



CAMBOURNE PARISH COUNCIL

District of South Cambridgeshire

Cambourne Parish Plan Steering Committee

A meeting of this Working Party was held at The Hub Community Centre, Cambourne on Tuesday 23rd February 2015

Present:

Cllr S Crocker
Ian Bavin
Simon Butler
Cllr P Gavigan
Jerry Hillier
Cllr S Masters
David Monk

Fran Panrucker
John Panrucker
Sunil Sharma
Veena Sharma
Matthew Trick
Steve Winsor

In attendance: John Vickery, Parish Clerk
Clare Gibbons, South Cambs District Council Development Officer

No members of the Public were in attendance.

1. APOLOGIES

Apologies were received from Cllr Ms R Betson and Mehboob Khan

2. PURPOSE OF THE WORKING PARTY

The Parish Chairman to outline the purpose and role of the Steering Committee. Cllr S Crocker welcomed everyone to the Committee and thanked them for volunteering to help on such an important project for Cambourne.

There then followed an outline of the aims of the Parish Plan process.

Cambourne is now the largest settlement in South Cambs District and will only get bigger. For the plan to be relevant it has to attract a high response rate to the questionnaire. The normal response rate is 5% but we would need 50-75%. This would need volunteers to knock on doors to achieve this level of response. Currently there are 3,770 dwellings in Cambourne which will be nearer 4,000 by the time the questionnaire is produced. The Parish Plan process will take 12-18 months to complete.

3. ELECTION OF CHAIRMAN OF THE STEERING COMMITTEE

Ian Bavin was proposed by Cllr Sean Masters and seconded by Fran Panrucker.

It was:

RESOLVED that Ian Bavin was elected as the Chairman of the Steering Committee.

4. ELECTION OF SECRETARY TO THE STEERING COMMITTEE

John Panrucker was proposed by Fran Panrucker and seconded by Jerry Hillier.

It was:

RESOLVED that John Panrucker was elected as the Secretary to the Steering Committee.

5. CLARE GIBBONS

South Cambs District Council Development Officer

Clare Gibbons outlined the Parish Plan process and supplied a paper on the next steps and a draft programme (Copy attached).

Highlights of the presentation were:

- Possible additional officers.
- Quick and dirty, love and hate questionnaire to get the taste of what areas to address.
- Got to listen to responses.
- Research on data for Cambourne is essential to inform questions.
- It is essential to maintain the momentum with good communications.

It was:

RESOLVED that the report be received.

6. TERMS OF REFERENCE AND DELEGATED POWERS

To consider terms of reference for the Working Party.

Cllr S Crocker reported on the reasons for the Parish Council overseeing the Steering Committee are that the venue is guaranteed and free of charge and that the activities would be covered by the Parish Council's insurance policy.

The Parish Council would also be able to provide some administrative and financial support with a small budget having been set aside. The notes from the meetings will be reported to the Parish Council with recommendations, when necessary, for the Council to approve. It is important that the Parish Council and residents work together on the Parish Plan.

It was:

RESOLVED that the Terms of Reference be approved and adopted (copy attached).

7. PROGRAMME

To consider a programme of works to develop the Parish Plan.

It was:

RESOLVED that consideration of the programme be deferred to the next meeting.

8. DELEGATION OF TASKS

To consider the division of tasks to deliver the Parish Plan and how to involve all interested volunteers.

There was a discussion on how to ensure that everyone was involved in the Plan process

It was:

RESOLVED that this be deferred to the next meeting, but the Steering Committee communicates with all the people who volunteered to ensure they are kept informed and utilise their knowledge.

9. STANDING AGENDA ITEMS

To agree items to include on future agendas.

It was:

RESOLVED that future agendas would have the following items:

- **Apologies**
- **Programme** an update on progress against the programme.
- **Delegated Tasks** update since last meeting.
- **Budget** financial update.

10. BUDGET

To receive a report from the Parish Clerk on funds available for the production of the Parish Plan

It was outlined that there was approximately £4,000.00 left in the Community Development fund for 2014-15 with a similar amount next year. There may be some need for grant funding.

It is:

RECOMMENDED that the Council vire the unspent funds from 2014-15 to 2015-16 budget to ensure sufficient funds to produce the Parish Plan.

11. DATE OF NEXT MEETING TBC the Chairman and Secretary to circulate a calendar of meetings for Monday nights.

CAMBOURNE PARISH PLAN

Cambourne Parish Plan Launch Event:
Held Saturday 17 January

Have 12 community members and 3 parish councillors to form the steering group
Have now elected the chairman and the secretary
Other offices to be elected? Volunteer coordinator, treasurer, publicity officer?

- Did the launch event yield early feedback to guide the development of the questionnaire?
- Do these fall under the categories of
 - The Environment
 - The Economy
 - Transport
 - Social and Community
- Does the Steering group believe that working groups should be formed to work up the questionnaires in these areas?
 - Gather information for the community profile – desk based

1. Develop a project plan
2. Consult the community
3. Prioritise and planning action
 - a. Analyse information and summarise
 - b. Review whether the consultation has been inclusive
 - c. Feedback to the community and involve the community in planning and prioritising projects
4. Draft the plan
 - a. Liaise with the people and groups who will be involved in implementing the projects
 - b. Consult with parish council and community on draft plan
5. Finalise the Plan
 - a. Finalise the plan
 - b. Print and distribute
 - c. Celebrate and start taking action (there needs to be handover from the Steering group to those tasked with implementation)
6. Implement the plan.
 - a. Share plan with local partners and those who can assist delivery
 - i. eg. Present to the Leader's Portfolio Holders meeting
7. Monitor and Review the Plan
 - a. Evaluate, monitor and update your plan

Action	Jan	Feb	Mar	Apr	May	Jun	July	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
Launch event	+																	
Steering group formation, initial project plan and budget		+																
Community Profile			+															
Working groups established to develop questionnaire																		
Individual and group consultations																		
Steering group agree questionnaire																		
Pilot questionnaire																		
Questionnaire distributed to households																		
Working groups analyse questionnaire returns																		
Steering group brings together findings																		
Draft report and put action plan together																		
Present draft report and refine following feedback																		
Present Plan to Parish Council and ask for endorsement																		
Report published and copies printed																		
Official launch of Community Plan and celebration																		
Present Plan to the Leader's Portfolio Holder's meeting, SCDC																		



CAMBOURNE PARISH COUNCIL

District of South Cambridgeshire

Cambourne Parish Plan Steering Committee

1.0 Terms of Reference

- 1.1 Membership shall comprise three members of the Parish Council and 12 residents of Cambourne.
- 1.2 The Steering Committee shall work independently and come under the remit of the Parish Council and report thereto in the first instance.
- 1.3 Three members of the Steering Committee shall constitute a quorum. At least two of whom should be resident members.
- 1.4 To elect a Chairman for each Civic year
- 1.5 The Steering Committee shall consider matters relating to the production of a Parish Plan for Cambourne.
- 1.6 Matters of an urgent nature requiring settlement before the next meeting of the Steering Committee may be dealt with by the Chairman and secretary of the Steering Committee at their discretion but must be submitted for approval or otherwise to the next meeting of the Steering Committee.

2.0 Delegation of Powers

To the Working Party

- 2.1 Those functions contained in paragraphs 1.3 - 1.5 shall be delegated to the Steering Committee to make recommendations to the Parish Council.

To the Chairman

- 2.1 Those matters referred to in paragraph 1.6 above.
- 2.2 Representation of the Committee at any Committee, Sub-committee, panel or form of another authority to support the Council's best interests on any matter within the remit of this Steering Committee.