



## CAMBOURNE PARISH COUNCIL

District of South Cambridgeshire

A meeting of this Council was held at The Hub Community Centre, Cambourne on Tuesday 3<sup>rd</sup> November 2015

Present:

Cllr S Crocker (Chairman)

Cllr Ms R Betson

Cllr G Cooper

Cllr T Hudson

Cllr S Masters

Cllr J O'Dwyer

Cllr J Patel

Cllr Mrs R Poulton

Cllr Mrs J Sawford

Cllr G Thompson

In attendance:

John Vickery Parish Clerk

Jessica Lydon Apprentice Office Administrator

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

### 1. APOLOGIES

Apologies for absence were received from Cllr P Gavigan, Cllr Mrs G Mehboob and Cllr Dr S Smith.

It was:

**RESOLVED** that the apologies for absence from Cllr P Gavigan, Cllr Mrs G Mehboob and Cllr Dr S Smith be approved.

### 2. MINUTES OF LAST MEETING

It was:

**RESOLVED** that the minutes of Council Meeting M144 held on 6<sup>th</sup> October 2015 and the Special Council Meeting M145 held on 13<sup>th</sup> October 2015 were confirmed as a correct record and duly signed by the Chairman subject to alterations to Item 4 Police Report, Council Meeting M144.

### 3. 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.

Cllr Ms R Betson declared a personal non-disclosable interest in Items on the agenda as an organiser of the Residents meeting.

### 4. POLICE MATTERS

4.1 PCSO Jackson had submitted a report to the Council (report attached).

Signed

Date 1<sup>st</sup> December 2015

It was noted that the report in the agenda pack was for the period 1<sup>st</sup> October – with no end date.

It was:

**RESOLVED** that the report be received and that PCSO Jackson be asked to confirm what percentage of time on average he spends in Cambourne.

Cllr T Hudson had attended the recent Police Neighbourhood meeting and had found it frustrating as they concentrated on speeding in the villages.

**4.2 Connect:** To receive an Update from the Office of the Police and Crime Commissioner.

It was:

**RESOLVED** that the newsletter be received.

**4.3** To consider a recommendation from the Finance and Policy Committee on proposals to tackle parking issues.

It was:

**RESOLVED** that Cambourne Parish Council does not apply for a grant for PCSO overtime and that a letter be written to Sir Graham Bright regarding the Parish Council's concerns regarding the allocation of PCSO time in relation to the Council tax paid.

## 5. CHAIRMAN'S ANNOUNCEMENTS

- Cambourne to Cambridge Better Bus Journeys Local Exhibition is being held in the Meeting Room of the Hub on Wednesday 4<sup>th</sup> November 2015 from 16.00-19.30. (Note the final Exhibition is being held at Morrisons on the 19<sup>th</sup> November 2015 at 11.00-13.30.
- I am pleased to announce that Mandy Simmons the Bookings Clerk is expecting a baby due in May 2016.
- The Deputy Parish Clerk is currently away until 9<sup>th</sup> November 2015. Councillors wished her a speedy recovery.
- Morrisons are preparing to submit an application to the Post Office Counters to have a Post Office in the Cambourne store. Under the Planning Approval for the construction of the store there was a s106 agreement put in place that limited the area and type of services that could be provided in the store, these restrictions included a dry cleaners, pharmacy and Post Office. The s106 would be a hurdle that would need to be cleared to enable Morrisons to have a Post Office within the Cambourne store. The Everyone Active and Parish Council application was also about to be submitted.

## 6. CLERKS UPDATE

The Parish Clerk reported that as he was on leave last week he had been unable to circulate the report

It was:

**RESOLVED** that an extended report be issued to the next Council meeting.

## 7. COUNCILLOR VACANCY

Signed

Date 1<sup>st</sup> December 2015

**Co-option of two new councillors**

To co-opt two new Councillors to the Council.

The Parish Clerk reported that only two candidates had been forthcoming and had submitted the required documentation. The co-option statements have been circulated (copy attached to the minutes)

The meeting was adjourned to allow the candidates to add to their statements and answer questions from Councillors.

The meeting was reconvened.

Co-option was agreed to be considered for each candidate individually.

It was proposed that Jeni Sawford be co-opted to Cambourne Parish Council.

It was:

**RESOLVED** that Jeni Sawford be co-opted to Cambourne Parish Council.

Cllr Mrs J Sawford signed the Declaration of Acceptance of Office and joined the meeting.

It was proposed that Greg Thompson be co-opted to Cambourne Parish Council.

It was:

**RESOLVED** that Greg Thompson be co-opted to Cambourne Parish Council.

Cllr G Thompson signed the Declaration of Acceptance of Office and joined the meeting.

**8. COMMUNITY AND ARTS PROVISION**

To receive a report from Claire Coates and Richard Brown on Cambourne Village College and community and arts provision.

Claire Coates gave a presentation on the proposals for expanding the Village College from 5 to 7 forms of entry and the potential impact of the proposals for Cambourne West.

Richard Brown then gave a presentation on the development of Arts and Community Access for the current Village College and how they would like to develop in the future with the expansion of the Village College.

There is a need for a suitable sized arts venue in Cambourne and the Village College would like to enhance the proposed hall so that it can be used for art performances. In order to get a hall that provides a suitable venue the Village College needs to find £542,236. They are exploring avenues of funding, but would ask the Parish Council to consider it as part of the negotiations for the s106 for West Cambourne. Applications cannot be made to the Arts Council for new build, but can be made for fitting out of the space. Cambourne has been identified as a cold spot by the Arts Council and they want to support a suitable application.

It was pointed out that West Cambourne was a certainty and there was a lot of pressure on the s106 pot because of the uncertainty of the highway improvement element.

The equipment supplied as part of the s106 for the 950 would be relocated to the new hall.

Claire Coates asked the Council to take the proposal into account when negotiating the s106 for West Cambourne.

The Chairman thanked Claire Coates and Richard Brown for their presentation.

It was:

**RESOLVED** that the presentation be received.

**9. HEALTHCARE IN CAMBOURNE**

The Parish Chairman reported that he had spoken to Heidi Allen MP and the meeting with the Health Minister had been put back and there would be a report once the meeting had been held.

It was:

**RESOLVED** that the report be received.

**10. RESIDENTS CORRESPONDENCE**

There was no residents correspondence received.

**11. COMMITTEE REPORTS**

**11.1 Planning Committee** - reports from 6<sup>th</sup> October 2015 PLN M231, 20<sup>th</sup> October 2015 PLN M232

It was:

**RESOLVED** that the Planning Committee reports for 6<sup>th</sup> October 2015 PLN M231, 20<sup>th</sup> October 2015 PLN M232 be received.

**11.2 FINANCE & POLICY COMMITTEE** - report from 20<sup>th</sup> October 2015 FIN M62.

It was:

**RESOLVED** that the Finance & Policy Committee report for 20<sup>th</sup> October 2015 FIN M62 be received.

**12. COUNTY COUNCIL MATTERS**

County Councillor Mervyn Loynes had not sent his apologies for being unable to attend the meeting or supplied a report.

**13. DISTRICT COUNCIL MATTERS**

**13.1** District Councillor Simon Crocker tabled a report and went through the content. (copy attached)

It was:

**RESOLVED** that the report be received.

**13.2** Bin collection from LAPs and public open spaces.

Consideration was given to the email received from Mike Hill, Director, Health & Environmental Services South Cambs District Council confirming that they would be collecting the bins adjacent to the highway in Cambourne.

It was:

**RESOLVED** that the report be received.

**14. CAMBRIDGESHIRE COUNTY COUNCIL BUDGET PROPOSALS**

To receive budget proposals from Cambridgeshire County Council.

Concern was raised over the removal of educational transport for over-16s as it

Signed

Date 1<sup>st</sup> December 2015  
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would have an adverse effect on pupils attending sixth form colleges; they have to travel over 8 miles to attend the nearest sixth form. This will be badly felt due to the fact that they are expected to stay in a form of further education up to 18 under educational changes.

There was concern over the possibility of the removal of mobile libraries that provide a valuable service to those that are unable to travel to the permanent libraries that are also under threat.

It was:

**RESOLVED** that the budget proposal correspondence be received and that concern be raised over the removal of educational transport for over-16s and over the possibility of the removal of mobile libraries.

#### 15. **RIPARIAN RESPONSIBILITIES FOR FLOOD RISK**

To receive correspondence from Cambridgeshire County Council's Flood & Water Team.

It was:

**RESOLVED** that the correspondence be received and contents be noted.

#### 16. **SPORTS CENTRE FINANCE**

To receive the Sports Centre Financial Report.

Consideration was given to the Financial Report and the following headings needed some clarification:

- Professional Fees and Charges- Why the decrease in 15/16 budget?
- Site Maintenance- Why the increase in 15/16 budget?
- Fixed Assets Costs- Why the increase in 14/15 expenditure and further increase in 15/16 budget?
- General Expenses- Why the decrease in 14/15 expenditure and further decrease in 15/16 budget?
- Admin and Marketing- Why the increase in 14/15 expenditure against the budget?

It was:

**RESOLVED** that the financial report be received and clarification be sought on the headings listed and that the Parish Chairman and Vice Chairman in discussion with the Parish Clerk be delegated to agree the profit share and authorise the issue of an invoice to Everyone Active for the Parish Councils share of Profits.

#### 17. **RESIDENTS MEETINGS**

To receive an update.

The meeting held on the 26<sup>th</sup> November 2015 was attended by 28 residents and had a theme of development in or adjoining Cambourne enabling them to become more informed on the proposals.

The topic lead themes, banners and development of the volunteers group have helped in making the residents more aware of the meetings. It is not always the same people attending the meetings.

The next meeting on 5<sup>th</sup> December 2015 has the theme of Healthcare and it is anticipated that the Monkfield Medical Practice will be represented.

It was:

**RESOLVED** that the report be received.

**18. BLUE SCHOOL**

To receive an update from the Parish Clerk.

The Parish Clerk tabled a report (copy attached) and summarised the contents.

It was:

**RESOLVED** that the report be received.

**19. LAND TRANSFERS**

The Parish Clerk tabled a report (copy attached) and explained the key points.

It was:

**RESOLVED** that the report be received.

**20. TRAFFIC MATTERS & ROAD SAFETY**

**20.1** A report into the current parking situation in Cambourne by Paul Tither – Resident. Unfortunately Paul Tither was unable to attend the meeting.

It was:

**RESOLVED** that the item be deferred until the next Leisure and Amenities Committee or Full Council meetings subject to his availability.

**20.2** Broad Street junction works

No update had been received on the progress of implementation.

It was:

**RESOLVED** that the report be received.

**21. GENERAL CORRESPONDENCE**

**21.1** Tina Webb – Administration Officer, CAPALC: Email regarding CAPALC AGM

It was:

**RESOLVED** that the email be received and Cllr J O'Dwyer to attend on behalf of Cambourne Parish Council.

**21.2** Patrick Adams – Senior Democratic Services Officer, SCDC: Email regarding Gambling Act Consultation letter.

It was:

**RESOLVED** that the Email regarding Gambling Act Consultation letter be received.

**21.3** Val Thomas – Consultant in Public Health, Cambridgeshire County Council: Email regarding Winter Health Information Pack.

It was:

**RESOLVED** that the email be received and the Library and Medical Practice be

put forward to have the information packs.

21.4 Cambridgeshire & Peterborough Clinical Commissioning Group: Consultation on a future model for Non-Emergency Patient Transport Services (NEPTS) for Cambridgeshire and Peterborough

It was:

**RESOLVED** that the information be received and a post be put on the Parish Council Facebook page.

21.5 Cambridge Gliding Centre: Agenda for Consultative Committee Meeting.

It was:

**RESOLVED** that the Agenda be received.

21.6 Bridget Fairley – Executive Support Manager, SCDC: Email invitation to Bourn Airfield Meeting.

Cllr S Crocker confirmed he was attending the meeting.

It was:

**RESOLVED** that the email be received.

21.7 Clemmie Reed – Wings for Life World Run UK Team: Email regarding Wings for Life World Run road closures.

It was:

**RESOLVED** that the email be received.

## 22. **COMPLAINT**

The Parish Clerk tabled a report (copy attached) on a number of complaints received in relation to Councillors Register of Interests.

It was:

**RESOLVED** that the report be received and the proposed actions be taken.

## 23. **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.

## 24. **STAFFING**

There was no update on staffing matters.

It was:

**RESOLVED** that the report be received.

## 25. **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.

## 26. **DATE OF NEXT MEETING** – 1st December 2015

#### Item 4

Cambourne Parish Council  
Police Report October 2015  
Period 1st October to

For this period there have been 130 Incidents for the area with 90 in Cambourne. For the same period last year there were a total of 146 incidents reported with 110 in Cambourne, the most frequent calls received were:-

11 x Domestic disputes

9 x Advice messages – updates to previous call for service

4 x Malicious or nuisance communications – Ex partners causing harassment

6 x Rowdy or inconsiderate behaviour (2 from same address – counter allegations!)

There have been 23 crimes reported for the area with 18 being in Cambourne, compared to 36 crimes for the same period last year, with 24 in Cambourne.

The most frequent being: -

5 x Common Assault

2 X Criminal damage to a building

2 X Burglary in a building other than a dwelling

**At the time of writing one of the above has been 'non – crimed' due to insufficient information to substantiate a crime.**

The Police contact point in Morrison's supermarket is operating and I will be in attendance on Thursday 12<sup>th</sup> November between 10.00 and Midday, and Friday 28<sup>th</sup> November between 2.00pm and 4.00pm

Signed

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## Item 7

### Co-option Candidate statements November 2015

#### **Jeni Sawford**

I have lived in Camborne with my husband and 2 children for nearly 3 years. I work as an TA and MDS at Monkfield Primary School, and my children attend Jeavons Wood. If co-opted, I will work hard for the residents of Cambourne. When I ran as a candidate for the recent District Council by-election I gained a good understanding of the thoughts and feelings of the residents - both online and on the doorstep. I worked for the University of Cambridge for nearly 20 years in various posts. This gave me a good knowledge of the committee process, and an understanding of how decisions are made. We love living in Cambourne, and I know the residents are proud of our village. I will work hard to ensure Cambourne is the best place to live.

#### **Greg Thompson**

I have lived in Cambourne for seven years and have children at Jeavons Wood Primary School. My work is based in London although I usually work from home for two or three days a week. I have eighteen years of experience working within a large organisation, focusing on IT Service Management projects. I enjoy living in Cambourne, use the Sports Centre regularly and am a member of the local Cambourne Runners group. For the past eighteen months I have volunteered as a litter picker. Volunteering has been a positive experience for me and I believe that it is through this experience that I now feel engaged with the concept of doing something constructive within the local community. When I first started litter picking I would think twice about getting up early on a Sunday morning, but now I enjoy the experience of cleaning up the local environment and contributing a small benefit to the community. To this end, serving on the parish council would provide an opportunity to contribute further to the community in a practical, rational and responsible manner. I would hope that my experiences in the local community, in tandem with work experience, would provide me with the context and skills to help move the community forward.

Item 13.1

**South Cambs District Councillor's monthly report to  
Cambourne Parish Council – Nov 2015.**

**1. Boundary issues.**

In light of the forthcoming LGBCE review. A 45-member warding proposal has been set forth. The proposals contain a significant number of alterations to wards across the district, including changes to Cambourne and the surrounding Parishes.

Cambourne is currently part of the Bourn Ward, comprising Bourn, Cambourne, Caxton, Croxton and Eltisley. The Ward has 3 district Cllrs.

Under the new proposals (based on projected electorate numbers in 2021) the Ward breakdown for our area will be:

<b>New Ward Number</b>	<b>Parishes</b>	<b># District Cllrs</b>
20	<b>Cambourne</b>	3
31	Boxworth <b>Caxton</b> <b>Croxton</b> <b>Eltisley</b> Connington <b>Elsworth</b> Knapwell	1
17	<b>Bourn</b> Caldecote Kinston Little Gransden Longstowe	1

The proposals will now be discussed by the Civic Affairs Committee and Full Council, with a view to making a final recommendation to the LGBCE in January.

As already mentioned, there are significant changes proposed to all the wards in the district, and I therefore anticipate that a number of Ward Cllrs and Parish Councils will offer feedback

**2. Bourn Airfield.**

I am informed that Countryside Properties, the outfit that will develop Bourn Airfield should it go ahead, have indicated to SCDC that they intend to proceed with a planning application independently of the Local Plan. I am going to a meeting on 9<sup>th</sup> Nov with planning officers, nearby PC's, and relevant ward Cllrs, to discuss Bourn Airfield and explore how to move forward.

**3. Casework/Councillor Drop-In Surgeries.**

Please do feel free to contact me with comments, questions, reports, complaints to do with SCDC services. Drop-in surgeries are on the second Friday of every month at the

Signed

Date 1<sup>st</sup> December 2015

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Hub in Cambourne between 10:00 & 11:00 am. You can contact me at any time however or [cllr.crocker@scambbs.gov.uk](mailto:cllr.crocker@scambbs.gov.uk) or call 17826 818315  
Cllr Simon Crocker – Member for Bourn Ward

## **Item 18**

### **Blue School**

#### **Lease**

The County Council has responded to my comments in regard to the draft Lease and have accepted all the amendments put forward. They have also confirmed that they will carry out the provision of the ramps to the building and the external gate adjacent to the pre-school. The Parish Clerk is double checking the corrections to ensure there are no additional items included. Once this check has been carried out the Chairman and Vice Chairman will be consulted as they have been delegated on accepting the Lease as revised.

#### **Deed of Variation**

The Parish has had a Deed of Variation produced by Mills and Reeve changing the rent payable from the County Council to the Parish Council from £35,000 to £1.00 in line with the new lease. The draft has been sent to the County Council for acceptance.

#### **Cambourne Church**

The Parish Clerk met with Mathew Trick to discuss the basis of how the cost of using the Blue School would be established and what would be expected. The historic costs and known cost were divided by the lettable area to establish the cost/metre. The areas of office was established and multiplied by the cost/metre.

The other spaces would be let in accordance with the hire costs discussed at the Special Council meeting.

The Clerk proposed that there should be no charge for the youth club jointly run by the CYP and the Church on Friday evenings also there would be no charge for the use of a room for the food bank distribution.

This has going before the church Council for Acceptance.

#### **Transfer of the Building**

The Parish Clerk requested an update on progress, but this has not been received in time for the meeting.

#### **RECOMMENDATIONS:**

That the report be received.

## Item 19

### LAND TRANSFERS

Please find below a brief update on the ongoing transactions involving the Parish Council. I have not included transactions which have been dormant for some time or which were “complete” as at my last Report:-

1. Taylor Wimpey - various POS parcels (0051)

In-House – The engrossments were executed by the Parish Council some time ago. However I await an additional plan for one of the land parcels from TW and continue to chase for this.

Wragges – Wragges have requested engrossments for some further land parcels and have also indicated that some of the plans to the existing, as yet uncompleted, Transfer are incorrect.

I will review exactly what they are saying and asking me to do and will report on this separately over the next few days.

2. Upper Cambourne Village Green and Turf Maize – MCA (53)

Laytons have no further instructions on the issue of the street works licence in respect of Brace Dein.

I have asked them to press for instructions given your discussions with MCA, however you may wish to press this again from your end.

3. GC23/GC26, Greenway – MCA (58)

I cannot see that I have received the awaited Invoice for the commuted sum from you.

Could you please send this through or advise if there is to be a delay in this regard?

4. Upper Cambourne Northern Greenway SIP –MCA (59)

Engrossments are still awaited from Laytons, as they have been for some weeks now.

Perhaps you can chase your contact at MCA to see why the engrossments are being delayed.

5. Cambourne Cricket Pavillion – MCA (62)

We reverted to Laytons a week or so ago on the reservation of a new pedestrian and vehicular right of way over the land, thus they should now be able to issue the long awaited engrossments.

6. Cambourne Youth Centre – MCA (63)

I have reviewed the draft Transfer supplied by Laytons and have emailed you in relation to the same.

Signed

Date 1<sup>st</sup> December 2015  
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I will revert to Laytons once I have your instructions on the issues raised in my email.

7. Wind Turbine Site – MCA (64)

This is a new matter.

I have confirmed to Laytons that the site plan is acceptable and now await a draft of the proposed Transfer.

If you have any queries on any of the above, do let me know.

Kind regards,

Allison

**Allison Hopkins**  
Paralegal  
for Mills & Reeve LLP

Signed

Date 1<sup>st</sup> December 2015  
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## Item 22

### **Complaint**

The Parish received a complaint against five councillors stating that they had not updated their declarations of interest to show changes of circumstance or missed information that should have been added.

It is the Councillors responsibility to ensure that their Register of Interest is current and up to date.

After careful consideration of the details of the complaint, that there was some lack of understanding and the necessity to keep their Register of Interests up to date was not made clear the Parish Clerk would suggest the following **actions taken to resolve the Issues raised.**

1. To ensure all Councillors Register of Interest are up to date copies have been circulated so we can ensure all are up to date. The Parish Office will check to ensure all forms are returned and will be checked to see if the relevant information has been updated.
2. The template of the agenda for full Council and Committee meetings is to be changed so that there is a note reminding Councillors that it is their responsibility to keep their register of interest up to date in line with the code of conduct.
3. The Parish Council web site will be updated to show a link to member's register of interest.
4. When new councillors attend the Parish Office for their induction meeting the Parish Clerk will ensure the importance of ensuring the register of interest is kept up to date in line with the Councils Code of Conduct.
5. After every ordinary election year Councillor Training will be arranged with one of the items being the importance of recording and maintaining the Register of Interests.

### **RECOMMENDATIONS:**

That the Council confirms the actions listed be implemented.