100,000 for the provision, maintenance or improvement of community facilities.

<https://fcccommunitiesfoundation.org.uk/funds/fcc-community-action-fund>

The grant requires a third party payment of approx. 10%, similar to previous grants we've applied for; this could possibly come from the s106 sports reserves (subject to eligibility).

20/212. Repairs to tennis fencing

Last year the fencing on one side of the tennis courts was damaged as a result of the cricket screens, which were unsecured, blowing over. The fencing has been left sagging due to the tension wires snapping. Additionally other tension wires require re-attaching and holes repairing. 3 quotes received:

Fritz Hollander

1. £200 - cricket club repairs
2. £150 - general repairs

Peat's Garden Services

1. £200 - cricket club repairs
2. £100 - general, including folding over all top fence wires to reattach them to the top wire all around the fence

Julian Bridgeman

1. £155 - cricket club repairs
2. £135 - general repairs

20/213. Trees on Village Green

It has been noted that several branches have fallen during recent high winds. Some works are still to be done following the tree safety report undertaken in 2018. In addition the groundsman has noted that some lifting will be required to accommodate the Christmas lights.



Site: The Green, Cottenham / 14 March 2018			Weather: Dry / breezy						
Tree number	Species	Height estim (m)	Stem Diam (s) estim (mm) No. of	Crown spread Ave rad estim (m)	Life stage	Observations; structural / physiological condition and any tree work recommendations	Priority / urgency Of work	Zone value	
1	Norway Maple	7	125 175	N 3 E 3 S 3 W 3	Early-mature	Some surface wounds at base and lower trunk. Probably mower damage. Low vigour Physiological condition - Moderate ▪ No action	0	1	
2	Lime	20	900	N 10 E 10 S 10 W 10	Mature	Two or three dead broken branches hanging up mid-crown (5cm diameter / 2m long) Physiological condition - Good ▪ Remove suspended or broken branches	1	1	
3	Common Lime	23	900	N 9 E 9 S 9 W 9	Mature	Major deadwood in upper crown. Mistletoe throughout Physiological condition - Good ▪ Remove major dead wood	1	1	
4	Common Horse Chestnut	20	600	N 7 E 7 S 7 W 7	Mature	Some bacterial wetwood at 4 metres on north side (exudation from bark) Physiological condition - Good ▪ No action	0	1	
5	Norway Maple	20	800	N 9 E 9 S 9 W 9	Mature	Bifurcates at 3 metres into pair of co-dominant stems with strong union. Some lion-tailed branches in central crown, now beginning to over-extend Physiological condition - Moderate ▪ No action	0	1	
6	Common Horse Chestnut	18	1000	N 9 E 9 S 9 W 9	Mature	Large cavity on west side at 2 metres which is well occluded. Large wounds in central crown from branch shedding and pruning wounds. Physiological condition - Moderate ▪ No action	0	1	
7	Common Lime	20	700	N 7 E 7 S 7 W 7	Mature	Surface wound on buttress root on west side (old and well occluded). Moderate deadwood in upper and mid-crown. Physiological condition - Good ▪ Remove major dead wood	1	1	
8	Common Horse Chestnut	18	800	N 8.5 E 8.5 S 8.5 W 8.5	Mature	Bifurcates at 3 metres into pair of co-dominant stems with strong union. Large pruning wound on east side at 2 metres which is well occluded Physiological condition - Good ▪ No action	0	1	

Site: The Green, Cottenham / 14 March 2018			Weather: Dry / breezy						
Tree number	Species	Height estim (m)	Stem Diam (s) estim (mm) No. of	Crown spread Ave rad estim (m)	Life stage	Observations; structural / physiological condition and any tree work recommendations	Priority / urgency Of work	Zone value	
9	Oak	8	250	N 5 E 5 S 5 W 5	Early-mature	Commemorative tree with guard Physiological condition - Good ▪ No action	0	1	
10	Red Oak	15	400	N 5 E 5 S 5 W 5	Early-mature	Excellent crown form but has butt rot with fungal fruiting bodies of <i>Ganoderma</i> spp. at base on west side. In same area, xylem dysfunction / sunken bark lesion following up trunk from base, indicating ongoing wood decay Physiological condition - Moderate ▪ Further inspection on internal trunk decay (recommend PICUS sonic tomograph)	2	1	
11	Silver Birch	17	400	N 5 E 5 S 5 W 5	Mature	Physiological condition - Good ▪ No action	0	1	
12	Beech	20	800	N 10 E 10 S 10 W 10	Mature	Acute fork at 4 metres (of no concern) Physiological condition - Good ▪ No action	0	1	
13	Common Horse Chestnut	20	1200	N 10 E 10 S 10 W 10	Mature	Divides into five co-dominant stems at 3.5 metres with strong unions. Physiological condition - Good ▪ No action	0	1	
14	Oak	6	100	N 2 E 2 S 2 W 2	Young	Stakes and ties with treegator (watering bag) and guard. Commemorative tree Physiological condition - Good ▪ No action	0	1	
15	Lime	15	500	N 5 E 5 S 5 W 5	Mature	Moderate deadwood in upper crown Physiological condition - Moderate ▪ Remove major dead wood	1	1	
16	Lime	15	500	N 6 E 6 S 6 W 6	Mature	Physiological condition - Moderate ▪ No action	0	1	

Site: The Green, Cottenham / 14 March 2018			Weather: Dry / breezy					
Tree number	Species	Height estim (m)	Stem Diam (s) estim (mm) No. of	Crown spread Ave rad estim (m)	Life stage	Observations; structural / physiological condition and any tree work recommendations	Priority / urgency Of work	Zone value
17	Lime	20	800	N 8 E 8 S 8 W 8	Mature	Bifurcates at 4 metres into pair of co-dominant stems with strong union. Moderate deadwood in upper crown Physiological condition - Good ▪ Remove major dead wood	1	1
18	Lime	20	800	N 7 E 7 S 7 W 7	Mature	Moderate deadwood in upper crown Physiological condition - Good ▪ Remove major dead wood	1	1
19	Lime	20	800	N 7 E 7 S 7 W 7	Mature	Bifurcates into pair of co-dominant stems at 2.5 metres with strong union. Large vertical lesion from base towards fork. Occlusion in some areas not others. Possibly root rot Physiological condition - Moderate ▪ Further inspection on internal trunk decay (recommend PICUS sonic tomograph)	2	1
20	Lime	20	750	N 7 E 7 S 7 W 7	Mature	Defunct electrical cable attached to west side Physiological condition - Good ▪ Remove electrical cable	3	1
21	Lime	20	800	N 8 E 8 S 8 W 8	Mature	Moderate deadwood in upper crown Physiological condition - Good ▪ Remove major dead wood	1	1
22	Lime	20	750	N 8 E 8 S 8 W 8	Mature	Moderate deadwood in upper crown Physiological condition - Good ▪ Remove major dead wood	1	1
23	Lime	18	700	N 8 E 8 S 8 W 8	Mature	Exudation from fissure at 3 metres on west side. Major deadwood in mid and upper crown Physiological condition - Moderate ▪ Remove major dead wood	1	1
24	Lime	20	800	N 8 E 8 S 8 W 8	Mature	Bifurcates into pair of co-dominant stems at 5 metres with strong union Physiological condition - Good ▪ No action	0	1
Site: The Green, Cottenham / 14 March 2018			Weather: Dry / breezy					
Tree number	Species	Height estim (m)	Stem Diam (s) estim (mm) No. of	Crown spread Ave rad estim (m)	Life stage	Observations; structural / physiological condition and any tree work recommendations	Priority / urgency Of work	Zone value
25	Lime	20	800	N 8 E 8 S 8 W 8	Mature	Moderate deadwood in upper crown Physiological condition - Good ▪ Remove major dead wood	1	1
26	Lime	20	800	N 8 E 8 S 8 W 8	Mature	Two small cavities at base at south and west sides (old and well occluded). Moderate deadwood in upper crown Physiological condition - Moderate ▪ Remove major dead wood	1	1
27	Lime	20	900	N 9 E 9 S 9 W 9	Mature	Bifurcates into pair of co-dominant stems at 8 metres with included bark union and slightly separation in foliage from other branches (indicating gradual subsidence of the branch towards ground) Physiological condition - Good ▪ Cable brace - Insert	3	1
28	Lime	16	700	N 7 E 7 S 7 W 7	Mature	Existing cable brace at 10 metres Physiological condition - Moderate ▪ Cable brace - Check and/or renew	3	1
29	Lime	11	800	N 5 E 5 S 5 W 5	Over-Mature	Crown in advanced state of retrenchment (advanced dieback and decay) Physiological condition - Poor ▪ Fell or pollard at approximately 5 metres and retain as habitat	1	1
30	Lime	16	750	N 8 E 8 S 8 W 8	Mature	Minor deadwood in upper crown Physiological condition - Good ▪ No action	0	1
31	Lime	17	800	N 7 E 7 S 7 W 7	Mature	Has been heavily reduced in past. Physiological condition - Moderate ▪ No action	0	1
32	Lime	17	700	N 5 E 5 S 5 W 5	Mature	Major deadwood in mid-crown Physiological condition - Moderate ▪ Remove major dead wood	1	1

Site: The Green, Cottenham / 14 March 2018			Weather: Dry / breezy					
Tree number	Species	Height estim (m)	Stem Diam (s) estim (mm) No. of	Crown spread Ave rad estim (m)	Life stage	Observations; structural / physiological condition and any tree work recommendations	Priority / urgency Of work	Zone value
33	Lime	17	800	N 6 E 6 S 6 W 6	Mature	Physiological condition - Good • No action	0	1
34	Oak	5	75	N 1 E 1 S 1 W 1	Young	Tree guard Physiological condition - Good • No action	0	1
35	Lime	20	900	N 8 E 8 S 8 W 8	Mature	Moderate deadwood overhanging road in mid-crown. Multiple crossing and rubbing branches Physiological condition - Moderate • Crown clean and remove deadwood	1	1
36	Common Horse Chestnut	17	900	N 8 E 8 S 8 W 8	Mature	Bifurcates into pair of co-dominant stems at 3 metres with strong union. Small mechanical wound on south side of trunk at 2 metres with wetwood exudation (of no concern) Physiological condition - Good • No action	0	1
37	Lime	25	1000	N 8 E 8 S 8 W 8	Mature	Excellent specimen Physiological condition - Good • No action	0	1
38	London Plane	25	1200	N 11 E 11 S 11 W 11	Mature	Bifurcates into pair of co-dominant stems at 7 metres with strong union. Excellent specimen Physiological condition - Good • No action	0	1
39	Common Horse Chestnut	6	200	N 3 E 3 S 3 W 3	Young	Commemorative tree with guard. Physiological condition - Good • No action	0	1

NB: Works to trees 10, 19, 27 and 29 have already been done (10 and 29 have been felled).

20/214. Finance training

CAPALC are offering various finance training courses and Cllrs Collinson and Jones have expressed an interest in attending. All sessions last 90 minutes and are delivered via Zoom.

Budgeting

- Thursday 15th October – 10am
- Thursday 26th November – 6.30pm

Recommended for: Officers and councillors that want to get to grips with preparing a budget. This session is aimed at those involved in preparing, approving and monitoring budgets, as well as those involved in the day to day financial management of a council.

Course Content

- Preparing a budget
- Setting a precept
- Allowing for Inflation
- Contingencies and reserves
- How the council tax base affects the budget
- Budget monitoring

Cost

£30 per delegate from a member council

Finance for Councillors

- Tuesday 10th November – 6.30pm
- Tuesday 24th November – 10am

Recommended for: All councillors. This session gives councillors a greater understanding of their duties regarding the council's finances.

Course Content

- Roles and responsibilities
- Setting a budget and precept
- Financial control
- Year end and accounts
- Internal and external audit

Cost

£30 per delegate from a member council

20/215. Experiment with Xero accounting software

After consideration, a play with the upgraded sage and advice it is felt by the RFO that Xero would be a better proposition for the following reasons:

- The upgraded sage is quite different from what I have been using (more so than I anticipated) and I am already familiar with Xero
- Cost is the same
- Bank reconciliations are quicker with Xero
- The reports can be set up in the order that we prefer and without some of the complications of exporting information to excel
- There is a handy budget section which looks useful

Pete is available to provide support with the changeover. The changeover and new management accounts format will take one to two days work depending on what we decide and the cost of Pete to do this work is £500.

20/218. Bank reconciliation

Reviewed by RFO

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

In summary:

£1,066,307.79	Bank account 1 CBS
£207,519.18	Bank account 2 UT current
£48,020.23	Bank account 3 UT deposit
£50,410.48	Bank account 4 Triodos
£50,097.95	Bank account 5 Nationwide
£874,111.10	Bank account 6 UT Project
£2,296,466.73	Total Cash at Bank (as of the 31st August 2020)
- £4522.90	Creditors
+ £2453.64	Debtors
£2,294,397.47	Net balance on bank reconciliation

Minus VAT owing £57,824

Minus Accruals £43,720

Minus PAYE: £867.00

Net assets: £2,191,986.47

Debtors

- Colts Football Club (20/07/20) - £1993.20 (now paid)
- BB Fitness (31/07/20 & 31/08/20) - £119.94 (now paid)
- Strive Outdoor Fitness ((31/08/20) - £144.00 (now paid)
- Reach Your Potential Fitness (31/08/20) - £24.00 (now paid)

TOTAL £2453.64

Creditors

- AK King - £4243.20 (Monthly contract and extra work) 24/08/20
- Backstop Ltd - £60.00 (Accountancy Support)
- BCS - £42 (Payroll Processing) 31/07/20
- RFO - £10.90 (Sim card for Pavilion) 01/08/20
- Green and Purple - £30 (VAT submission) 01/08/20
- Shred Station - £52.80 (Blue bin collection)
- SLCC - £84.00 (Two webinar sessions)
(all paid)

TOTAL £4522.90

Appendix 1: Issues log

There were 19 reported incidents during September.

Date	Issue	Further details	Follow up
01/09/2020	Dogs on Rec	Was at the swings with grandchildren when a man walked from the big field straight past the swings with his dog. Asked him if he was aware that dogs were not allowed on the rec and he said he knew and he gave some unbelievable story about collecting it. When pressed he became pretty angry and won't respect the notices. He looked late 50's/mid 60's and his brown Labrador was wearing day glow green harness rather than just a collar. Also noticing dog fouling amongst the picnic litter when running early mornings at the Rec	
04/09/2020	Hedge on Rampton Rd	The path is narrowed to about a foot at one point with no visibility around the corner. It is not only nasty and scratchy – it is positively dangerous because it almost forces you off the pavement into the path of oncoming cars. There really isn't room for a cycle, pushchair or a pedestrian.	AC to contact landowner
08/09/2020	Lambs Lane	Situation during school run is extremely dangerous.	Working with CPS on solution
09/09/2020	School run	concern at the CPS drop off/pick up arrangements currently in place, no way of proper social distancing, you have to walk right out onto a busy road in order to safely get past others to walk home have seen several near misses already and I am so concerned that someone is going to get badly injured.	
09/09/2020	School run	the situation with so many parents and children is unsafe if the road remains open at drop off and pick up. Either parents need access to the back field to allow better social distancing, or the road should be closed before a serious accident.	
09/09/2020	School run	Absolutely disgusted at the lack of Social distancing when taking and collecting children from school, the way in which the schools current system operates, it is nearly impossible to avoid other people unless you walk in the road.	
09/09/2020	School run	Concerned about drop off and pick up, largely due to the lack of space on the Lambs Lane pavements which makes social distancing pretty challenging, especially with the traffic levels during those peak times.	
09/09/2020	School run	The crowding on the pavement yesterday morning was considerable, with little scope for social distancing without being too far away from the school gate.	
09/09/2020	School run	With people waiting on both pavements, it's not easy to move across from the school to the other side without spending longer in the road than is ideal, or without getting too close to those waiting. There simply isn't enough space on the pavements for everyone to wait an acceptable distance from each other, and when you take into account the parents	

		who are leaving/arriving, and therefore passing each other, whilst others are waiting, it's close to impossible to maintain social distance.	
09/09/2020	School run	I have already seen two near misses between children and cars, and been left to walk on the road with a buggy and a child on both occasions, in order to pass the queues and get past to get to and from ladybirds. The number of parents who are having to congregate on the pavements makes it impossible for it to be used by any other pedestrians, and the backlog in the morning causes people to have to walk on the road, alongside cars, buses and tractors which is extremely dangerous.	
09/09/2020	School run	concerns around the amount of parents with children gathering outside the school from a traffic safety point of view	
09/09/2020	Broad Lane	Reinstated patch in road is sinking badly.	Works due to be completed end of Sept/ early Oct
10/10/2020	School run	very concerned about the arrangements for dropping off and collection. Traffic an issue. Lack of social distancing	
11/09/2020	Bellway	They have closed the road into the estate and cars are now parking along Oakington Road into the 60mph zone	AC to contact Streetworks - no closure mentioned on one.network website
11/09/2020	School run	Lack of social distancing during the school run	Situation being monitored with CPS
11/09/2020	School run	Don't like car park being closed and it is inconvenient. Better as it was.	Situation being monitored with CPS
11/09/2020	232 High Street	Water from leaking gutter has damaged surface of the pavement	Resident advised to report via Highways site
19/09/2020	Hedge on Rampton Rd	The path is narrowed considerably at one point due to overgrown brambles. Impossible and unsafe to use the cyclepath.	AC to contact landowner
28/09/2020	Lambs Lane	Brambles on corner of Victory Way property are overhanging the pavement and causing injuries	AC to write to the owner