

Meeting Papers – Monday 13th March 2023

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Clerks Report - Appendix A

Website - Scanned signed minutes added for Dec/Jan/Feb 2023.

Added ICO certificate, March Cresset, Grant request form, various News items inc GCP Newmarket Road relocation, new page for Cemetery regulations and fees.

Approved budget to be uploaded once support ticket resolved.

Cresset - Notes and Planning Notes written. Cllr contact details amended.

DRAX Streetlighting – have been converted to an online account.

Elections - The Clerk will hand deliver nomination papers to Ely on Thursday 30th March, 10:30am.

Tree work in Cemetery - Request for three quotes sent on 13/2/23. Two currently received.

Replacement path in Ancient Meadows - Request for three quotes sent 17/2/23. Two currently received.

ICO - The Parish Council is now registered. Certificate published online. This renews annually at a cost of £35.

Signboard audit - Information sent to ECDC about visitor information signboards.

Save Honey Hill - Zoom meeting organized for 27/2/23

Planning - Response sent for 23/00017/FUL on 15/02/23.

Salts bins – are available from CCC, CCC re salt bins, at a cost of £140 + VAT.

Streetlight - Light out between High Street and Downing Close – Requested replacement quote to Balfour Beatty on 24/02/23.

Trees – visited Anglesey Abbey to pay for trees secured by Cllr Cundell at Anglesey Abbey

Grant request - Response sent to last months request. Another request received.

Cemetery - Memorial permitted for internment.

- Burial in existing grave
- Reviewed stone sloping in cemetery with Cllr O’Dell. Agreed to monitor the stone.
- Cllr Overton reported leaking tap as part of weekly cemetery check. The leak has been fixed. The stop tap is stiff, and could do with replacement. Mains water source needs to carry out this job.

Memorial Bench – donor reports new bench expected in a few weeks.

Environmental areas of responsibility – document now has a map to show each patch.

Correspondence received

Resident	Grant application
Resident	Reports: The light in the path from the High Street to Downing Close, running beside 65 High Street has been out for sometime. Also the path really could do with some resurfacing.
Resident	Planning application - Millworks, Parsonage Barns
Resident	Tree pollarding of tree in Cemetery
Resident	Request of New Cemetery update from last meeting.
CCC	Consultation on updates to local validation list requirements
CAPALC	Face to Face Councillor Training - Various Venues
CAPALC	February Bulletin
CAPALC	Confirmation of internal auditor - Internal Auditor will be Irene Healiss
CAPALC	FW: Buckingham Palace Garden Party - 9th May 2023 - DEADLINE 13TH FEBRUARY 2023
CAPALC	Procurement Threshold and Sports Fees VAT The Government increased the £25,000 threshold for Contracts Finder to £30,000 from 21 December 2022. This puts us back to the position where it is effectively contracts over £25,000 plus VAT (rather than £25,000 including VAT) that are advertised.
Sports and Play Consulting	Advising and delivering new playgrounds and sports facilities “Sports and Play Consulting. Our role is to support you independently in terms of Advice, Public Procurement and ultimately Project Managing the work, and we only work with Town and Parish Councils. There are specific guidelines when a council spends public funds, including the tender documents and how they are advertised. Notwithstanding, there is a high number of suppliers that vary considerably and scoring these contractors in terms of design and quality is critical to get the right one for your project. “
ECDC	Councillor Anna Bailey, Leader of Council addressed to Parish Chairman and Parish Clerk regarding East Cambs Trading Company (ECTC).
ECDC	Coronation of King Charles III Request for safety event register to be filled for any Coronation events being held.
ECDC	ECDC press releases: Community Bus
ECDC	Signboards audit
ECDC	Council Agenda 21/02/23
ECDC	East Cambridgeshire Youth Web Pages
ECDC	Older people encouraged to plan now for May elections
CCC	Consultation on updates to local validation list requirements

	"Consultation on the proposed 2023 revision of the Local Validation List for planning applications for the County Council's own development and for waste development."
Save Honey Hill	Save Honey Hill re Cambridge Waste Water Treatment Plant Relocation
Sutton Parish Council	Burial Fees enquiry for research
AtoB1002	minutes of the A to B1102 meeting and other information, including relocation of park and ride site on Newmarket Road
AxisPlanning	Land Rear Of 163 To 187 High Street Bottisham - 23/00205/OUM
Cambridgeshire Acre	"Healthier Parks, Healthier Planet, Healthier People: an introduction to the Cambridgeshire & Peterborough Parks Partnership" online zoom 14 th March
National Highways	Weekday nighttime road closure - A11 Babraham to Six Mile Bottom
Sevenside Defibs and Training	Defibrillator Enquiry – offering defibrillator equipment
Cambridgeshire Constabulary	East Cambs Community Meetings 2023

Street Light Maintenance and Repairs - Appendix B

Failed street light:

- Street light failed on the path by the High Street and Downing Close – PC6.
- Reported by resident. Has been out for quite a while, and previously reported.
- Clerk has requested a quote requested from Balfour Beatty for replacement as it cannot be repaired as it is one of the “old ones”.

Future maintenance:

Currently under no maintenance contract. Balfour Beatty offer a Parish Maintenance contract:

- 15 lighting units **24.00 (Net)** per lighting unit - Prices are fixed for a period of 12 months and increased thereafter to the rate of RPIX.

7 lights in total, three recently replaced = £168/year net to maintain.

20 MPH Zones - Appendix C

The Highways & Transport Committee approved changes to the County Council's policy on 20MPH speed limits. This means roads are no longer required to have an average speed limit of 24MPH or less to be considered and the speed limit can cover whole areas rather than just single roads. There is also funding available to put 20MPH schemes in place. Applications have to be submitted by April 2023 for schemes to be delivered from August 2023.

The proposed prioritisation matrix consists of five questions – [20mph Prioritisation Matrix \(cambridgeshire.gov.uk\)](#)

1. Does the application address a known safety issue?
2. Could the suggested scheme increase safety for vulnerable highway users?
3. Could your suggested scheme encourage active travel modes within the identified area?
4. Does the application maximise the impact of the introduction of 20MPH?
5. Does the application have demonstrable local support?
6. How deliverable is the scheme?

More information here - [20mph Funding - Cambridgeshire County Council](#) Key information from this website:

The indicative timeline for the 2023/24 application window is as follows –

- Application window opens – Monday 27 February 2023
- Application window closes – at 5pm on Sunday 30 April 2023
- Prioritisation undertaken – May to July 2023
- Report to committee including prioritised list for approval - July 2023
- Programming, design, and consultation with applicants - September 2023 to March 2024.
- Pricing and construction – March 2024 to July 2024.

What happens next?

- The applicant will submit a completed online 20mph form
- Applications are then sifted, and checked by officers
- 20mph applications are reviewed on a district wide basis and assigned to individual officers to progress
- Officers will review their assigned 20mph applications and produces a high-level cost estimate for each application
- If needed, officers will liaise with the applicant if anything about the application is unclear
- The officer group will reconvene to score all 20mph applications as a group for each district using the prioritisation matrix and moderate
- The 20mph scheme scores are then ranked for delivery up to the budget available and the prioritised list is shared with the 20mph member working group to review. The final list will then be presented to the next available Highways & Transport Committee meeting.

20mph Prioritisation Matrix.

1. Does the application address a known safety issue?

(Scoring 0 to 5: 0 - No evidence, 1 - Anecdotal evidence of risk, 2 - Substantial anecdotal evidence including photos and collision details, 3 - A small number of slight injury collisions dispersed within the area, 4 - A number of slight injury collisions which may be in groups or serious injury collisions, 5 - Designated collision cluster site or a number of serious injury collisions within area).

2. Could the suggested scheme increase safety for vulnerable highway users?

Scoring for this question will be 0 to 5. Evidence will need to be provided for how your 20mph scheme will make it safer for different users groups. For example reference could be made to how the 20mph area will make it safer for people to walk to the shops, which in turn may decrease the amount of cars being used to make short trips. Marks will be given for the following: 0 - No evidence of positive improvements to safety for vulnerable users as a result of the scheme. 1 - Minimal referenced evidence / explanation for how the 20mph area could improve safety for vulnerable users. 3 - Substantial evidence of how safety could be improved for vulnerable users through the introduction of a 20mph area. 5 - Overwhelming evidence of how the 20mph area would improve safety for vulnerable users.

3. Could your suggested scheme encourage active travel modes within the identified area?

Scoring for this question is cumulative. One mark will be given for each trip attractor identified in the response. Marks will be given for references to any of the following: evidence of suppressed cycle demand (e.g. links through the area to cycle routes), reference to local petitions, local shop(s) i.e. a food outlet within the requested 20mph area, schools, playgrounds, care homes / assisted living accommodation, no available footway or narrow roads / paths, a high proportion of vulnerable users, pedestrians or cyclists using the area.

4. Does the application maximise the impact of the introduction of 20mph?

Scoring 0 to 5. Evidence needed of the area covered and the likely compliance. 0 - Minimum length e.g. section of high street or school zone only. 1 - Isolated small area or single-road scheme. 2 - Scheme covering a small area of a town/village, e.g. a couple of streets or one residential area. 3 - Scheme covering a considerable area within a town/village. 4 - Town or village-wide scheme (excl. major roads), no additional measures. 5 - Town or village-wide scheme (excl. major roads) with many roads within the area already seeing low speeds and proposals for additional measures. For the purposes of scoring a major road is one which has been designated with an 'A' or 'B' classification.

5. Does the application have demonstrable local support?

Scoring will be 0 to 5. 0 - No evidence provided of discussion or local support. 3 - Some relevant evidence or support implied, but further consultation needed. 5 - Yes required evidence has been provided, with a clear indication of the extents of the 20mph area and relevant reference to discussion and consultation to provide confidence that the scheme will progress without objections.

6. Deliverability

How deliverable is the scheme perceived to be by officers based on the application and evidence provided. Score of 1 - 5 given dependent on any of the following - significant unknowns such as impact of requested intervention to address stated issue, a lack of evidence of consultation, concerns over how the scheme is funded, or a lack of a clear and defined scope/issue. 5 = Very easy to deliver no unknowns / 4 = Easy to deliver / 3 = Some unknowns but not expected to impact on delivery substantially 2 = Hard to deliver due to lack of supporting evidence 1 = Very hard to deliver, significant unknowns and lack of supporting evidence.

Total Cumulative Score

Grant Request - Appendix D

Bottisham Table Tennis Club	Table Tennis
Amount of Funding Requested: Approx £400	How much is the total cost of the project? £600
<p>What is the money to be used for? Please explain how the money will be used and how much your own contribution will be.</p> <p>We are in need of a second table which will need to be second hand and also an umpires scorecard which shows the players a visual score and keep the umpire right.</p> <p>As you can see from the figures we will need to raise about £200 among members</p>	
<p>What is the financial strength of your organisation? Please provide your latest income and expenditure accounts together with the latest balance sheet or assets and liabilities statement.</p> <p>We tend to run on an ad hoc basis, buying balls, paying registrations etc as they come in and split the cost among members.</p>	

“The next stage of the clubs development is to encourage the younger element in the area to come along and play, I have been in touch with the village college and have made arrangements to go along some lunchtime when they do play table tennis and have a chat.

To progress the development of the club we would like to purchase a second hand table giving us two tables and organise a regular night for anyone to come along, Our other need is a scoreboard which umpires use to keep score of the match.”

Planning information - Appendix E

March 2023

REFERENCE	ADDRESS & WORK PLANNED	LATEST PC COMMENT DATE	DRAFT PC COMMENT
23/00179/FUL	22 High Street Bottisham Cambridge CB25 9DA Relocate front door, replace and alter windows and doors, replace corrugated plastic roof to plain tile, install photovoltaic panels and internal alterations		*Replacing all uPVC windows with wood equivalents plus new and relocated front door *Solar panels to be on west-facing roof slope away from the street *Replacing plastic conservatory roof with tiles Recommend we have no issues with this
23/00138/FUL	115 High Street Bottisham Cambridge CB25 9BA New doorway to front of house with new open porch, side door partially blocked with insertion of new window, rear window partially blocked up creating new window		*Moving main door from side to front with new timber porch. This will match neighbouring 113 High St Recommend we have no issues with this
23/00205/OUM	Land Rear Of 163 To 187 High Street Bottisham Development of a retirement care village in class C2 comprising housing with care, communal health, wellbeing and leisure facilities; and C3 affordable dwellings (comprising up to 30 percent on-site provision), public open space, play provision, landscaping, car parking, access and associated development	14 March	JJW to draft proposed PC comments and circulate to Cllrs before meeting in view of time constraints
22/01307/FUL	Temporary access to Ox Meadow site from Bell Rd		JJW to give verbal update at meeting
23/00265/FUL	Bottisham Airfield Museum Wilbraham Road Bottisham Proposed demountable steel and fabric blister hanger shaped shelter (retrospective)	27 th March	Retrospective application

JJW 05.03.2023

CWWTPR: Zoom Meeting with Honey Hill Action Group – Appendix F

Cllrs Ogborn, Winkcup and Wilson attended

The meeting was held at the request of Margaret Starkie to solicit support from Bottisham to their opposition to the planned relocation of the Anglian Water sewage treatment plant from Milton to Horningsea.

MS gave a resume of the Anglian Water Phase 3 consultation. Little has changed from the original plans with the exception of some of the building heights: the digester stack is reduced from 26m to 20m, while the boiler exhaust stack remains at 24m. Illustrations show that the trees on the perimeter earth bank will shield most of the buildings but it will take many years for the trees to grow. Odour and traffic issues remain.

The main Honey Hill argument is that the housing needs figures from the Combined Authority are grossly overstated; there is no need for the 49,500 extra houses called for. MS' argument is that the existing Milton plant is working under capacity and could handle the forecast demand without relocation into the Green Belt.

A DCO (Development Consent Order) has to be submitted to the Planning Inspectorate; the first submission was not accepted and the Inspector has requested further information prior to "acceptance". After acceptance, we can, if we wish, register as an interested party; we can submit our comments in writing and speak at the hearing. A panel of examiners will be appointed who have 6 months to carry out the examination after which a recommendation is passed to the Secretary of State who has 3 months to issue a decision.

The question for BPC is "Do we wish to support Honey Hill Action Group and object to the development"?

JJW 05.03.2023

Proposed Bottisham Parish Council Training Policy – Appendix G

To serve our Parish best, we encourage and expect all councillors to engage in ongoing learning for key aspects of our roles. We do this via a selection of courses provided by CAPALC as follows:

For new councillors and those considering/moving into a specialist role, we use CAPALC's bespoke 'in house' training courses - currently all run online via Zoom.

Every 2 years, councillors refresh their knowledge and understanding of best practice according to their roles, taking online self-led NIMBLE e-learning courses where available, and re-taking CAPALC training otherwise.

We also ensure a reasonable additional budget allowance for councillors to request additional training, to be agreed on a case by case basis.

Specifically, we use the following courses as standard.

Who	'New to role' course	Refresher course every 2-4 years(??)
All Councillors	CAPALC Councillor Training (1 day or 3 evening sessions, £75pp)	NIMBLE Introduction to Town and Parish Councils
All Councillors	NIMBLE Data Protection Essentials	NIMBLE Data Protection Essentials
Councillors <i>not</i> in the Planning Committee	NIMBLE Introduction to Planning for Town and Parish Councils	NIMBLE Introduction to Planning for Town and Parish Councils
Planning Committee	CAPALC Planning (£50pp)	NIMBLE Introduction to Planning for Town and Parish Councils
Chairman, Vice Chairman	CAPALC Chairmanship Training (£50pp)	NIMBLE Team Leadership Essentials
Cemetery Officer, Clerk	CAPALC Cemetery Management and Compliance (2 sessions, £120pp)	As needed
Allotment Officer, Clerk	CAPALC Allotment Management (3 sessions, £60pp)	As needed
Environment Officer	NIMBLE Environmental Awareness Essentials	NIMBLE Environmental Awareness Essentials
Clerk	CAPALC Clerk's The Knowledge (2 sessions, £250pp)	Once, after 1 year in role: CAPALC CiLCA Training (5 sessions, £400pp)

Each NIMBLE course costs £14pp.

Initial trial - assessing the courses

CAPALC have proven excellent so far. However, until we've tried the courses we're planning to use, we won't know how effective they are. We request 1-3 volunteers for each of the courses, to feed back to the council before (hopefully) approving them for full council use.

References

[Training & Events - CAPALC](#)

[Upcoming events - Booking by Bookwhen](#)

[Nimble e-learning Courses - Booking by Bookwhen](#)