



# CAMBOURNE PARISH COUNCIL

District of South Cambridgeshire

The Annual Meeting of the Council was held at The Hub Community Centre, Cambourne on Tuesday 16th May 2017. Meeting commenced at 7:05pm.

Present:

Cllr J O'Dwyer (Chairman)	Cllr T Hudson
Cllr Mrs R Poulton (Vice Chairman)	Cllr S. Krintas
Cllr Dr S Bhattacharya	Cllr Dr G Mehboob
Cllr S Crocker	Cllr J Patel
Cllr P Gavigan	Cllr G Thompson
Cllr Dr P Hedges	

In attendance:

John Vickery, Parish Clerk  
Shauna Roberts, Deputy Parish Clerk

6 members of the Public were in attendance for the meeting.

## 1. ELECTION OF CHAIRMAN OF THE COUNCIL

Cllr Mrs R Poulton proposed Cllr J O'Dwyer, this was seconded by Cllr Dr G Mehboob. There being no other nominations, he was duly elected as Cambourne Parish Council Chairman for the ensuing municipal year and signed the Declaration of Acceptance of Office. Cllr O'Dwyer opens the meeting as the newly appointed Chairman and thanked Cllr S Crocker for his initiatives, hard work and leadership.

## 2. REMARKS FROM THE RETIRING CHAIRMAN

It seems to me that the best use of this agenda item as retiring chairman is to pass on pearls of wisdom to my successor, so here goes.

1. The job of the Chairman is to provide leadership and vision. You must come up with initiatives that make sense with regard to the continued wellbeing of the community and direct Council toward those ends.
2. PC meetings are not public meetings, they are meetings held in public. There is a subtle distinction here which essentially means that members of the public do not have a God-given right to interrupt whenever they wish. An effective chairman will control this.
3. Council and Committees are there to make decisions. Discussions are fine but each discussion should end with a decision. It is for the Chairman to move proceedings toward that end.
4. Each Cllr must have their say, but not all at the same time. Establish a regimen whereby each Cllr has their say before votes are cast and be forceful with regard to speaking order. You are not there to make friends.

Signed

Date 6<sup>th</sup> June 2017

5. The Chairman of Cambourne PC needs to know when to seek compromise and when to stand steadfast. Also, understand the difference between skills and abilities.
6. The Chairman of Cambourne PC must be available for daytime meetings. This is a simple matter of logistics
7. At some point in the future, Cambourne PC must have the discussion about whether it wants to become a Town – I recommend that a local plan be in place first.
8. Have regular catch-up sessions with your Vice-Chairman.
9. The L&A Committee is our most powerful committee, and as such its powers need to be looked at.
10. Use the Parish Plan. Make sure copies of it are in front of every Cllr at every meeting.
11. Keep John Vickery until he retires. He is Cambourne PC's most valuable asset, and at some point you should look seriously at making him CEO of what is today an emerging Town Council.

### 3. **ELECTION OF VICE CHAIRMAN OF THE COUNCIL**

Cllr J O'Dwyer proposed Cllr Mrs R Poulton this was seconded by Cllr P Gavigan. There being no other nominations, she was duly elected as Cambourne Parish Council Vice-Chairman for the ensuing municipal year. Cllr Mrs R Poulton will sign the Declaration of Acceptance of Office.

### 4. **APOLOGIES FOR ABSENCE**

Apologies for absence were received from Cllr Mrs J Sawford and Cllr K McIntyre. An acceptable reason for absence had been given.

It was:

**RESOLVED** that the apologies for absence from Cllr J Sawford and Cllr K McIntyre be received and approved.

### 5. **MINUTES OF THE LAST MEETING**

It was:

**RESOLVED** that the Minutes of the meeting held on Tuesday 4<sup>th</sup> April 2017 (M166) was approved as a correct record and duly signed by the Chairman.

### 6. **MEMBERS DECLARATION OF INTEREST OR REQUEST FOR DISPENSATION** for items on the agenda.

Cllr S Crocker declared a personal non-disclosable interest in items on the agenda as a District Councillor.

### 7. **POLICE MATTERS**

Further to an email from Cllr K McIntyre, the Parish Clerk had contacted the Police to see if they had been carrying out any patrols in relation to the anti-social parking crackdown. The Police confirmed that 2 patrols had been carried out and others were planned. The Police were checking the spreadsheets to see how many tickets were served and provide the information hopefully in time

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for the next meeting.

The May 2017 update from the OPCC (Office of the Police and Crime Commissioner), Jason Ablewhite was submitted.

It was:

**RESOLVED** that the reports be received and the Council welcomes the anti-social parking initiative and looks forward to receiving the report of the initiative.

#### 8. **CLERKS UPDATE**

The Parish Clerk had circulated a report on his activities since his last update. (Report attached).

In relation to number 10; Cllr Crocker enquired of the outcome of Cambourne Youth Partnership. The Chairman stated it had been positive. The Parish Clerk will obtain information from the Quantity Surveyor on what could be achieved within the money available so the CYP can assess any shortfall to be grant funded.

The CYP will conclude their additional research into the young people's aspirations for what a new youth centre could provide.

It was:

**RESOLVED** that the report be received.

#### 9. **PARISH PLAN UPDATE**

The Parish Plan Steering Committee recommends that the Parish Plan be adopted and launched on 10<sup>th</sup> June 2017.

It was:

**RESOLVED** that the Parish Plan be adopted and launched on the 10<sup>th</sup> June 2017.

#### 10. **HEALTHCARE IN CAMBOURNE**

The Parish Clerk reported no updates.

Cllr P Gavigan reported that the Cambourne Dentist was refusing patients due to no funding. Cllr Crocker reported that he was aware of patients being accepted.

Cllr Crocker will forward the contact he had been dealing with at the dental practice to the Parish Clerk.

It was:

**RESOLVED** that the report be received.

#### 11. **RESIDENTS CORRESPONDANCE**

No residents correspondence received.

#### 12. **APPOINTMENT OF STANDING COMMITTEES**

**12.1 Planning Committee** (Chairman and Vice Chairman of the Council plus 6 members).

- See attached schedule of Committee Membership for 2017 - 2018

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**12.2 Planning Committee Election of Chairman for the ensuing year: -**

- Cllr Mrs R Poulton proposed Cllr P Gavigan to be Chairman. This was seconded by Cllr J O'Dwyer.

It was:

**RESOLVED** that Cllr P Gavigan would be Chairman of the Planning Committee for the year 2017-2018.

**12.3 Leisure & Amenities Committee** (Chairman and Vice Chairman of the Council plus 6 members).

- See attached schedule of Committee Membership for 2017 – 2018

**12.4 Election of Chairman for the ensuing year**

- Cllr Mrs R Poulton proposed Cllr G Thompson to be Chairman. This was seconded by Cllr J Patel.

It was:

**RESOLVED** that Cllr G Thompson would be Chairman of the Leisure & Amenities Committee for the year 2017 - 2018

**12.5 Finance & Policy Committee** (Chairman and Vice Chairman of the Council, Chairman of the Planning and & Leisure & Amenities plus 3 other members).

- See attached schedule of Committee Membership for 2017 – 2018

**12.6 Finance & Policy Committee** (Approval of Chairman for the ensuing year)

- Cllr S Crocker proposed Cllr J O'Dwyer to be Chairman. This was seconded by Cllr G Thompson.

It was:

**RESOLVED** that Cllr J O'Dwyer be Chairman of the Finance and Policy Committee.

**13. APPOINTMENT OF REPRESENTATIVES ON OUTSIDE BODIES  
Cambourne Youth Partnership**

The current representative is Cllr J Patel. Cllr Dr S Bhattacharya expressed an interest in joining the Cambourne Youth Partnership.

It was:

**Resolved** that Cllr J Patel and Cllr Dr S Bhattacharya would be representatives on the CYP.

**Festival Working Party**

The current representatives are Cllr S Crocker, Cllr Dr G Mehboob and Cllr Mrs J Sawford. Cllr S Crocker expressed his desire to withdraw from the Festival Working Party. Cllr Dr S Bhattacharya expressed an interest in joining the Festival Working Party.

It was:

**Resolved** that the Festival Working Party Representatives be Cllr Dr G Mehboob, Cllr Mrs J Sawford and Cllr Dr S Bhattacharya. (See attached schedule of Committee Membership for 2017 - 2018)

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**14. COUNTY & DISTRICT COUNCIL MATTERS**

Apologies for absence had been received from County Cllr Mark Howells.

**District Council Matters**

The chairman Cllr J O'Dwyer welcomed District Cllrs Ruth Betson, Des O'Brien and Simon Crocker who were in attendance for this item.

Cllr O'Brien reported on the following:

- The new Combined Authority Mayor will be finding his feet and more information on the role will follow.
- It is anticipated that there would be a July decision on the Cambourne to Cambridge busway. Also, the City Deal board is keen to have a decision with focus on value for money and reducing the time of getting from Cambourne to Cambridge. Cllr O'Brien indicated that he would be surprised if any further consultation would be done, since the board is keen on making a decision and moving the scheme forward.

The Parish Clerk clarified that the Blackcat Roundabout to Caxton Gibbet covered road improvements to the West of Cambourne and it looked like the existing A428 would become a local route for busses. As part of the S106 negotiations for West Cambourne they are considering a subsidy for bus routes including to St. Neots.

It was:

**RESOLVED** that District Council reports be received.

**15. REVIEW OF POLICIES****Review of Policies**

The Parish Council has a number of policies which are regularly reviewed many are produced by NALC and SLCC jointly and independently these have been drafted to meet the legislation covering Local Government. The primary three are:

- Standing Orders – There have been no amendments brought forward by NALC.
- Financial Regulations – These were updated to take account of the revised Financial Regulations issued by NALC in 2016, and no further amendments are required.
- Terms of Reference and Delegated Powers – These were updated last year and no further amendments are required.

**RECOMMENDATIONS:**

- That the Standing Orders be accepted as no changes are required.
- That the Financial Regulations be accepted as no changes are required.
- That the Terms of Reference and Delegated Powers be accepted as no changes are required.

**NOTE:**

The Terms of Reference and Delegated Powers will need to be reviewed once the Community Governance Review has been completed for the increase of councillors from 13 to 19.

The Finance and Policy Committee will review this and make recommendations to the council at the required time.

### 15.1 Standing Orders

It was:

**RESOLVED** that the Standing Orders be re-adopted as there were no changes required.

### 15.2 Financial Regulations

It was:

**RESOLVED** that the Financial Regulations be re-adopted as there were no changes required.

### 15.3 Terms of Reference & Delegated Powers

It was:

**RESOLVED** that Terms of Reference and Delegated Powers be re-adopted as there were no changes required.

## 16. PEDESTRIAN CROSSINGS

Cllr J O'Dwyer reported his concern that there is no recorded use of any disabled people using any of the crossing points on the day of the monitoring. Also, there are very few recordings of elderly people using the crossing points on that day.

Cllr S Crocker raised concern that only 2 sites are likely to get any control facility, and had hoped that the figures would better reflect the need to have pedestrian crossings. Cllr S Crocker then suggested that the Parish Council would have to contribute to the bill. Cllr S Crocker is concerned that Cambourne, having 11,000 people, 2,500 children, 5 schools and soon an additional secondary school with the development of Cambourne West, more pedestrian crossings are needed and that members shouldn't deter the initiative. Cllr S Crocker recommended that £350,000 should be budgeted for the pedestrian crossings over a 4-year period.

Cllr P Gavigan suggested that the Parish Council should build the needed pedestrian crossings and have the County Council adopt and maintain them. Further, the Parish should push to get a couple more pedestrian crossings in.

Cllr Dr P Hedges raised his concern as to whether it was justified to have all the sites, but agreed with Cllr S Crocker that more pedestrian crossings are needed.

Cllr J O'Dwyer proposed there be a working party with 3 Councillors for the pedestrian crossings.

Cllr Dr P Hedges, Cllr G Thompson and Cllr O'Dwyer expressed their interest in joining the Pedestrian Crossings Working Party.

Cllr S Crocker objected to a working party and suggested that the Parish Chairman, Vice-Chair and the Parish Clerk work with the County Council to achieve the pedestrian crossings initiative.

It was:

**Resolved** that the Pedestrian Crossings Working Party be formed and the representatives be Cllr Dr P Hedges, Cllr G Thompson and Cllr O'Dwyer.

**17. TRAFFIC MATTERS & ROAD SAFETY**

Cllr Dr G Mehboob raised her concern about lorries offloading on Sheepfold Lane during school times and is a danger to parents and children in the area.

It was:

**RESOLVED** that Cllr Krintas and the Parish Clerk would request a joint letter from the Cambourne Village College and the Parish Council.

**SPEEDING**

Cllr T Hudson reported there was speeding on the road between Caxton and the A428. The Parish Clerk reported that it was 50mph there. Cllr Hudson questioned whether there were signs in that area.

It was:

**RESOLVED** that the Parish Clerk would request the Police to do a speed check in the area.

**LACK OF BOLLARDS**

Cllr J Patel and Cllr P Gavigan both raised concerns about the lack of bollards on the islands at the Broad Street Junction. Cllr S Crocker suggested that the Parish Clerk contact the new County Councillor regarding the lack of bollards.

It was:

**RESOLVED** that the report be received.

**18. GENERAL CORRESPONDENCE**

The following correspondence was brought to the Parish Council's attention: -

**Email – Cllr Sue Baxter – Chairman, National Association of Local Council**

Regarding Joining the Battle's Over - A Nation's Tribute/Commemoration on Sunday 11 November 2018.

There was support for the principle and it was felt that the Leisure and Amenities Committee would be best to consider it.

It was:

**RESOLVED** that the email be received and this be deferred to the Leisure & Amenities Committee.

**Email – Passenger Transport Team Stagecoach**

Regarding Stagecoach May 2017 Service Changes.

It was:

**RESOLVED** that the email be received.

**Email – Mike Preston – East Anglian Air Ambulance Corporate Partnerships Officer**

Regarding Recycling in your community in partnership with EAAA and The Salvation Army.

It was:

**RESOLVED** that the email be received.

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**Draft Minutes - Cambridge Gliding Club**

Regarding the Draft Minutes of the Consultative Committee

It was:

**RESOLVED** that the draft minutes be received.

**19. COMMITTEE REPORTS**

Reports were received on the following: -

**19.1 Planning Committee** held on 4<sup>th</sup> April 2017 (PLN M263), 18<sup>th</sup> April 2017 (PLN M264)

It was:

**RESOLVED** that the reports be received.

**19.2 Leisure & Amenities Committee** held on 18<sup>th</sup> April 2017 (LA M70).

It was:

**RESOLVED** that the report be received.

**19.3 Festival Working Party** held on 13<sup>th</sup> March 2017 (FWP M23) and 10<sup>th</sup> April 2017 (FWP M24)

It was:

**RESOLVED** that the report be received.

**20. PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960**

**EXCLUSION OF THE PRESS AND THE PUBLIC.**

**MOVE:** that in accordance with Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 and by reason of the confidential nature of the remainder of the business, the Press and the Public be excluded from the Meeting.

**21. STAFFING****21.1 Interviews**

The Parish Clerk reported on the appointment process for the Deputy Parish Clerk, Apprentice Office Administrator and Apprentice Groundsman. The positions were filled as follows; Deputy Parish Clerk Mrs Shauna Roberts, Apprentice Office Administrator Miss Georgie-Louise Ward and Apprentice Groundsman Liam Jordan.

It was:

**RESOLVED** that the actions of the appointments panel be confirmed and that the appointment of Shauna Roberts as Deputy Parish Clerk be confirmed.

It was:

**RESOLVED** that the actions of the appointments panel be confirmed and that the appointment of Georgie-Louise Ward as Apprentice Office Administrator be confirmed.

It was:

**RESOLVED** that the actions of the appointments panel be confirmed and that

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the appointment of Liam Jordan as Apprentice Groundsman be confirmed.

### **21.2 Staffing**

The Parish Clerk presented a report on current staffing matters.

It was:

**RESOLVED** that the report be received and the recommended actions taken. This was agreed by majority decision.

Review of the Office Administrator position to look at office management functions.

It was:

**RESOLVED** that the Finance and Policy Committee to review the position of Office Administrator to consider any changes to the role in light of the new staff structure.

### **22. OFFICE EQUIPMENT**

The Parish Clerk presented a report on office equipment.

It was:

**RESOLVED** that the actions of the Parish Clerk be confirmed.

### **23. PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960**

RE-ADMITTANCE OF THE PRESS AND THE PUBLIC.

**MOVE:** that the confidential business having been concluded, the Press and Public be re-admitted to the meeting.

### **24. DATE OF NEXT MEETING – 6<sup>th</sup> June 2017**

The meeting closed at 8.35pm.

## Clerks Report

### Clerks report since the 4<sup>th</sup> April 2017

1. Cambourne West s106 – A number of meetings have been held to progress the s106 document and associated planning conditions.

Work progressing well;

- The Boiler Plate produced by Stephen Reid and has been reviewed by Neil Bucknell of Laytons on behalf of Taylor Wimpey and Bovis.
- Drafting has commenced of s106 areas identified in the Heads of Terms these have been reviewed by Mills and Reeve and myself.
- TPA have submitted further information on the transport documentation for consideration by the County Council.
- A draft phasing plan has been produced and is being reviewed.
- Education - The County Council has started to give the necessary guidance on trajectory and timing of secondary school to enable this element to be completed.

Work has started on the Design Code and the details needed for the discharge of the strategic conditions for West Cambourne in parallel with the s106 works to enable reserved matters applications, which have been subject to the necessary pre-application discussions, to be submitted as soon as the planning consent has been issued. The first phase for transport modelling purposes would be for approximately 900 homes.

2. Meeting with Jason Clarke, South Cambs District Council Development Officer South West in relation to the Community Governance Review of Caxton, Elsworth and Cambourne Parishes and the Community Governance Review for Councillor Numbers. Jason also gave a briefing on his new role in South Cambs.
3. Meeting with the 10k race committee with a debrief on race held on Sunday 2<sup>nd</sup> April 2017.
4. Meeting with City Deal officers and Ed Durant regarding bringing forward the Cambourne element of the Cambridge to Cambourne bus link to enable completion of the s106 for Cambourne West.
5. Meeting with Tom Marriot for the end of defects snagging for the cricket pavilion.
6. Meeting with Cllr S Crocker, Cllr G Thompson and the preferred designer of the web site to progress the provision of a new web site.
7. Meeting with Cambourne Raptors regarding the informal MUGA and us as a Basketball Court their comments are being incorporated in the tender documents.
8. Discussions have continued with Mills and Reeve and the County Council to finalise the Transfer and Lease documentation for the Blue School.

## MEMBERSHIP OF COMMITTEES – 2017-2018

Signed

Date 6<sup>th</sup> June 2017

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**Planning Committee (6)**  
(plus Ch and V-Ch as ex-officio)

Cllrs  
P Gavigan (Chairman)  
J O'Dwyer  
K McIntyre  
P Hedges  
T Hudson  
Mrs R Poulton  
G Thompson  
Vacancy

**Leisure And Amenities Ctte (6)**  
(plus Ch and V-Ch as ex-officio)

Cllrs  
G Thompson (Chairman)  
Dr S Bhattacharya  
T Hudson  
Dr G Mehboob  
J O'Dwyer  
J Patel  
Mrs R Poulton  
Vacancy

**Finance And Policy Committee (7)**

Cllrs  
Chairman of the Council (J O'Dwyer)  
Vice Chairman (Mrs R Poulton)  
Chairman of the Planning Committee (P Gavigan)  
Chairman of Leisure and Amenities Committee (G Thompson)  
S Crocker  
S Krintas  
J Patel

**Authorised Signatories**

Cllr S Crocker  
Cllr J O'Dwyer  
Cllr Mrs R Poulton  
Cllr Mrs J Sawford

**CYP Representatives**

Cllr J Patel  
Cllr Dr S Bhattacharya

**Parish Plan Steering Committee**

Cllr J O'Dwyer  
Cllr G Thompson  
Cllr Mrs J Sawford

**Festival Working Party**

Cllr Dr S Bhattacharya  
Cllr Dr G Mehboob  
Cllr Mrs J Sawford