



## CAMBOURNE PARISH COUNCIL

District of South Cambridgeshire

A meeting of this Council was held at The Hub Community Centre, Cambourne on Tuesday 7<sup>th</sup> March 2017

Present:

Cllr S Crocker (Chairman)

Cllr Dr S Bhattacharya

Cllr P Hedges

Cllr T Hudson

Cllr S Krintas

Cllr Dr G Mehboob

Cllr K McIntyre

Cllr J O'Dwyer (Vice-Chairman)

Cllr Mrs R Poulton

Cllr Mrs J Sawford

Cllr G Thompson

In attendance:

John Vickery Parish Clerk

Jessica Lydon Office Administrator

1 member of the Public was in attendance for the meeting.

### 1. APOLOGIES

Apologies for absence were received from Cllr P Gavigan and Cllr J Patel. An acceptable reason for absence had been given.

It was:

**RESOLVED** that the apologies for absence from Cllr P Gavigan and Cllr J Patel be received and approved.

### 2. MINUTES OF LAST MEETING

It was:

**RESOLVED** that the minutes of the Council Meeting CPC M163 held on 7<sup>th</sup> February 2017 and Special Council meeting CPC M164 held on 28<sup>th</sup> February 2017 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 South Cambs District Councillor.

Cllr S Krintas declared an interest in Item 11 as a member of the local flying club based at Bourn airfield.

### 4. POLICE MATTERS

No Police Officer was present and no report had been submitted.

A newsletter had been received from the Police and Crime Commissioner for

Signed

Dated 4<sup>th</sup> April 2017 1-11

Cambridgeshire.

The Chairman reported that he and the Parish Clerk had met with a crime reduction company that would bring a proposal to the June Council meeting.

It was:

**RESOLVED** that the reports be received.

**5. CHAIRMAN'S ANNOUNCEMENTS**

- Councillors are reminded that the Trade Fair is being held Saturday 25<sup>th</sup> March and that it would be good for councillors to support the event by attending.
- Work will begin on the Fete as of next Monday. The Fete will be held on Saturday 9<sup>th</sup> September 2017.
- The police announced the launch of their anti-parking website. Action points: publicise a link to the website on the Parish Council Facebook page, publish article in the Cambourne Crier, link in future meeting agendas. <http://tinyurl.com/SouthCambs-Parking>
- Disabled swings were agreed to be installed at a previous meeting and is yet to be completed. The Chairman requested it be an agenda item for the next Council meeting in April.

**Cllr Dr S Bhattacharya and Cllr Dr G Mehboob joined the meeting during the next item.**

**6. CLERKS UPDATE**

The Parish Clerk presented a report to the Council (report attached)  
Concerns were raised about the call out that the Parish Clerk had to attend due to the fire doors at the Hub not being closed properly. It was proposed that an invoice be sent to the cleaning company that are expected to check the fire doors are closed properly as part of their locking up of the building.

It was:

**RESOLVED** that the report be received and invoice sent to the cleaning company for the call out charge.

**7. WEST CAMBOURNE**

The Clerk reported that there was no decisions required as the recent meetings concentrated on clarifying the information and inserting triggers as originally agreed by the Parish Council into the S106.

It was:

**RESOLVED** that the report be received.

**8. PARISH PLAN UPDATE**

The Chairman confirmed that the report needs finishing and a meeting is being held 15<sup>th</sup> March 2017 to finalise the Parish Plan.

It was:

**RESOLVED** that the report be received.

Signed

Dated 4<sup>th</sup> April 2017 2-11

**9. RESIDENTS CORRESPONDENCE**

No residence correspondence had been received.

**10. COUNTY AND DISTRICT COUNCIL MATTERS**

District Councillor S Crocker was in attendance for this item.

**County Council matters:**

No County councillor was present at the meeting.

**District Council matters:**

District Councillor Crocker reported that:

1 – The draft Heads of Terms for the Governance review for West Cambourne has been put on the agenda for the next Civic Affairs committee meeting to be held 25<sup>th</sup> March 2017.

2 – The bin day change over went well with most residents putting out the correct bin.

It was:

**RESOLVED** that the report be received.

**Cllr T Hudson left the meeting at this point.**

**11. COALITION OF PARISH COUNCILS**

Steve Jones was in attendance for this item.

Steve Jones gave a background into the formation of the coalition in 2014 which now has 23 members and has changed their mission statement to reflect recent changes.

There were 2 documents to be considered:

1 - A draft letter to the Secretary of State for consideration

2 - A submission to the Planning Inspector on the Local Plan regarding the proposed new village at Bourn Airfield.

Queries were raised regarding the draft letter to the Secretary of State and the submission to the Planning Inspector. These were answered by Steve Jones.

It was:

**RESOLVED** that the Chairman be delegated to sign the letter to Secretary of State and the submission be agreed subject to a change in the tone of the report. The Chairman, Vice-Chairman and Parish Clerk be delegated to compile responses in relation to the submission to the Planning Inspector.

**Cllr T Hudson re-joined the meeting.**

**12. CALENDER OF MEETINGS**

It was requested that the Planning meeting and Finance & Policy meeting scheduled for the 24<sup>th</sup> October 2017 be changed to 17<sup>th</sup> October 2017 so that it does not fall within the school Half Term break. (Amended calendar attached.)

Signed

Dated 4<sup>th</sup> April 2017 3-11

The Chairman asked councillors to consider agenda items for the upcoming Annual Parish Meeting to be held 2<sup>nd</sup> May and to send correspondence to the Parish Clerk.

It was:

**RESOLVED** to approve the Calendar of Meetings 2017 – 2018 as amended.

**13. CAPALC**

A copy of the draft Membership Agreement was included in the agenda pack.

Concerns were raised with the agreement with regards to providing councillor telephone numbers as a way of advising of free training and development opportunities. Councillors had no issues with giving their councillor email addresses, as this is the preferred way of contact.

It was proposed that there be stronger links with SLCC and CAPALC reflected in the membership agreement.

It was suggested that CAPALC should include details about the training of their staff in the membership agreement.

It was:

**RESOLVED** that the draft Membership Agreement be broadly supported but reserve the right to withhold telephone numbers of the Councillors. The membership agreement should also reflect the strong links between the SLCC and CAPALC there should also be a commitment to the training of CAPALC staff to provide high quality training to member Councils.

**14. TRAINING PROGRAMME**

Consideration was given to setting up a training programme for the Parish Council.

It was:

**RESOLVED** that the Parish Council pays the subscription to LCPAS and sets up a training programme for the forthcoming year to which the neighbouring parishes will be invited.

**15. CITY DEAL**

Cllr Mrs J Sawford summarised the meeting of the Local Liaison Forum as she was in attendance.

She has been asked to report back a statement of what the Parish Council want out of the City Deal to the next LLF meeting.

Cllr P Hedges explained that residents of Cambourne will benefit from not driving to work if there is a reliable and fast bus service route with the least effect on surrounding villages.

It was:

**RESOLVED** to receive the report and Cllr Mrs J Sawford to feedback that the Council's preference is for a reliable and fast bus service route with the least

effect on surrounding villages.

**16. LAND TRANSFERS**

The Parish Clerk presented a report to the Council (Report Attached)

It was:

**RESOLVED** that the report be received.

**17. TRAFFIC MATTERS & ROAD SAFETY**

**1 – A14 Monthly bulletin February/March 2017**

To receive the monthly bulletin.

**2 – Update on the A428 Black Cat to Caxton Gibbet scheme consultation**

To receive the news release regarding the consultation and dates.

It was:

**RESOLVED** that the correspondence be received and the information to be posted on Cambourne Parish Council Facebook page.

**3 – Speeding in Cambourne**

Concern was raised about speeding near the schools and it was suggested that flashing speed signs would be appropriate.

It was:

**RESOLVED** that the Council would look into the provision of flashing speed signs adjacent to schools.

**4 – Sheepfold Lane**

Concern was raised about the delivery of vehicles to Elms BMW & Mini dealerships, especially during school drop off and pick up times.

It was:

**RESOLVED** to contact Elms to see if they could rearrange delivery times to avoid the school drop off and pick up times.

**5 – Temporary crossings in Upper Cambourne**

Concern was raised that some of the temporary crossings that had been removed are still visible causing confusion.

It was:

**RESOLVED** to contact Vine Technical to see if the crossings could either be repainted or burnt off completely so there is no further confusion.

**18. GENERAL CORRESPONDENCE**

**18.1 – Larry Grey & Sons Funfairs**

Correspondence received regarding return dates for this year's funfair. The funfair will be arriving Saturday 9<sup>th</sup> July for set up and open Wednesday 12<sup>th</sup> July until Saturday 15<sup>th</sup> July and clearing up on Sunday 16<sup>th</sup> July.

It was:

**RESOLVED** to confirm the date for the funfair as from 9<sup>th</sup> July to 16<sup>th</sup> July.

Signed

Dated 4<sup>th</sup> April 2017 5-11

**18.2 – Cllr Riley, Licensing Committee Chairman, SCDC**

Correspondence received regarding the granting of Taxi Licenses.

It was:

**RESOLVED** to receive the report.

**19. COMMITTEE REPORTS**

**19.1 Planning Committee** – reports from 7<sup>th</sup> February 2017 PLN M259 and 21<sup>st</sup> February 2017 PLN M260.

It was:

**RESOLVED** that the Planning Committee report for 7<sup>th</sup> February 2017 and 21<sup>st</sup> February 2017 be received.

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

Exclusion of the press and the public.

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

**21. WEBSITE**

The Chairman presented a report to the Council.

It was:

**RESOLVED** that Coastline is the preferred supplier to redesign the website and that the Chairman and Cllr Thompson continue to work together on the project with the Parish Clerk.

**22. THE HUB**

The Parish Clerk presented a report to the Council.

It was:

**RESOLVED** to retain the land adjacent to the Hub for use in future expansion of the Parish office.

**23. STAFFING**

The Parish Clerk presented report to the Council.

It was:

**RESOLVED** that the report be received and the actions be taken to fill the two vacancies with the additional sums for advertising to be vired from balances.

**24. 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.

**25. DATE OF NEXT MEETING – 4<sup>th</sup> April 2017**

Item 6

CAMBOURNE PARISH COUNCIL

District of South Cambridgeshire  
Council Meeting 7<sup>th</sup> March 2017

**Clerks Report**

Clerks report since the 7<sup>th</sup> February 2017

1. Cambourne West s106 – There have been further two meetings to develop the s106 and conditions for the site. The process is going forward steadily with a lot of work being carried out between the meetings. There have been further meetings and discussions to develop elements of the s106 and who will be responsible for their delivery. I have also been liaising with Stephen Reid and Mills and Reeve to resolve the appointment of solicitors.
2. Meeting with Claire Coates regarding Cambourne Village Colleges grant applications for a 3G for the college.
3. Meeting with Coulson's and Bremner Associates to inspect the Parish Office extension at the end of defects.
4. Meeting of the Staffing working Party.
5. Meeting with residents and the Head Groundsman regarding LAP's in Upper Cambourne.
6. Meeting with the Parish Chairman and Steve Jones regarding the Coalition of Parishes.
7. Meeting with the Parish Chairman and Cambourne Youth Partnership Representatives regarding progressing the permanent building.
8. Meeting with the 10k race committee regarding the logistics of the race.
9. Meeting with the Cambourne Cricket Club to discuss preparation of pitches in the forthcoming season.
10. Discussions with Mills and Reeve and the County Council to finalise the Transfer and Lease documentation for the Blue School.
11. Meeting with the Parish Chairman and a Company regarding a possible crime reduction initiative. This will be brought to a future meeting of the Council once their proposal has been more fully developed.
12. Finally at 4.31am I was called out to a burglar alarm at The Hub.

Signed

Dated 4<sup>th</sup> April 2017 7-11

Item 12



## CAMBOURNE PARISH COUNCIL

District of South Cambridgeshire

### CALENDAR OF MEETINGS 2017-2018

Date	Time	Meeting
		<u>2017</u>
1 <sup>st</sup> May		May Day Bank Holiday
2 <sup>nd</sup> May	7.00pm	<b>Planning Committee</b>
2 <sup>nd</sup> May	7.30pm	Annual Parish Meeting ( <i>the meeting of the electors</i> )
16 <sup>th</sup> May	7.00pm	Annual Meeting of the Council ( <i>the start of the new municipal year – election of Chairman</i> ) followed by ordinary business of the Council
	*	<b>Planning Committee</b>
	*	<b>Leisure and Amenities (Election of Chairman only)</b>
	*	<b>Finance and Policy Committee (Election of Chairman only)</b>
1 <sup>st</sup> May		May Day Bank Holiday
29 <sup>th</sup> May		Half Term Break Starts
29 <sup>th</sup> May		Spring Bank Holiday
2 <sup>nd</sup> June		Half Term Break Finishes
6 <sup>th</sup> June	7.00pm	<b>Planning Committee</b>
	*	<b>Council</b>
20 <sup>th</sup> June	7.00pm	<b>Planning Committee</b>
	*	<b>Leisure and Amenities Committee</b>
4 <sup>th</sup> July	7.00pm	<b>Planning Committee</b>
	*	<b>Council</b>
18 <sup>th</sup> July	7.00pm	<b>Planning Committee</b>
	*	<b>Finance and Policy Committee</b>
21 <sup>st</sup> July		End of Summer Term
1 <sup>st</sup> Aug	7.00pm	<b>Planning Committee</b>
22 <sup>nd</sup> Aug	7.00pm	<b>Planning Committee</b>
28 <sup>th</sup> Aug		Bank Holiday
4 <sup>th</sup> Sept		Start of Autumn Term
5 <sup>th</sup> Sept	7.00pm	<b>Planning Committee</b>
		<b>Council</b>
19 <sup>th</sup> Sept	7.00pm	<b>Planning Committee</b>
	*	<b>Leisure and Amenities Committee</b>
3 <sup>rd</sup> Oct	7.00pm	<b>Planning Committee</b>
	*	<b>Council</b>
17 <sup>th</sup> Oct	7.00pm	<b>Planning Committee</b>
	*	<b>Finance and Policy Committee</b>
23 <sup>rd</sup> Oct		Half Term Break Starts
27 <sup>th</sup> Oct		Half Term Break Finishes
7 <sup>th</sup> Nov	7.00pm	<b>Planning Committee</b>
	*	<b>Council</b>
21 <sup>st</sup> Nov	7.00pm	<b>Planning Committee</b>

Signed

Dated 4<sup>th</sup> April 2017 8-11



	*	<b>Leisure and Amenities Committee</b>
<b>5<sup>th</sup> Dec</b>	<b>7.00pm</b>	<b>Planning Committee</b>
	*	<b>Council</b>
<b>19<sup>th</sup> Dec</b>	<b>7.00pm</b>	<b>Planning Committee</b>
	*	<b>Finance and Policy Committee</b>
19 <sup>th</sup> Dec		End of Autumn Term
25 <sup>th</sup> Dec		Christmas Day
26 <sup>th</sup> Dec		Boxing Day
		<u>2018</u>
1 <sup>st</sup> Jan		Bank Holiday
3 <sup>rd</sup> Jan		Start of Spring Term
<b>16<sup>th</sup> Jan</b>	<b>7.00pm</b>	<b>Planning Committee</b>
		<b>Council</b>
<b>6<sup>th</sup> Feb</b>	<b>7.00pm</b>	<b>Planning Committee</b>
	*	<b>Council</b>
12 <sup>th</sup> Feb		Half Term Break Starts
16 <sup>th</sup> Feb		Half Term Break Finishes
<b>20<sup>th</sup> Feb</b>	<b>7.00pm</b>	<b>Planning Committee</b>
	*	<b>Leisure and Amenities</b>
<b>6<sup>th</sup> March</b>	<b>7.00pm</b>	<b>Planning Committee</b>
	*	<b>Council</b>
<b>20<sup>th</sup> March</b>	<b>7.00pm</b>	<b>Planning Committee</b>
	*	<b>Finance and Policy Committee</b>
29 <sup>th</sup> March		End of Spring Term
30 <sup>th</sup> March		Good Friday
2 <sup>nd</sup> April		Easter Monday
<b>3<sup>rd</sup> April</b>	<b>7.00pm</b>	<b>Planning Committee</b>
	*	<b>Council</b>
16 <sup>th</sup> April		Start of Summer Term
<b>17<sup>th</sup> April</b>	<b>7.00pm</b>	<b>Planning Committee</b>
	*	<b>Leisure and Amenities</b>
7 <sup>th</sup> May		May Day Bank Holiday
<b>1<sup>st</sup> May</b>	<b>7.00pm</b>	<b>Planning Committee</b>
<b>1<sup>st</sup> May</b>	<b>7.30pm</b>	Annual Parish Meeting ( <i>the meeting of the electors</i> )
<b>22<sup>nd</sup> May</b>	<b>7.00pm</b>	Annual Meeting of the Council ( <i>the start of the new municipal year – election of Chairman</i> ) followed by ordinary business of the Council
	*	<b>Planning Committee</b>
	*	<b>Leisure and Amenities (Election of Chairman only)</b>
	*	<b>Finance and Policy Committee (Election of Chairman only)</b>
28 <sup>th</sup> May		Half Term Break Starts
28 <sup>th</sup> May		Spring Bank Holiday
1 <sup>st</sup> June		Half Term Break Finishes
24 <sup>th</sup> July		End of Summer Term

\* Please note that this meeting will follow the preceding meeting after a short recess.

**John Vickery Clerk to the Parish Council Parish Office, The Hub, Cambourne Community Centre, High Street, Cambourne, Cambridge. CB23 6GW.**  
Tel 01954 714403 E-Mail [clerk@cambourneparishcouncil.gov.uk](mailto:clerk@cambourneparishcouncil.gov.uk)

Signed

Dated 4<sup>th</sup> April 2017 9-11

**Item 16**

**CAMBOURNE PARISH COUNCIL**

District of South Cambridgeshire

Council Meeting 7<sup>th</sup> March 2017

**LAND TRANSFERS**

Please find below an update on the current matters involving the Parish Council. I have not included the new matter involving Taylor Wimpey, as I am, of course, awaiting your authorisation to proceed with the same.

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

The commuted sums have been agreed and MCA are keen to progress the transfer now that the issues regarding the Green have been resolved.

2. GC23/GC26, Greenway – MCA (58)

No change since my last report.

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

No progress since my last report.

4. Cambourne Cricket Pavilion – MCA (62)

The engrossment is being issued in the next two weeks.

5. Cambourne Youth Centre – MCA (63)

No change since my last report.

6. Wind Turbine Site – MCA (64)

I have raised one or two points with Laytons on the latest draft of the Transfer and await hearing back on the same.

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

I am in the process of finalising my review of/comments on the draft Lease. The draft Transfer has also been received and will be forwarded for comment.

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

The Newcrest contribution of £2,000 towards the play equipment is awaited.

9. POS – Persimmon Homes (67)

Although I have yet to receive draft Transfers, Persimmon's in-house legal team have been in touch today with draft plans and to confirm that they are instructed in this matter.

10. Meadowsweet Close and Cherry Court – David Wilson Homes (68)

Draft Transfers have yet to be received. Costs undertaking requested but still awaited.

11. Persimmon Homes

Signed

Dated 4<sup>th</sup> April 2017 10-11

DRAFT

CPC M165

Persimmon's in-house legal team have been in touch regarding the transfer of the public open space at Smithy Way/Dovecote Avenue and have been instructed to proceed.

They are also intending to transfer the public open spaces/LAPs at Bullrush Lane, Dovecote Avenue and Playsteds Lane. The commuted sum for the additional areas is being calculated for submission to Persimmons

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

Dated 4<sup>th</sup> April 2017 11-11