



CAMBOURNE PARISH COUNCIL

District of South Cambridgeshire

A meeting of this Council was held at The Hub Community Centre,
Cambourne on Tuesday 5th July 2016

Present:

Cllr S Crocker (Chairman)

Cllr Dr S Bhattacharya

Cllr P Gavigan

Cllr P Hedges

Cllr T Hudson

Cllr S Krintas

Cllr K McIntyre

Cllr J Patel

Cllr Mrs R Poulton

Cllr Mrs J Sawford

Cllr G Thompson

In attendance:

John Vickery Parish Clerk

Liz Pinchen Deputy Parish Clerk

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

1. APOLOGIES

Apologies for absence were received from Cllr J O'Dwyer and Cllr Dr G Mehboob. Both had given acceptable reasons for absence.

It was:

RESOLVED that the apologies for absence from Cllr J O'Dwyer and Cllr Dr G Mehboob be received and approved.

2. MINUTES OF LAST MEETING

It was:

RESOLVED that the minutes of the Council Meeting CPC M156 held on 7th June 2016 and Special Council Meeting CPC M155 held on 21st June 2016 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 and in agenda item 9 as he is a neighbour and personal friend of the correspondent.

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).

Concern was raised regarding purse thefts from bags in the local retail units.

Signed

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This needs to be addressed by the retailers but also a police press release could be issued.

Concern was raised regarding dogs who are off their leads chasing swans in the Country Park. Photographs of incidents have been taken. The photographs should be forwarded to the police and the Wildlife Trust.

It was noted that PCSO Jackson had not attended a meeting in several months. PCSO Jackson or another representative from the local police would be requested to attend on a regular basis.

Newly elected Police and Crime Commissioner, Jason Ablewhite, would be invited to attend the next Council meeting to be held on 6th September 2016.

It was:

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

5. CHAIRMAN'S ANNOUNCEMENTS

- Councillor training has been organised for all councillors on Tuesday 13th September 2016. Full details of the training will be circulated. All councillors should attend due to changes in legislation.
- There are still some outstanding Declaration of Interest forms. Councillors who have not yet completed their Declaration should do so as soon as possible and return the form to the Parish Office.

6. CLERKS UPDATE

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

Additional points were raised as follows:

Item 5 - the repairs carried out to the Soul Building were minor and had been completed.

It was:

RESOLVED that the report be received

7. PARISH PLAN STEERING COMMITTEE

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

The Parish Plan Steering Committee had submitted a report to the Council. (Report attached).

Ian Bavin presented the Council with up to date statistics. Overall response rate of 56% of the addresses in Cambourne has been achieved with responses received from 1437 unique valid addresses. The prize fund for the draw is £150. The aim is to complete the Parish plan by the end of the year in line with the original 2 year time scale.

An event is to be held to thank all those that have volunteered their time to ensure the success of the project.

A Special Council Meeting will be held to receive the survey report.

It was:

RESOLVED that the report be received and that a vote of thanks to the Parish Plan Steering Committee be recorded.

8. HEALTHCARE

There was no further update on healthcare as the information requested from

Signed

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the dental surgery has not yet been received. This will be followed up.

It was:

RESOLVED that the report be received

9. RESIDENTS CORRESPONDENCE

Cllr S Crocker left the room during this item.

Cllr P Gavigan acted as Chairman for this item.

Simon Goswell – Email regarding an event in Cambourne

It was noted that the proposed event would be organised by the resident and it would be incumbent on the organiser to arrange for suitable insurance cover. The event can take place on the public open space as long as no business advertising takes place.

The Parish Clerk reported that he had spoken to Mr Goswell and as the 16th July is the last day of the fun fair he had agreed to look at alternative dates and a smaller event.

There is no objection to resident get togethers such as is proposed as long as there is no liability for the Parish Council and the play area is open to all as usual. The PCSO should be informed and the event should not be widely publicised on social media. Any BBQ arrangements must be agreed with the Parish Clerk.

It was:

RESOLVED that permission for the proposed event be granted in principle and that a letter be written to the resident giving details of the provisions as outlined above.

Cllr S Crocker re-joined the meeting.

10. COUNTY AND DISTRICT COUNCIL MATTERS

District Councillor S Crocker was in attendance for this item. Apologies for absence had been received from District Councillor D O'Brien.

District Councillor S Crocker reported on the following District Council matters:

- The District Council has met to discuss devolution, proposed for Cambourne and Peterborough, and has accepted the proposals in principle. Further meetings will be held to discuss the role of a mayor. This will going to the Civic Affairs Committee, on which Cllr Crocker sits.
- The new Leader of the Council, Cllr P Topping has accepted an invitation to take a tour of Cambourne with the Chairman and the Parish Clerk. This will mean he will be better placed to understand Cambourne and the local issues.

The following concerns were raised:

- There are still issues with South Cambs not emptying bins, in particular those near the chip shop and Dominos. Heidi Allen MP has been informed of the issues and it was reported that the Street Cleaning Supervisor at South Cambs is not responding to emails. Cllr Crocker will follow this up.

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- The Planning Department are not taking account of the views of the Parish Planning Committee when determining planning applications. There does not appear to be any consistency in their approach to applications that involves parking issues. It was requested that Ed Durrant, Principal Planning Officer, SCDC and a Planning & New Communities Team Leader be invited to attend a suitable Planning Committee meeting.

It was:

RESOLVED that the report be received and the actions taken.

11. POLICE CADETS

The Chairman reported that following a strongly worded email to Hannah Watson a response had been received apologising for the lack of communication. It is now anticipated that the Cadet Unit will be started in mid-July. This will be followed up.

It was:

RESOLVED that the report be received.

12. POST OFFICE

The Chairman reported that following the closure of the Post Office within Lloyds Pharmacy in 2013, several different solutions have been investigated both by the Sports Centre and Morrisons, neither of which have come to fruition.

A meeting was held with representatives from the Post Office to discuss the possibility of the Parish Council opening a temporary Post Office in the old Parish Office. A scoping visit has been carried out and also legal advice is being sought from NALC to ensure that the necessary legislative powers are in place. The Council could set up an enterprise under the General Power of Competence. It would need to be set up as a business and staff employed to run it for five and half days a week. The setting up of a Sub Committee would enable to project to be progressed more quickly. A Sub Committee would need to look in detail at all the options for running a Post Office and produce a business plan. The long term options would also need to be reviewed as the proposed location will eventually be needed for the lift shaft and stair well to access the upper floor of The Hub.

It was:

RESOLVED that a Sub Committee comprising the Parish Chairman, Vice Chairman, Cllr G Thompson and Cllr S Krintas is formed to enable the necessary work to research and develop a Business Plan for the possibility of a Post Office within The Hub

13. MISSION STATEMENT

The Parish Clerk reported that the original Mission Statement was agreed in 2004 and not reviewed again until 2014. Due to the developing nature of Cambourne and its community it is appropriate to review the Mission Statement after every ordinary election.

It was:

RESOLVED that the Mission Statement be re-affirmed and reviewed after every

Signed

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ordinary election.

14. 3G PITCH AND TENNIS COURTS

The Parish Clerk reported that work was progressing to enable construction to begin week commencing 11th July 2016.

One issue not covered by the original tender process was the upgrading of the existing floodlighting to the MUGA and tennis courts. Currently two of the lights are out and needing expensive repairs and others are showing signs needing replacement in the near future. The appointed contractor has prepared a comprehensive maximum quotation of £40,640. Upgrading to LED lighting would significantly reduce running costs and reduce light spill onto adjacent land. If the lights are upgraded to LED the cost could be funded from the Parish Energy Fund.

It was:

RESOLVED that the floodlights at the existing MUGA and tennis courts be upgraded to LED using the Parish Energy Fund.

15. LAND TRANSFERS

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

The Parish Clerk reported that meetings are being arranged to try to resolve the backlog of outstanding transfers.

It was:

RESOLVED that the report be received.

16. TRAFFIC MATTERS & ROAD SAFETY

The following issues were raised:

- There is still gravel around the back of Home Bargains.
- The requested temporary zebra crossings and yellow lines need to be chased up. There are still parking issues on the Sackville Way end of the High Street.
- An advertising coach and trailer has been seen driving around the side streets of Cambourne causing obstruction and danger for pedestrians. The information will be passed to the developers.
- The list of missing cycle ways has been passed to the developers to progress; it was noted that some requested were not on the original plans.
- Parking on the entrance way to the Priory Walk car park is causing issues. The school could request yellow lines as part of their Safer Routes to School. PCSO Jackson will be requested to monitor.
- Parked cars on Eastgate are causing restricted visibility for drivers trying to turn from Lancaster Gate. It was noted that there is an alternative route that could be used a peak times.
- Dangerous parking issues should be reported to the police.
- The youth football teams are being encouraged to use the new cricket pavilion car park at the weekends. A pedestrian footbridge is being put in to allow easier access to the pitches.

It was:
RESOLVED that the report be received.

17. GENERAL CORRESPONDENCE

Theresa Browes, Housing Officer CHS Homes – letter regarding No Ball Games sign at The Paddocks

The Chairman of the Leisure & Amenities Committee had requested that the sign be removed as it is a children's play area and children using should be supervised. The resident was concerned as balls had been kicked against his front windows. The Parish Clerk reported that request had since been received from CHS to erect trellis to increase the height of the fence and deter balls from the windows.

It was:
RESOLVED that the letter be received and that permission for the No Ball Games sign be refused.

South Cambs District Council – Agenda for Parish Council Liaison meeting

It was:
RESOLVED that the agenda be received and that the Parish Clerk and Cllr Hedges would attend the liaison meeting. .

Cambridge Gliding Centre - Information regarding August competition.

It was:
RESOLVED that the information be received.

18. COMMITTEE REPORTS

18.1 Planning Committee - reports from 7th June 2016 PLN M246 and 21st June 2016 PLN M247

It was:
RESOLVED that the Planning Committee report for 7th June 2016 and 21st June 2016 be received.

18.2 Leisure & Amenities Committee - report from 21st June 2106 LA M67

It was:
RESOLVED that the Leisure & Amenities Committee report for 21st June 2016 be received.

18.3 Festival Working Party – report from 6th June 2016 FWP M17

It was:
RESOLVED that the Festival Working Party report for 6th June 2016 FWP M17 be received.

19. PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960

Exclusion of the press and the public.

Signed

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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.

20. STAFFING

The Parish Clerk gave a report on staffing matters

It was:

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

21. 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.

22. DATE OF NEXT MEETING – 6th September 2016

Cambourne Parish Council

Police Report June 2016

Period 7th June to 1st July 2016

For this period there have been 152 Incidents for the area with 100 in Cambourne. For the same period last year there were a total of 156 incidents reported with 114 in Cambourne, the most frequent calls received were:-

21 Domestic disputes

17 concern for welfare

There have been 37 crimes reported for the area with 29 being in Cambourne, compared to 47 crimes for the same period last year, with 38 in Cambourne.

Most common offences reported were:-

6 Assaults occasioning actual bodily harm

4 Criminal damages to vehicles

At the time of writing two of the above have been detected, one has been 'no crimed' and enquiries are on-going for the others

I will take this opportunity of thanking the Parish Councillors of Cambourne for providing me with an electric bicycle, which will enable me to patrol the area with greater ease. There was an 'official hand over' with photographs on Wednesday 15th June around 4pm.

The Police contact point in Morrison's supermarket is operating on Wednesday 6th July Monday 18th July Wednesday 10th August and between 10am and Midday

May I invite all councillors to take the bad-wolf-test = www.tinyurl.com/bad-wolf-test using code 7064

Signed

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Clerks Report

Clerks report since the 7th June 2016

1. I have also been working with Ian Wilson and Michaela McMurtry regarding the transfer of the Blue School. A meeting was held between the Children's Centre, Pre School, the Church and Parish Clerk regarding progress with the remedial action.
2. 3G pitches and Tennis courts the pre start meeting further meetings have been held was held with the contractors and their sub-contractors.
3. Meetings with the two youth football teams to co-ordinate bookings of the new 3g pitch. Further meeting with Everyone Active regarding booking systems.
4. Meetings at South Cambs District Council with Officers from SCDG, CCC and the developers to progress discussions on viability of Cambourne West this was a positive meeting and all went away to work towards meeting the time scale for the September Special Council meeting for South Cambs District council. It was a little disappointing that the County Council were unable to attend the second meeting with the viability consultant and to clarify trigger points for the cash flow.
5. Meeting with Nigel Taylor regarding the state of Cambourne Soul.
6. Carried out induction and tours for the 4 new Parish Councillors.
7. Meetings were held regarding the possible provision of a Post Office; a report is presented under item 12 on the Council Agenda.

Steering Committee Report For Parish Council Meeting dated 05 July 2016

Purpose of Report

To report to the Parish Council the progress achieved to date on the Cambourne Parish Plan and to seek the continued support from Parish Councillors through to completion of the Project - end December 2016.

Progress Since Last Report

The steering committee reported to the Council at its February 2016 meeting (CPC/M149).

This was followed in March 2016 by a Special Meeting of the Council (CPC/M151) at which the Parish Plan Questionnaire comprising the Cambourne Community-wide Survey; and Young People Survey About Cambourne was considered by and subsequently adopted by the councillors for use in the consultation phase of the Parish Plan project.

Accordingly this report covers the key activities of the consultation phase from mid March through to its close at 30 June 2016.

Engagement with Cambourne Community

- Residents aged 6-11 years

During March the children of Cambourne used their imaginations to produce special postcards showing what they liked about Cambourne and what could make Cambourne even better. The postcard competition was well supported by the local primary schools, namely Jeavons Wood; Hardwick & Cambourne; Monkfield Park; and Vine together with home educated children where known. A group of independent judges had the enjoyable but sometimes difficult task of choosing the winners in each school, each receiving a book token. These were presented along with 'highly commended' certificates to runners up at their respective end of spring term assembly.

Lots of interesting ideas came from this competition, including a zoo, a theatre, better road crossings, a sweet shop, a toy shop, more schools, an ice rink and a gingerbread trail, but the most popular request by a long way was for a swimming pool.

The winning postcards and others formed a small exhibition in Cambourne Library over the Easter holiday, to coincide with the launch of both the Young People Survey and the Community-wide Survey (see below).

The postcard 'data' will inform the Parish Plan.

- Residents aged 11-18 years

(included Cambourne Village College / Comberton Village College students; sixth form students; plus home educated students and young people not in full time education)

The Young People Survey About Cambourne Questionnaire went live online for completion on Monday, 28 March and was also made

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available for completion in hard copy. The consultation closed on Tuesday, 03 May although responses have continued to be received in hard copy and online.

Both Cambourne and Comberton Village Colleges fully supported the project and members of the steering committee along with Sean Purser (Student at Comberton) and Jonathan Buwert (Cambourne Youth Worker) took part in assemblies at both Colleges where the team briefly explained what the Parish Council does and how the results of the consultation will influence parish spending over the next 5 to 10 years.

The young people have had the opportunity to participate in the YP Big One! Cash Prize Draw which will be drawn at the Community Fete in September.

- Residents aged 18 and over

The Cambourne Community-wide Survey Questionnaire went live online for completion late pm Friday, 08 April and was also made available for completion in hard copy, a copy of which was delivered to each household in Cambourne over the weekend of 9-10 April.

The Questionnaire was initially made available for completion (in hard copy and online) until Sunday, 12 June. Immediately prior to this close date, latest figures suggested that the response rate was sitting at approx. 1,700 households, and that the activities of the steering committee re door knocking and other publicity events was serving to ensure that responses continued to be received at a decent rate.

In consultation with the Parish Chairman, in an effort to secure a response rate greater than or equal to 51% of households in Cambourne, (there are approx.4,000 occupied homes in Cambourne at present) the consultation period was extended by 2½ weeks to finish Thursday, 30 June in order to have every chance of meeting the response target.

Residents had the opportunity to participate in the Earlybird Incentive Cash Prize Draw which was drawn on 16 May; and the Big One! Cash Prize Draw which will be drawn at the Community Fete in September.

Publicity & Communication

- Cambourne Crier

The Crier editorial team have fully supported this community-wide initiative by:

- providing publishing expertise in the printing of both the Cambourne Community-wide Questionnaire and Young People Questionnaire documents; and
- making available its distribution team to deliver the hard copy Community-wide Questionnaire to all Cambourne homes.

In addition the Crier which is delivered to over 4,000 homes in Cambourne has consistently published cover page articles related to the initiative during the consultation period.

- Drop In Sessions

A number of Drop In Sessions were arranged during the consultation period to allow residents to pop in for advice and/or assistance in completing the Questionnaire(s). The two hourly sessions each held at various 'public' locations around Cambourne (e.g. Library; 19 Coffee House) were resourced by committee members. Of the eight sessions only one resident sought advice!

- Drop Off Points

A number of drop off points were established around Cambourne during the consultation period where residents could deliver their hard copy questionnaire response. Of the nine locations the Parish Offices; Library; and Coop Store proved most popular. Around 300 questionnaire responses have been received via the collection boxes.

- Website

The Parish Plan dedicated website was established prior to the start of the consultation period and has been regularly updated. The online version of each questionnaire is accessed via the website. The Parish Council website carries a link to the Parish Plan website.

- Banners and Ground Signs

These were installed at strategic locations around Cambourne at sites agreed with the Parish Council. Certain locations were the subject of vandalism with two banners and signs completely destroyed, however in the main the banners have lasted well and additionally withstood the vagaries of the Cambourne weather these past twelve weeks.

- Totaliser Banner

A 'thermometer' showing the number of households e.g. from zero to 4,000 against available cash prize draw pot of the Big One! Cash Prize Draw is located on the wall next to the Parish Council office entrance on the High Street. The 'mercury' is regularly updated.

- Leaflet Drop

Mid way through the consultation period a further opportunity to raise community awareness to complete the Community-wide survey was taken through a leaflet drop to all households in Cambourne with the delivery of the Cambourne Crier May edition.

- Door-knocking Exercise

Our volunteers have been out each weekend of the consultation period across the various areas of Cambourne. A total of 1,280 homes have been visited - just over 30% of the homes in Cambourne – and spoke with 499 residents. Generally, the volunteers were received well by residents who recalled the Community-wide Questionnaire, either spontaneously or when prompted with the majority committing to complete the survey.

- Publicity Stands

During the consultation period, members of the committee and some of the volunteers hosted a number of publicity stands in visible areas, including The Hub, Morrisons foyer and on the grass area next the High Street.

- Social Media

Regular posts to the various Cambourne Facebook Groups were made throughout the consultation period. These posts provided a direct link to the Parish Plan website online survey page.

- Foam Finger Countdown Campaign

Over the last four weeks of the consultation period the *Big Red* and *Big Blue* foam fingers plus countdown placards were deployed by committee members at the fixed banner locations sited at the A428 and A1198 entrances to Cambourne between 4.00 and 6.00pm, usually on a Thursday or Friday. Based on the number of vehicles passing proved an effective way of raising resident awareness to complete the Community-wide survey!

How Did We Do?

Did we secure a response rate greater than or equal to 51% of households in Cambourne?

From rough cut analysis of the data volumes collected, we believe we are on target to obtain a unique response from at least 2,000 houses in Cambourne.

Data as at 7.00pm Saturday, 25 June:

- Cambourne Community-wide Survey
 - Total Responses: 1,843 (1,560 have given an address, 283 have skipped it)
 - Hard Copies to upload: 165 estimated
 - Unique & Valid addresses: 1,298
 - Incomplete addresses (e.g. just street & postcode): 38
- Young People Survey
 - Total Responses: 555 (326 have given an address, 229 have skipped it)
 - Hard Copies to upload: 10
 - Incomplete addresses (e.g. just street & postcode): 47
- Merging the Valid Addresses from Each Survey
 - Produces a unique list of: 1,433 (this is already confirmed)
 - Total surveys to load: 175
 - Incomplete addresses: 85
 - Total surveys where address is skipped completely: 512
 - Potentially there are 772 additional surveys.
 - Based on 1,560 main survey respondents giving us 1,336 unique (1,298 unique + 38 incomplete), applying the same rationale to the 782, gives us: 661

The estimate therefore is 1433 + 661 = 2094 unique addresses responding to a survey = 52.3% of Cambourne Households

Since this data cut was taken, the number of surveys online has already increased by another 70, which is likely to be a combination of hard copy uploads plus additional residents responding to the final door-knocking weekend exercise.

Based on the above in terms of the Big One! Cash prize fund, the *current* unique and valid addresses from the main survey = 1,298, therefore the prize fund stands at £129.

However it is likely that we can offer a cash prize of £150.

Budget/Financial Update

As at 30 June there remains an anticipated underrun of £2,185 against the available budget funds of £9,800.

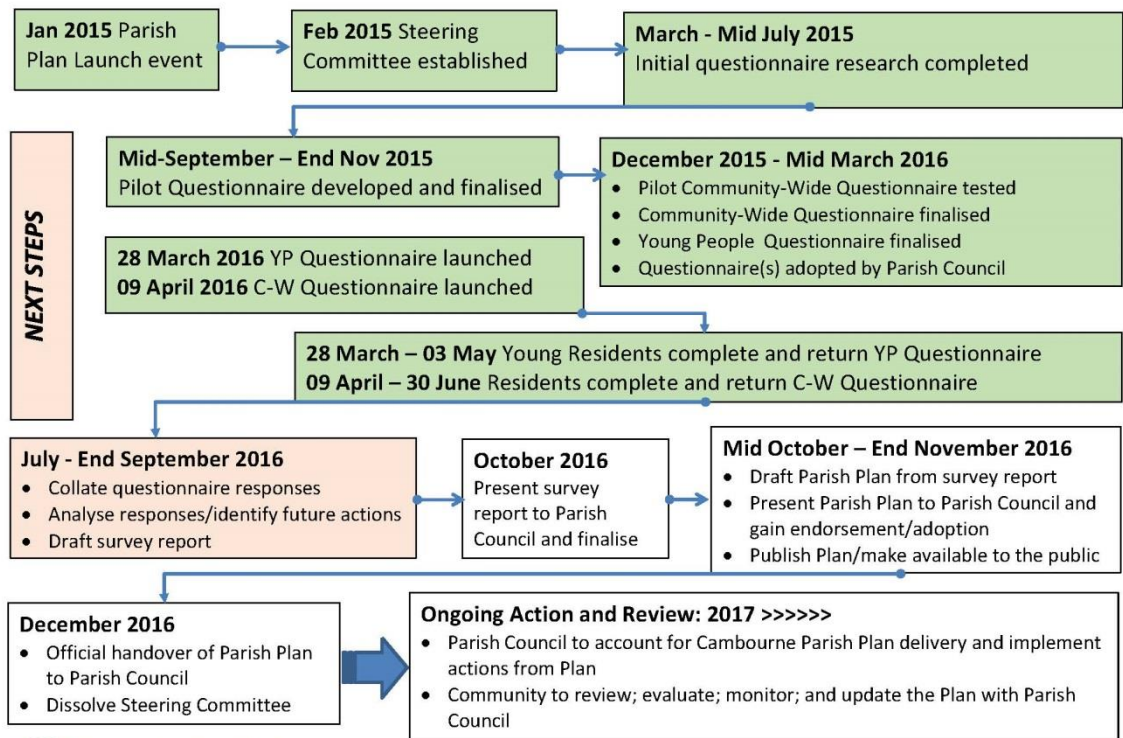
Next Steps to Completion

- The steering committee will display its initial findings from the survey data at its stand at the Community Fete to be held in September.
- The steering committee intend to complete the project by no later than end December 2016, twenty-four months after the Cambourne Parish Plan launched in January 2015.
- The steering committee will liaise with the Parish Council to meet the Project Timeline (attached).

Ian Bavin
Chair – Parish Plan Steering Committee

Signed

Date 5th July 2016
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PROJECT TIMELINE

LAND TRANSFERS

Please find below a brief summary of the position on the ongoing transactions involving the Parish Council.

As you will see, there has been no movement at all on any of the matters involving MCA. I will be chasing Laytons on these today and, if no progress is made in the next fortnight, propose issuing them with Interim Invoices for the costs I have incurred to-date, the hope being that this may prompt them into some action!

1. Taylor Wimpey - various POS parcels (0051)

In-House – No change since my last report.

Wraggles – Following the completion of these Transfers, registration applications are currently with the Land Registry.

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

No change since my last report.

3. GC23/GC26, Greenway – MCA (58)

No change since my last report.

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

No change since my last report.

5. Cambourne Cricket Pavillion – MCA (62)

No change since my last report.

6. Cambourne Youth Centre – MCA (63)

No change since my last report.

7. Wind Turbine Site – MCA (64)

No change since my last report.

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

The Deed of Variation is now complete.

We are now moving onto the next stage, which is the School Lease, a draft of which I await from the County Council.

9. Brace Dein Deed of Easement – Newcrest (66)

A draft of the required Deed is to be prepared and issued.

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 5th July 2016
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