



CAMBOURNE PARISH COUNCIL

District of South Cambridgeshire

A meeting of this Council was held at The Hub Community Centre, Cambourne on Tuesday 1st December 2015

Present:

Cllr S Crocker (Chairman)
Cllr Ms R Betson
Cllr G Cooper
Cllr P Gavigan
Cllr T Hudson
Cllr Dr G Mehboob

Cllr J O'Dwyer
Cllr J Patel
Cllr Mrs R Poulton
Cllr Mrs J Sawford
Cllr G Thompson
Cllr Dr S Smith

In attendance:

John Vickery Parish Clerk
Liz Pinchen Deputy Parish Clerk

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

1. APOLOGIES

Apologies for absence were received from Cllr S Masters

It was:

RESOLVED that the apologies for absence from Cllr S Masters be received and approved

2. MINUTES OF LAST MEETING

It was:

RESOLVED that the minutes of Council Meeting M146 held on 3rd November 2015 were confirmed as a correct record and duly signed by the Chairman.

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.

4. POLICE MATTERS

4.1 PCSO Jackson had sent his apologies for being unable to attend the meeting; he had submitted a report to the Council (report attached).

It was:

RESOLVED that the report be received

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

Signed

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Commissioner.

It was:

RESOLVED that the newsletter be received.

5. CHAIRMAN'S ANNOUNCEMENTS

- Thanks are extended to the Light Up Cambourne Committee. The Christmas lights are looking good and the switch on event was successful with positive feedback from the community.

6. CLERKS UPDATE

The Parish Clerk presented a report to the Council (report attached)

It was:

RESOLVED that the report be received.

7. WEST CAMBOURNE

Dick Longdin, Randall Thorpe, Andrew Dutton, Bovis Homes, Georgina Chapman, Political Developments Ltd and Ed Principal Planning Officer, SCDC were in attendance for this item.

Nick Smith had sent his apologies for being unable to attend the meeting.

Dick Longdin reported that the first masterplan had been submitted in September 2014 Following various consultations and amended plans the final plan was submitted to SCDC last week along with the updated Environmental Impact Assessment. The plan includes 2350 homes, a secondary school, 2 primary schools, a green spine, 2 community centres, sports fields, open spaces and an employment area. The Parish Council recommended the original application for approval subject to the resolution of a number of issues.

The new master plan is based on the same principles as the previous plan with the following amendments:

- The householder multiplier has been increased from 2.7 to 2.76 which has increased the amount of open space and school places provided.
- A burial site has been included, located to the south of the site in a woodland location and distant to housing.
- The design of the sports area has been altered from a triangular shape to a more rectangular shape and now includes an athletics track. Advice has been sought on the number and size of the football pitches from the Parish Clerk
- The location of the secondary school has been agreed to be to the north west of the existing secondary school. This will also mean the school buildings are clustered together.
- Noise assessment and modelling has carried out, the noise impact will be mitigated by the creation of a 2 – 4 m high bund.
- The spine road has been re-routed to the south west of the green spine and there are now only two crossing points where there were originally five.
- The proposal to re-create Swansley Wood has been shelved.
- The proposed two allotment sites have been changed to one larger site to the south of the secondary school. This will create a barrier between the

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school and housing and one site will be easier for the Parish to manage.

- The bridleways now link up.
- The access to the employment area in the north west corner will be from the A428. The second employment area near to the Business Park has been sited to create links between the business areas.
- The relocation of the secondary school has enabled additional footpath links to be created with Lower Cambourne.
- The sports pavilion and community building have been located to near the sports pitches.

The application will be discussed in detail at the meeting on January 12th 2016.

The following questions were raised.

Q. How many vehicle access roads will there be from Lower Cambourne?

A. Vehicle access will be via Sheepfold Lane and from the realigned roundabout on the A1198. There has also been an access planned through the Business Park should agreement on this be reached. There are a number of footpath links from Lower Cambourne but no vehicle access, this is to minimise disturbance to the existing residents of Cambourne.

Q. Can you ensure that there is sufficient parking provision around the playing fields as at present there are severe parking issues on match days?

A. The area for the playing fields is in accordance with guidelines and this includes the parking provision. This will be looked at in more detail when the Reserved Matters applications are submitted and your comments will be taken on board.

Q. Who are Political Developments Ltd?

A. Political Developments Ltd are handling the public consultations and media representation on behalf of the developers, and also hosting the project website.

Q. Will the Burial Ground area be taken out of the green space allocation?

A. No and we are over providing on the open spaces. The lakes, woodland, wetlands, ponds and Burial Ground don't count as open space.

Q Concern was raised previously that there was no vehicular access into the employment area from the residential area, has this been addressed?

A. Partially, there are two employment areas, the one near the Business Park will have vehicular access but there were concerns that providing a vehicular access to the employment area near the A428 would create a rat run. This will need more consideration in order to resolve.

Q. Has the capacity of the proposed schools been adjusted to reflect the increased household multiplier?

A. Both primary schools are now the same size but the existing plan of one smaller school already had enough capacity. The proposed capacity has been agreed by an educational consultant and the County Council.

Q.

A. The roundabout at the northern end of the Caxton bypass will be realigned to create an entrance to West Cambourne. This will benefit Caxton as it will mean that the bypass will be straight on at the roundabout rather than the current left turn which some drivers find confusing.

Q. Was the site in a green belt?

A. No, it was never a green belt area.

Q. Where has the extra green space required due to the higher householder multiplier come from?

A. From the decision not to recreate Swansley Wood.

- Q. Will the site be equipped with fibre optic broadband?
A. That is not a layout issue and will be dealt with at a later date.
- Q. Will lessons be learnt regarding road layout and parking issues?
A. The master plan does not cover this level of detail; this will be dealt with in the design guide.
- Q. Will the employment areas come forward in the initial stages?
A. Employment consultants have been employed and concluded that there is a need for small business units. The employment area near to the Business Park will be delivered in Phase 1
- Q. Will the Enterprise Zone affect the employment land?
A. No, this only relates to the Existing Business Park.
- Q. Are there any shops planned?
A. The parameter plans shows 2 potential retail sites; this will be resolved by the design code. To best serve the community the ideal location for retail units would be in the centre of the development.
- Q. Are discussions with Business Park ongoing?
A. Discussions with the Business Park have been ongoing for 2 years; there are a number of parties involved.
- Q. The design of some areas of Cambourne are more aesthetically pleasing than others, can this be borne in mind when designing West Cambourne?
A. Your comments will be borne in mind.
- Q. When will the traffic issues be addressed?
A. We are not traffic consultants; this will be looked at by County Council to make off site road improvements.
- Q. What will the percentage of affordable homes be?
A. The affordable homes policy is for 40%, the Parish's preference is for 30% in line with the rest of Cambourne, subject to viability. This will be discussed in further detail.

Ed Durrant reported that the s106 discussions are starting to address the issues. The Parish Clerk confirmed that he will be attending the s106 discussion meetings to represent the views of the Parish Council.

- Q. Will issues experienced in the existing Cambourne e.g. traffic and parking should be addressed in the new settlement?
A. The design is people friendly and consultation will be held to address any issues.
- Q. How many playgrounds will there be?
A. There will be two large playgrounds and few smaller ones. It was felt that this was better for the Parish from a maintenance point of view that a large number of smaller playgrounds.
- Q. Are transport enhancements being considered prior to any development?
A. We can't comment on that as we are not traffic consultants.
- Q. Will there be a GP surgery?
A. No, the CCG's preferred option is the enhancement of Sackville House.

The Chairman thanked Dick Longdin, Andrew Dutton, Georgina Chapman and Ed Durrant for their attendance.

It was:

RESOLVED that the presentation be received.

8. HEALTHCARE IN CAMBOURNE

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

The next Resident's Meeting on 5th December 2015 will be on the subject of Healthcare.

It was:

RESOLVED that the report be received.

9. COMMITTEE VACANCIES

It was noted that following the Parish election in May 2016 all the Committees' membership will be reconsidered.

It was:

RESOLVED that Cllr G Thompson would join the Leisure and Amenities Committee and that the second vacancy on the Leisure and Amenities Committee and the vacancy on Planning Committee will remain unfilled until May unless any councillors come forward; the Committee Chairmen and the Parish Clerk are delegated authority to agree the filling of the vacancies should any councillors come forward.

10. PARISH PLAN STEERING COMMITTEE

Ian Bavin, John Panrucker and Lizzie Robertson were in attendance for this item.

10.1 The Parish Plan Steering Committee presented a report to the Council (report attached)

Councillors were all given a pack to assist them in conducting the pilot survey. The purpose of the pilot questionnaire is to iron out any issues and to obtain an idea of how long the survey takes to complete.

It was:

RESOLVED that the report be received.

10.2 Council representative to the Parish Plan Steering Committee
The Chairman reported that he was aware that the current Council representatives to the Parish Plan Steering Committee were wishing to step down due to work commitments.

Cllrs S Crocker, J O'Dwyer, G Thompson and J Sawford expressed an interest in becoming Council representatives to the Parish Plan Steering Committee. Cllrs Ms R Betson, P Gavigan and S Masters were thanked for their work on the Parish Plan Steering Committee.

It was:

RESOLVED that Cllr S Crocker, Cllr J O'Dwyer, Cllr G Thompson and Cllr J Sawford become Council representatives to the Parish Plan Steering Committee.

11. RESIDENTS CORRESPONDENCE

There was no resident's correspondence received.

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12. COMMITTEE REPORTS

12.1 Planning Committee - reports from 3rd November 2015 PLN M233 and 17th November 2015 PLN M234

It was:

RESOLVED that the Planning Committee reports for 3rd November 2015 PLN M233 and 17th November 2015 PLN M234 be received.

12.2 LEISURE & AMENITIES COMMITTEE - report from 17th November 2015 LA M64

A recommendation was made at the Leisure and Amenities Committee meeting on 17th November 2015 that £1,000 be spent on a scheme to support teenage girls in Cambourne.

Cllr Mrs R Poulton reported that following a meeting that she had attended with the Parish Clerk it had become apparent that there was a need to support teenage girls in Cambourne who are experiencing difficulties. A pilot scheme would run for 6 weeks in conjunction with the locality team and a specialist councillor. Grants would need to be applied for the scheme to continue further than 6 weeks. If it is successful the scheme could be extended to include boys if it is felt there is a need. Some of the issues identified are gender related. Depending on need there could be a mixture of group and individual counselling. The sessions could be run in the Children's Centre room in the Blue School and would fill a gap in the need for support 13 to 18 year olds. The pilot scheme would look to start around Easter 2016. The scheme would be linked to the schools and run by youth workers and a councillor. The role of the Parish would be to provide initial financial support.

The Parish Clerk confirmed that the funds are available.

It was:

RESOLVED that £1,000 be made available to support the pilot scheme and that Cllr Mrs R Poulton and Cllr Dr S Smith be delegated to progress the setting up of a pilot scheme and report back to the Council.

A request to fund the installation cost of sports hall lighting had been deferred to the Council. Concerns were raised regarding the Sports Centre report from Shane Railley.

It was:

RESOLVED that Shane Railley be invited to attend the next full Council meeting, any questions on the Sports Centre report be forwarded to the Parish Clerk and that the decision on funding the installation cost of the sports hall lighting be deferred until the next meeting.

It was:

RESOLVED that the Leisure & Amenities Committee report for 17th November 2015 LA M64 be received.

13. SCHOOL LANE STREET LIGHTING

The Chairman reported that the latest update from the County Council is that the lights School Lane will now be remaining as they are.

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It was:

RESOLVED that the report be received.

14. COUNTY COUNCIL MATTERS

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

15. DISTRICT COUNCIL MATTERS

District Councillor Simon Crocker was in attendance for this item and reported on the following:

- The governance review and the proposed boundary change for the West Cambourne site will be carried out on Caxton Parish as it is Caxton Parish that will be giving up the land. Cambourne Parish will be able to comment and the outcome will be the same. There is potential for a joint review and a change to the number of Parish Councillors for Cambourne but this will be discussed at a later date.
- The developers of the potential site at Bourn Airfield, Countryside Properties, are submitting a planning application and pre-application discussions are going ahead. The application will be for 3,500 homes but there is no information yet as to when the application will be seen.
- There are continuing issues with overflowing litter bins around Cambourne. It is requested that the contact number for reporting these to South Cambs is put on the Parish Council Facebook page and that District Cllr Crocker is copied in on all correspondence with Heidi Duffett, Street Cleaning Supervisor at South Cambs.

It was:

RESOLVED that the report be received and that District Cllr Crocker is copied in all correspondence concerning bin collection.

16. FINANCIAL STATEMENT

16.1 Schedule of Payments

Queries raised were clarified by the Parish Clerk.

It was:

RESOLVED that the schedule of payments be received and the payments approved.

Current Financial Statement

The Parish Clerk reported that the Council has been keeping within its agreed revised budgets and spending in accordance with the Financial Regulations and that issues raised at the Finance and Policy Committee M62 on 20th October 2015 had been resolved. Concern was raised regarding the cost of the Trailer Park compared to income.

It was:

RESOLVED that the report on the Finance Spreadsheet as at 26/11/15 be received and that Trailer Park fees would be added to the next Leisure and Amenities agenda.

16.3 Bank Reconciliation

It was:

RESOLVED that the report be received and the Bank Reconciliation at 1st November 2015 be approved and signed.

17. PARISH PLAN STEERING COMMITTEE

This item had been duplicated on the agenda in error.

18. LIGHT UP CAMBOURNE

The Deputy Parish Clerk presented a report to the Council as Joint Chairman of the Light Up Cambourne Committee (Report attached)

It was:

RESOLVED that the report be received and that a vote of thanks be extended to the Light Up Cambourne Committee and it's volunteers.

19. BLUE SCHOOL

The Parish Clerk reported that the Deed of Variation had been received for signing, this will be done once Cambridgeshire County Council have produced the lease.

It was:

RESOLVED that the report be received and that the Chairman and Vice Chairman be delegated authority to sign the Deed of Variation once the lease is received.

20. ELECTORAL REVIEW OF CAMBRIDGESHIRE: FURTHER LIMITED CONSULTATION FOR CAMBRIDGE

It was:

RESOLVED that the correspondence be received.

21. ELECTORAL REVIEW OF SOUTH CAMBRIDGESHIRE DISTRICT COUNCIL

The Chairman reported that the District Council is proposing that there be 45 District Wards and that Cambourne becomes a ward in its own right with 3 District Councillors. A decision will be made some time in 2016 following consultation.

It was:

RESOLVED that the report be received.

22. LAND TRANSFERS

The Land Transfer report had be circulated prior to the meeting (Report attached)

The transfer documents for the Cricket Pavilion land have been received for signing.

It was:

RESOLVED that the report be received and that the Chairman and Vice Chairman be delegated authority to sign the Cricket Pavilion land transfer documents.

23. SIGNING OF CONTRACT DOCUMENTS FOR BULDING PROJECTS

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The Parish Clerk reported that the contract documents for the construction of the Hub Extension and Cricket Pavilion had been received for signing.

It was:

RESOLVED that the report be received and that the Chairman and Vice Chairman be delegated authority to sign the contract documents for the Hub Extension and Cricket Pavilion.

24. **TRAFFIC MATTERS & ROAD SAFETY**

24.1 Broad Street junction works

The Parish Clerk reported that he is chasing an update on the works.

It was:

RESOLVED that the report be received.

24.2 Changes to local bus services

Concern was raised regarding what constitutes 'minor' changes. This will be checked.

It was:

RESOLVED that the report be received.

25. **GENERAL CORRESPONDENCE**

25.1 Cambridgeshire County Council – Parish E-Bulletin, November 2015

It was:

RESOLVED that the E-bulletin be received and that the information regarding Scams in our County be shared on the Parish Council Facebook page.

26. **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.

27. **STAFFING**

The Parish Clerk gave a report on staffing matters.

It was:

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

28. **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.

29. **DATE OF NEXT MEETING – 12th January 2016**

Cambourne Parish Council

Police Report October 2015

Period 27th October to 25th November

For this period there have been 153 Incidents for the area with 81 in Cambourne. For the same period last year there were a total of 124 incidents reported with 64 in Cambourne, the most frequent calls received were:-

11 x Domestic disputes

11 x Concerns for welfare – Male drunk in street, Person making loud noise in foyer of flats, Child apparently locked out (not so), Person apparently asleep in car park, Person fallen down stairs, Children left alone in home (found with grandmother)

There have been 36 crimes reported for the area with 19 being in Cambourne, compared to 25 crimes for the same period last year, with 14 in Cambourne.

The most frequent being: -

2 x Actual Bodily Harm

2 x Theft from motor vehicle

2 x Criminal Damage

At the time of writing one three of the above have been detected and enquiries are on-going for the others

The Police contact point in Morrison's supermarket is operating on Friday 27th November between 2 and 4 pm, Wednesday 9th December between 4 and 6pm, and Monday 21st November between 10 and Middy, some of the dates have changed due to operational needs.

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Clerks Report

Clerks report since the 6th October 2015

1. Numerous meetings and discussions with various parties to progress the proposals for use of the Blue School. I have also been liaising with Michaela McMurtry regarding the licence to use the Blue School. Chasing Robert Lewis regarding the long term agreement which has now been signed off by Adrian Lowes this went to a meeting at the end of October for ratification. Ian Wilson of Cambridge County Council is due to contact me regarding the next stage. The lease has now been agreed, but we are awaiting the engrossments. The deed of variation has been drawn up and is ready for signing.
2. Meeting with David Cundell and SCS regarding the removal of the Mobile Classrooms at the Blue School and reinstatement works. This has now been completed. The preschool have been consulted on the works.
3. Two meetings of the Cambourne Project Team discussing pre apps and forth coming sites etc.
4. 3G pitches. Discussions with Came and Co to regarding the Councils insurance in relation to new facilities including 3g. meetings with Caroline Smith and Shane Railley to finalise the Football Foundation bid which has been submitted. Meeting floodlight and soil testing companies for the preparation of the tender documents ready for submission.
5. Meeting with Andrew Cole, and inspection of the adoption works carried out in Tithe Way and Willow Lane to ensure remedial works to the verges are to a suitable standard for future maintenance, also meeting to discuss transfer of open spaces from Bovis, McA and Taylor Wimpey..
6. Numerous discussions and meetings regarding the construction/contract element of the Design and Build contract for the Hub Extension and Cricket Pavilion including confirmation of the setting out on site.
7. Meeting with representative of the uniformed groups and the Church regarding the planning of the Remembrance Parade on the 8th November 2015.
8. Meeting with Clare Gibbons, Community Development, Ed Durrant and the Parish Chairman regarding issues in Cambourne. Issued raised included;
 - Ward and Parish Boundaries
 - NHS Capitation
 - Youth Facilities
 - Retail Provision
 - Bus Link
 - Business Park
 - Dog Fouling
 - Anti-social Parking
 - Road safety issues
 - Litter Bins and their collection
9. Martyn Rodzin meeting regarding outstanding issues in Cambourne.
10. Meeting at Cambourne Village College to review the Community Access agreement with CVC, Cambridge County Council and South Cambs District Council.
11. Meeting at Cambourne Village College to discuss future s106 and arts provision with CVC, Cambridge County Council and South Cambs District Council.
12. Meeting with Parish Chairman, Chairman of Leisure & Amenities Committee and Trustees of Cambourne Youth Partnership to discuss the development of the permanent Youth Building.

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13. Seminar at Cambourne Village College with various stakeholders regarding youth services in Cambourne.
14. Attending meeting at South Cambs District Council to brief on the imminent work regarding submission of an application on Bourn Airfield and pre app advice by Officers at South Cambs.
15. Meeting with SCDC, representatives from Bourn Parish Council and District Councillor to discuss the bus link onto the Broadway.
16. Planning meeting for 2015 10k race.
17. Meeting with the Parish Chairman, Clare Gibbons, Ed Durrant representatives from Caxton Parish Council regarding the Governance review of Caxton to take into account West Cambourne.
18. Meeting with Ed Durrant, Stephen Reid and representatives of Morrisons regarding the outstanding variation of conditions application and the use of the square for a farmers market.
19. Meeting with Chris Chris Whitaker Facilities and Investment Manager England and Wales Cricket Board to look at our new Cricket Pavilion. As a result I was invited to Lords to be on a panel to discuss sustainable cricket pavilions as ours matches one they have been developing. Theirs is only 15m² smaller.
20. Finally I carried out the induction of Greg Thompson and Jeni Sawford.

FINANCIAL STATEMENT

16.1 SCHEDULE OF PAYMENTS: to consider schedule of payments, copy attached.

RECOMMENDATIONS:

That the schedule of payments attached be received and the payments be approved.

SCHEDULE OF PAYMENTS

Paid Accounts

Voucher No	Amount	Name	For	Budget Code	Freq.
	1,287.42	Barclaycard		414	
	3,712.09	PAYE		102	M
	91.20	EE & T Mobile	Mobile Phones	403	M
	158.13	British Gas	Sports Pavilion - Electricity	1806	M
	4,313.35	Pension		103	M
	12,978.50	Payroll		101	M
	105.25	Eon	Feeder Pillar Greenhaze Lane	1102	M
	1,157.76	BT	Hub telephones	403	M
	670.00	Scottish Power	MUGA - Electricity	1202	M
B143	1,071.00	Bremner Partnership	Hub QS services	2003	
B143	1,251.00	Bremner Partnership	Cricket Pav QS services	2005	
B144	87.00	Briar Security Systems	Blue School	1419	
B145	588.00	Broxap	Post mounted litter bins	1107	
B146	135.38	CBS	Stationery	405	
B147	125.63	CCL Supplies	Cleaning Supplies	1411	
B148	848.08	Complete Cleaning	Cleaning Services	1417	
B149	93.00	Cooleraid	water coolers	1421	
B150	132.00	Harpenden Town Council	event management course	501	
B151	230.28	Ibbetts	Maintenance Equipment	1103	
B152	359.58	John Panrucker	Parish Plan expenses	1412	
B153	175.00	MiJan Ltd	Internal Audit Fee	202	A
B154	2,400.00	PKF Littlejohn	External Audit Fee	201	A
B155	198.00	Premier Logos	Banners (Info sessions)	405	
B156	2,910.60	RLF	QS services 3G pitch	2004	
B157	1,632.33	Sherriff Amenity	Top Dressing and weed killer	1208	
B158	666.00	Solitech	Fete- sound and lighting	414	
B159	40,863.10	Timberworks	stage 2 payment	2005	
	35.00	IC	Data Protection Registration	410	A
	488.10	SCDC	Maintenance Yard Bins Trade & Hub Recycling	1814	M
	47.64	SCDC	Hub Bin Trade waste	1422	M
	13.00	SCDC	Cricket Pavilion Bin	1814	M
	180.00	SCDC	Premises Licence Hub	1420	A
	39.50	SCDC	Additional Bin lift Fete	414	
	289.92	SCDC	Building Inspection Fee	2004	
	467.00	SWALEC	Hub - Gas	1416	M

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CPC/M147

	398.00	SCDC	Rates - MUGA	1206	M
	492.00	SCDC	Rates - Hub	1415	M
	576.00	SCDC	Rates - Trailer Park	1711	M
	100.00	SCDC	Rates - LC Cricket Pavilion	1811	M
	552.00	SCDC	Rates - Sports Pavilion	1811	M
	193.98	Cambridge Water	Blue School	1414	½
	194.75	Orange	Mobile phones	403	M
	84.16	Barclays	Bank charges A/c 93936082	203	M
	45.79	Eon	Cricket Pavilion	1806	M
	13.83	Eon	Trailer Park	1705	M
	717.14	Ricoh	Photocopier	407	Q
	29.08	Barclaycard	Merchant services	203	M
	75.24	SGW Payroll	Payroll processing	207	M
	713.67	Fuel Genie	Petrol & Diesel	1109	M
	1,025.65	Opus	Hub - Electricity	1407	M
	6.50	Popes Shoe repairs	Wallet for bank cards - B/Card	405	
	6.55	Post Office	Postage - B/Card	406	
	286.37	Xmas Direct	Christmas Lights - B/Card	1110	
B160	840.00	AJ & R Scambler	hedge trimmers	1103	
B161	87.00	Briar Security Systems	call out Blue School	1419	
B161	87.00	Briar Security Systems	call out Hub	1419	
B161	87.00	Briar Security Systems	call out Cricket Pavilion	1812	
B162	73.74	Cambridge Outdoor Living	screws and hinges	1105	
B163	109.98	CCL Supplies	Cleaning materials	1411	
B164	49,878.82	Coulson	hub extension	2003	
B164	1,936.81	Coulsons	Partition door & Frame - Blue School	1413	
B164	292.22	Coulsons	boiler service	1410	
B165	52.51	Lovewell Blake's	air filters	1411	
B166	195.76	Orona	Lift Call out Sports Pavilion.	1808	
B167	72.00	Pest Busters	wasp nest removal	1413	
B168	2,238.96	Real Christmas trees	lights	1110	
B169	552.00	Technical Surfaces	Power Sweep Muga	1208	
	3,196.86	PAYE		102	M
	91.20	EE & T Mobile	Mobile Phones	403	M
	268.06	British Gas	Sports Pavilion - Electricity	1806	M
	4,911.93	Pension		103	M
	14,611.15	Payroll		101	M
	16,952.86	Public works Loan board	Loan repayment	2004	½

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CAMBOURNE PARISH COUNCIL
BANK RECONCILIATION AT 2nd November 2015

Prepared by John Vickery Parish Clerk and RFO 26/10/2015

Total Receipts of the Council up to 30th October 2015		2,161,114.52
Total Receipts of the CPEF up to 30th October 2015		1,154,315.69
Total Payments by the Council up to 30th October 2015		487,087.50
Total Payments by the CPEF up to 30th October 2015		790,612.00
Balance	A	2,037,730.71

Barclays Bank PLC		
Account No 93936082		
Statement from Bank dated 2nd November 2015		975.20
Account No 90496049		
Statement from Bank dated 2nd November 2015	£	1,671,651.18
Account No 23365964 CPEF		
Statement from Bank dated 2nd November 2015	£	363,703.69
Total		2,036,330.07

Unpresented cheques at 30th October 2015
Barclays

	TOTAL	£	-
Unrecorded income at 30th October 2015			
	TOTAL		1,400.64
		£	
Balance	B	2,037,730.71	
Check	A-B		-0.00
Petty Cash	Total		205.97
Balance including Petty Cash	Total		2,037,936.68

Signed
Chairman Clerk Date

Independent Councillor Check Date

Signed

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**Parish Plan Steering Committee Report
for Parish Council Meeting dated 01 December 2015**

Purpose of Report

To report to the Parish Council the progress achieved to date on the Cambourne Parish Plan and to seek support from Parish Councillors for questionnaire completion – pilot and final.

RECOMMENDATION FOR :	
(A)	The Parish Council note the report
(B)	Parish Councillors to become Champions of the Parish Plan
(C)	Each Parish Councillor to receive a Champion pack and take ownership of the actions within
(D)	To receive further instruction in the New Year detailing final questionnaire arrangements and the online survey link

1. Progress Update

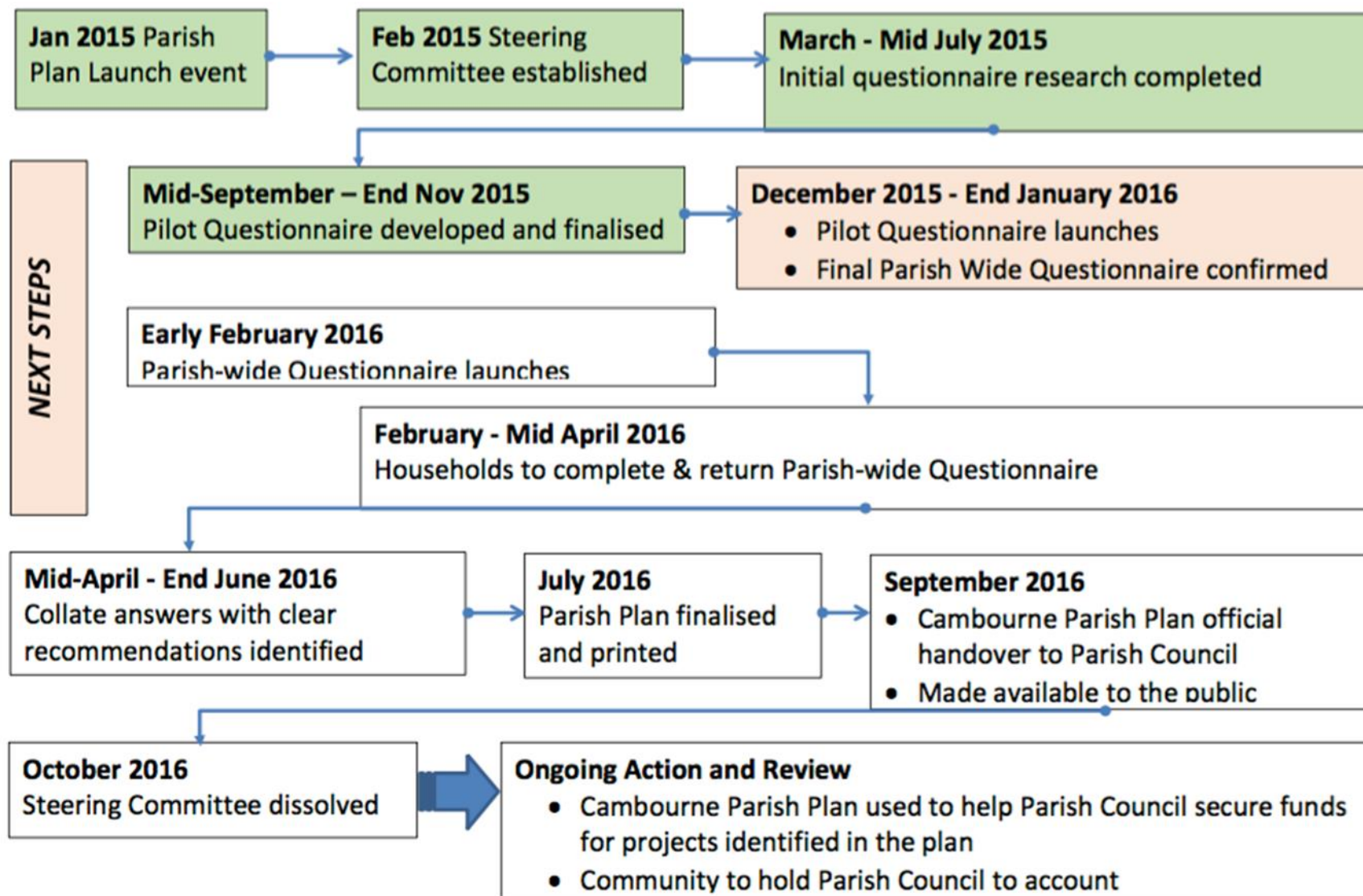
There have been 12 Steering Committee meetings to date. In addition there have been a number of work group and cross over meetings focusing on questionnaire content, communications and logistics & information management. Overall the project plan (summary timeline attached to this report) is on track and the Committee are about to embark on the crucial questionnaire stage.

2. Pilot Questionnaire

Attached to this report is the Parish Plan Champion Pack. We would like all councillors to agree to Champion the plan at this stage by encouraging individuals to complete the pilot questionnaire. The pilot questionnaire will be completed online.

3. Final Questionnaire

Once the pilot is complete we would encourage all councillors to spread the message to as many residents as possible about completing the questionnaire. The actual parish-wide survey questionnaire will be available for completion from February to mid-April 2016. Every household will receive a hard copy questionnaire however, residents will be encouraged to complete it online. Support and drop in session are being arranged. There will also be a number of drop off points around Cambourne for return of completed hard copy questionnaires.



Cambourne Parish Plan

Pilot Questionnaire

Dear Councillor

The Parish Plan Pilot will run until **Monday 4th January 2016**. After this date all the responses and feedback will be considered by the Steering Committee for suitability and any subsequent changes and amendments will be made to the final questionnaire.

To help us achieve an effective pilot review we would appreciate it if you would carry out the following -

- Each Parish Councillor should approach a minimum of 5 individuals to complete the pilot questionnaire. These can be friends or family, they don't have to reside in Cambourne.
- The following statement can be used to explain the intentions of the pilot - you could copy and paste into an email for the people you are approaching, or print it out to give to them.

Dear friend,

The Cambourne Parish Plan survey questionnaire will be going to every household in the New Year asking people for their opinions on the future of Cambourne on issues such as housing, environment, community facilities and provision of services. To ensure it is fit for purpose we are running a small pilot and we hope you can help us here. Please complete the questionnaire online (*insert survey monkey link*). Whilst completing the questionnaire please think about the areas of feedback below. Once you have submitted the questionnaire please feedback your thoughts to the person who approached you.

1. How long did it take you to complete the questionnaire? Was the length of time it took you appropriate?
2. Were there any questions you did not understand? If yes please state which ones. How could we improve them?
3. Do you think anything else should be covered? Please state what.
4. Have we made the intentions of the questionnaire clear? Do you understand what we are aiming to achieve?
5. Do you have any other suggestions?

Thank you very much for your help, ***Cambourne Parish Plan Steering Committee***

Signed

Date 12th January 2015
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Cambourne Parish Plan Frequently Asked Questions

What is a Parish Plan?

A Parish Plan is a shared vision for how the community wants to develop and identifies the action needed to achieve it. Cambourne is currently at the crucial questionnaire stage of the Parish Plan process.

Who can fill out the questionnaire?

All Cambourne residents. Every household will receive a copy of the questionnaire but all members of the household will be encouraged to fill one in. The questionnaire will also be available online.

How are questionnaires being completed?

The questionnaire will be available to complete by hand and online. The more people that complete the questionnaire online the quicker and cheaper the process will be so please complete online if you are able.

Where do I send my completed questionnaire?

If you are completing online make sure you get to the end of the survey and press submit. If you are completing a paper copy we have a number of drop off points around Cambourne.

How long do I have to complete my questionnaire?

From receipt of questionnaire in February until end of March 2016

Can I have some help completing my questionnaire?

Yes. Please contact the Parish Plan Steering Committee on:

help.parishplan@cambourneparishcouncil.gov.uk

We also hope to have some drop in sessions in the library to assist with online completion.

What will happen to the results?

The results will be analysed and summarised in a report with an action plan. This Plan will be received by the Cambourne Parish Council.

Can I help with the Parish Plan?

Yes. The Steering Committee is made up of volunteers – Cambourne residents and Parish Councillors. If you would like to help or get involved please email:

info.parishplan@cambourneparishcouncil.gov.uk



This year we have lit 36 trees on Broad Street and at the junction with the High Street. In addition there are lights on the 3 village Christmas tree and on the Hub. Some lights were left in the trees last year and this proved to be effective as only a few issues with them were encountered. This meant a reduced amount of time spent on the installation and the same approach will be taken this year with the majority of the lights left in the trees. The catenary wires between the trees will be removed.

The accounts are not quite finalised as some income is still to be received and we don't yet have the final cost of the cherry picker hire. We started the year with a balance a little over £2000; it is anticipated that the total income will be in the region of £7750 and that total expenditure of the same leaving us with £2000 going forward. Some items purchased this year such as banners and hi vis vests will last us for a few years to come.

Funds have been raised from the Fete, from car boots sales organised by the Light Up Cambourne Committee, various donations from businesses and individuals and an envelope drop. We will be looking at further fundraising ideas next year.

The Switch on event was held on Saturday and despite being hampered by the poor weather was generally successful. The turnout we believe was similar to last year which was disappointing as we had hoped for more but this was mainly due to the weather. We will also looking at different ideas for the switch on event next year once we have had time to have a full review.

Once again the feedback received from the community has been overwhelmingly positive and the committee are very grateful for the ongoing support of the Parish Council and the commitment to the Christmas lights.

Signed

Date 12th January 2015
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LAND TRANSFERS

Please find below an update as to the position 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 have yet to review the position in this regard and will report further once I have done so.

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 feel that a further conversation with your contact at MCA is required to resolve this issue.

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.

I have chased once again, however I cannot obtain any information as to why engrossments are being delayed or when they can be expected.

5. Cambourne Cricket Pavillion – MCA (62)

Engrossments are now with the Parish Council for signing.

6. Cambourne Youth Centre – MCA (63)

You have provided your comments on the draft Transfer, thus I will now revert to Laytons on the same.

7. Wind Turbine Site – MCA (64)

I await a draft Transfer from Laytons.

8. Cambourne School Lease Variation – County Council (65)

The engrossments of the Deed of Variation have been issued for signing.

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

Allison Hopkins
Paralegal
for Mills & Reeve LLP

Signed

Date 12th January 2015
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