



CAMBOURNE PARISH COUNCIL

District of South Cambridgeshire

A meeting of this Council was held at The Hub Community Centre, Cambourne on Tuesday 4th April 2017 – meeting commenced at 19.25pm

Present:

Cllr S Crocker (Chairman)

Cllr Dr S Bhattacharya

Cllr Dr P Hedges

Cllr T Hudson

Cllr Dr G Mehboob

Cllr K McIntyre

Cllr J O'Dwyer (Vice-Chairman)

Cllr J Patel

Cllr Mrs R Poulton

Cllr Mrs J Sawford

Cllr G Thompson

In attendance:

John Vickery - Parish Clerk

Liz Pinchen – Community Development Officer

No members of the Public were in attendance for the meeting.

1. **APOLOGIES**

Apologies for absence were received from Cllr P Gavigan and Cllr S Krintas. Acceptable reasons for absence had been given.

It was:

RESOLVED that the apologies for absence from Cllr P Gavigan and Cllr S Krintas be received and approved.

2. **MINUTES OF LAST MEETING**

It was:

RESOLVED that the minutes of the Council Meeting CPC M165 held on 7th March 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.

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 Cambridgeshire.

Cllr S Crocker reported that he had received a report of anti-social behaviour in

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Lower Cambourne involving youths playing music at high volume.

It was noted that Chief Inspector Sutherland had placed an article in the Cambourne Crier regarding a spot action plan to target parking issues in Cambourne and other villages. The Council welcomed this initiative. It was felt that an article should be placed in the Cambourne Crier reminding residents of the Highway Code regulations regarding parking. It was felt that this article would be best written by Chief Inspector Sutherland.

It was:

RESOLVED that the newsletter be received and that Chief Inspector Sutherland be contacted to place an article in the Cambourne Crier clarifying anti-social parking and the parking regulations. Police and Crime Commissioner Jason Ablewhite to be invited to attend the Annual Parish Meeting.

5. CHAIRMAN'S ANNOUNCEMENTS

- The process of the Community Governance Review for Caxton has started in order to change to boundary of Cambourne to incorporate Cambourne West. The process is expected to take 9 – 10 months to complete.

Cllr Dr G Mehboob joined the meeting at this point (19.37pm)

6. CLERKS UPDATE

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

The Parish Clerk clarified points raised.

It was:

RESOLVED that the report be received

7. WEST CAMBOURNE

The Parish Clerk reported that a number of meetings have been held to progress the s106 document and associated planning conditions.

Work progressing well;

- The Boiler Plate has been produced by Stephen Reid and has been reviewed by Neil Bucknell of Laytons on behalf of Taylor Wimpey and Bovis.
- Drafting has commenced of s106 areas identified in the Heads of Terms.
- TPA have submitted the first phase of the transport element documentation for consideration by the County Council.
- A draft phasing plan has been produced.

Work not progressing so well:

- Education - The County Council is being pursued to give the necessary guidance on trajectory and timing of secondary school to enable this element to be completed.
- Sackville House - The CCG had been requested to supply further details on how the S106 contribution will be used to provide greater capacity and when it is needed by. As of yet, despite continued requests, there has been no response from them.

It has been proposed that work starts on the Design Code and the details needed for the discharge of the strategic conditions for West Cambourne in parallel with the s106 works to enable reserved matters applications, which have been subject to the necessary pre-application discussions, to be submitted as soon as the planning consent has been issued. The first phase for transport modelling purposes would be for approximately 900 homes. A contractual arrangement with the land owners means that the first applications will be for approximately 600 homes that will be split across two subsequent sub-phases either side of the secondary school.

The conflict of interest issue with Mills and Reeve has been resolved and they have now been appointed to check the elements within the s106 relevant to Cambourne Parish Council. Their fees will be covered by Taylor Wimpey and Bovis so there should be no cost to the Parish Council.

It was:

RESOLVED that the report be received.

8. PARISH PLAN UPDATE

The Chairman reported that the first of up to 3 meetings has been held to look at the formatting, layout and wording of the Parish Plan and this is progressing well. The aim is for the Parish Plan to be published in April 2017.

It was:

RESOLVED that the report be received.

9. RESIDENTS CORRESPONDENCE

Mr V Phillips regarding sewage and drainage issues.

It was felt that the Keep it Clear campaign that had been run a couple of year ago in conjunction with Anglian Water had been successful and had had positive effect. As new residents have moved in since this time the campaign should be resurrected.

It was:

RESOLVED that the Parish Clerk would contact Claire Pillinger at Anglian Water and would respond to Mr Phillips.

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 reiterated that the Community Governance Review for Cambourne is underway and a timeline of events will be sent out to Councillors. An officer from South Cambs District Council will be attending a future meeting to discuss the review in more detail. The second review which is currently in progress, that to increase the number of councillors from 13 to 19 is also in progress but has so far had a very low rate of response.

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It was:
RESOLVED that the report be received.

11. TRAINING PROGRAMME

The Parish Clerk reported that further to the resolution at the Council Meeting in on 7th March 2017 a training programme for the following dates has been drawn up:

9th May 7.00pm - Basic Planning
13th June 7.00pm - Standing orders and Financial Regulations
11th July 7.00pm - Acquiring Land and Assets- including Approval to Borrow and Compulsory Purchase
12th Sept 7.00pm - Grants and Funding
10th Oct 7.00pm - Local Council Finance
14th Nov 7.00pm - Highways including
12th Dec 7.00pm - Understanding Planning
13th March 7.00pm - Managing Parks, Amenity Land, Recreational Facilities and Trees.
22nd May 7.00pm - Councillor Course

These dates have all been confirmed except for 11th July 2017 which LCPAS are trying to rearrange. The surrounding villages will be invited to send councillors to undertake the training. The proposed fee will be £15 per councillor from outside of Cambourne. All sessions will last between two and two and a half hours
Cambourne councillors are strongly recommended to attend as it is considered that proper training is essential to correctly fulfil the duties of a councillor. To enable the Council to exercise the General Power of Competence we have to show that we have suitably trained councillors.

It was:
RESOLVED that the Training Programme be approved.

12. CALENDER OF MEETINGS

The Parish Clerk reported that further to consideration of the Calendar of Meetings at the Council Meeting on 7th March 2017 it has been noted that the Annual Council Meeting 2018 was scheduled for 22nd May. This needed to be rescheduled for 15th May 2018 due to the Local Government Act 1972 Schedule 12 part II para. 7(2) stating that the Annual Council Meeting must be held with 14 days of the day on which the Council is elected.

It was:
RESOLVED to receive and approve the amended Calendar of Meetings (copy attached)

13. ACCESSIBLE SWINGS

The Parish Clerk reported that due to time constraints the information required was not yet available.

It was:
RESOLVED that this item be deferred to the Leisure and Amenities Committee

meeting on 18th April 2017.

14. ANNUAL RETURN

The Parish Clerk reported that Notice of the Annual Return has been received along with key dates for completion.

The Parish Clerk will prepare the documentation to meet these dates.

It was:

RESOLVED that the report be received.

15. CITY DEAL

Cllr Mrs J Sawford reported that the representatives of the Local Liaison Forum (LLF) have been invited to speak to the City Deal Board on 11th April 2017 and to put forward the case for option 6. Cllr Sawford will represent Cambourne. The Chairman reported that he had attended the latest Coalition of Parish Councils Meeting but no decisions had been made.

It was:

RESOLVED to receive the report

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

17.1 Broad Street Junction

Concern had been raised that there were no illuminated bollards on the traffic islands. The Parish Clerk reported that the original plans did not include any bollards on the islands but that a stage 3 safety audit is still to be carried out. It was also noted that there is no white lining in the centre of the road at the junction.

It was:

RESOLVED that the Parish Clerk be delegated authority to write to the appropriate officer at Cambridgeshire County Council to express the Parish Council's concern at the lack of bollards on the traffic islands and the lack of white lines in the centre of the road.

17.2 SB02 site Back Lane

Concern was raised regarding the works on the SB02 site on Back Lane causing traffic hold ups. This will be raised with enforcement at South Cambs District Council

It was:

RESOLVED that the report be received and that the concerns will be raised with the enforcement department at SCDC.

17.3 Traffic Counts

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Traffic counts at potential pedestrian crossing points will be carried out on 25th April 2017.

It was:

RESOLVED that the report be received

17.4 Zebra Crossing

It was noted that the zebra crossing has been installed on School Lane outside Monkfield Park Primary School. The employment of a Traffic Control Person should now be pursued.

It was:

RESOLVED that the report be received and that the Parish Clerk would request the County Council to initiate the recruitment process and ask Monkfield Park Primary School for assistance in promoting the position.

18. GENERAL CORRESPONDENCE

18.1 – Parish e-bulletin

It was:

RESOLVED to receive the e-bulletin and that a link to it would be put on Facebook and the website.

19. COMMITTEE REPORTS

19.1 Planning Committee – reports from 7th March 2017 PLN M261 and 21st March 2017 PLN M262.

It was:

RESOLVED that the Planning Committee report for 7th March 2017 and 21st March 2017 be received.

19.2 Finance & Policy Committee – report from 21st March 2017 FIN M66

It was:

RESOLVED that the Finance & Policy Committee report for 21st March 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. UTILITIES

The Parish Clerk presented a report to the Council.

It was:

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

22. STAFFING

Signed

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The Parish Clerk presented report to the Council.

It was:

RESOLVED that the report be received.

23. PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960

Re-admittance of the press and the public.

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

24. DATE OF NEXT MEETING – 16th May 2017 – The Meeting closed at 20.31pm

Clerks Report

Clerks report since the 7th March 2017

1. Cambourne West s106 – There have been further meetings to develop the s106 please see Item 7.
2. Assisted with running the Celebration of Business in Cambourne on Saturday 25th March 2017. This was a very successful event with a constant flow of residents through the door a regular comment from them was “I didn’t know these businesses were available in Cambourne”. The Council were thanked by the Business for the opportunity which led to a number of new opportunities. The new Community Development Officer co-ordinated the event and helped to make it a success.
3. Meetings with the 10k race committee regarding the logistics of the race, setting up on Saturday 1st April and being an event organiser on the day on Sunday 2nd April 2017.
4. Meeting with the Parish Chairman and Duncan Mason regarding up dates for sites in Cambourne:
 - a. Co-op in Upper Cambourne has now been approved by planning and NewCrest has put the project out to tender. They will be submitting the information to satisfy the pre commencement conditions shortly. They are planning to commence construction during the third quarter of this year. The transfer of the site will be completed in the next couple of weeks and they will then pay the commuted sum.
 - b. Gateway Site transfer of this area should be completed imminently once the last legal hurdle has been resolved. There will then be revised applications submitted for the Hotel and Pub by the operators reflecting the size they need to operate to make them financially viable.
 - c. High Street they have been working to resolve the viability issues of the development caused by the reliance on the High Street redesign. They are now working on a project for the north and south of the High Street to ease the viability issues.
5. Organising and facilitating the City Deal Workshop for the Cambourne element of the Cambridge to Cambourne bus link.
6. The Office Administrator and I attended the two Day Intensive Clerks Course. This was beneficial to both of us. There was one area we had not been doing which Jess has now put in place by setting up a register of all planning applications when they arrive in the post. Jess now has a greater understanding of the legal aspects of a Parish Council and the importance of the meetings.
7. Assisted with the organisation of the Cambridge Branch of the SLCC legal training in the new Cricket Pavilion. Scamblers agreed to

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sponsor the lunch; this enabled the branch to keep the cost down which meant more clerks were able attend and gain valuable information. There were 59 people in attendance for the training. There was a lot of positive feedback on the extent of community facilities in Camborne.

8. Meeting with Ben Hendry to look at an issue with cars using a Greenway to access their property.
9. Five meetings with companies regarding key holding for the Councils buildings which included showing them the location of the buildings. Once Cambridge Security Services had been appointed I had to show them round all the buildings explaining how all the alarms worked, location of sensors, door contacts and where all 8 alarm panels were located.
10. Meeting with Mandy Simmons prior to her return to work from maternity leave on the 3rd April 2017.
11. Discussions have continued with Mills and Reeve and the County Council to finalise the Transfer and Lease documentation for the Blue School.
12. Meetings with Andrew Cole of Vine Technical and Sharon Maloney of the County Council regarding the Bus Stop on Broad Street. There were also a number of discussions with the suppliers which is progressing.
13. There was a meeting with Fionnuala Lennon from the Garden Villages & Towns Planning, Enabling & Development Team Homes & Communities Agency. The meeting was to learn from Cambourne how the Parish Council manages, owns and funds the facilities and open spaces within the village. Fionnuala had visited Cambourne once before when she supported a visit from Ipswich when they were carrying out a development. During that visit she had recognized the proactive way the Parish Council worked to develop the community and maintain its facilities and land. Fionnuala took away a lot of information on the way the Parish Council works with all parties to ensure Cambourne is well maintained and she was impressed by the number and quality of facilities.
14. Finally there have been three callouts at weekends, but the new Key Holders commenced their duties as from the 3rd April 2017 so this should stop.

CALENDAR OF MEETINGS 2017-2018

Date	Time	Meeting
		2017
1st May		May Day Bank Holiday
2 nd May	7.00pm	Planning Committee
2 nd May	7.30pm	Annual Parish Meeting (<i>the meeting of the electors</i>)
9th May	7.00pm	Training Basic Planning
16 th 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
	*	Planning Committee
	*	Leisure and Amenities (<i>Election of Chairman only</i>)
	*	Finance and Policy Committee (<i>Election of Chairman only</i>)
29th May		Half Term Break Starts
29th May		Spring Bank Holiday
2nd June		Half Term Break Finishes
6 th June	7.00pm	Planning Committee
	*	Council
20 th June	7.00pm	Planning Committee
	*	Leisure and Amenities Committee
27th June	7.00pm	Training Standing orders and Financial Regulations
4 th July	7.00pm	Planning Committee
	*	Council
11th July	7.00pm	Training Acquiring Land and Assets- including Approval to Borrow and Compulsory Purchase PROVISIONAL
18 th July	7.00pm	Planning Committee
	*	Finance and Policy Committee
21st July		End of Summer Term
1 st Aug	7.00pm	Planning Committee
22 nd Aug	7.00pm	Planning Committee
28th Aug		Bank Holiday
4th Sept		Start of Autumn Term
5 th Sept	7.00pm	Planning Committee
		Council
12th Sept	7.00pm	Training Grants and Funding
19 th Sept	7.00pm	Planning Committee
	*	Leisure and Amenities Committee
3 rd Oct	7.00pm	Planning Committee
	*	Council
10th Oct	7.00pm	Training Local Council Finance
17 th Oct	7.00pm	Planning Committee
	*	Finance and Policy Committee
23rd Oct		Half Term Break Starts
27th Oct		Half Term Break Finishes
7 th Nov	7.00pm	Planning Committee
	*	Council
14th Nov	7.00pm	Training Highways including
21 st Nov	7.00pm	Planning Committee
	*	Leisure and Amenities Committee
5 th Dec	7.00pm	Planning Committee
	*	Council
12th Dec	7.00pm	Training Understanding Planning
19 th Dec	7.00pm	Planning Committee

Signed

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LAND TRANSFERS

Please find below an update on the current matters involving the Parish Council

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

No change since my last report.

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)

Although Laytons indicated on the 24th February that they expected the engrossments back from MCA within a week or so, I have not heard anything further on this one.

5. Cambourne Youth Centre – MCA (63)

No change since my last report.

6. Wind Turbine Site – MCA (64)

I have heard further from Laytons on the Transfer and will review their comments and then seek instructions/report as appropriate.

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

I have reverted to the Council on the draft Lease and await hearing further from them.

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

John, do you need me to contact Newcrest's lawyer again about the contribution of £2,000 towards the play equipment or has the Parish Council received this?

9. POS – Persimmon Homes (67)

I await a draft Transfer, title information etc.,

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

I have now received a draft Transfer and will review this and then report/seek instructions as appropriate.

11. POS – Taylor Wimpey (69)

I await a costs undertaking and a draft Transfer, title information etc.,

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

Signed

Dated 16th May 2017 12-13

Kind regards,

Allison

Allison Hopkins
Paralegal
for Mills & Reeve LLP

Signed

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