



CAMBOURNE PARISH COUNCIL

District of South Cambridgeshire

Notes from the Parish Plan Action Meeting held in the Parish Office on Wednesday 19th July 2017

Present: Cllr Joseph O'Dwyer (J O'D), Cllr Mrs R Poulton (RP), Cllr P Gavigan (PG), Cllr G Thompson (GT), John Vickery (Parish Clerk - Clerk) Liz Pinchen (Community Development Officer - CDO)

Purpose of the meeting – to discuss the Actions contained in Appendix 1 of the Parish Plan and their implementation.

Cllr O'Dwyer had reviewed the Actions prior to the meeting and had categorized them in to 4 broad categories:

Publicise on Website/Communicate

Survey/Research

Arrange Meeting/Liaise

Provide Facilities/Resources

Abbreviations:

Finance & Policy Committee – F & P

Leisure & Amenities Committee – L & A

South Cambs District Council – SCDC

Developers Consortium (McAlpine) – MCA

Taylor Wimpey East Anglia - TWEA

Cambourne Youth Partnership – CYP

Transport Planning Associates – TPA

Multi Use Games Area - MUGA

Publicise on Website/Communicate				
Question No.	Parish Council Action	Notes	Who	Status
4.1	Parish Council to publish on the Council website a timeline of the Developer responsibilities and	Report to be written by the Parish Clerk in conjunction with the Chairman of Planning	Office PG	

	commitments with regard to their fulfilment of the infrastructure and facilities planning obligations (Section 106 Agreement)	and typed up by office staff for publication on the website.	GT	
4.5 Q5	Parish Council to publish current provision of 6th form for Cambourne students and explore the possibility of provision in Cambourne.	Cllr S Krintas (SK) as a Governor of Cambourne Village College would be well placed to undertake investigation into current provision and prepare a statement for publication on the website.	SK GT	
4.3 Q2	Parish Council to publicise / publish local events listings on the Council website and other media.	This is underway with the launch of a Community Events Facebook page and Timedrop account. CDO to liaise with the new community website.	CDO	Ongoing
4.3 Q3	Parish Council will continue to encourage community events and make clear what Council facilities and resources are available to the community to use with such events.	This is part of the remit of the CDO and will be ongoing. List of available resources to be published on the website.	CDO	Ongoing
4.3 Q 4 & 5	Parish Council to: <ul style="list-style-type: none"> Consider a communication strategy. Develop and launch a new website. As part of this work, the Parish Council will take into account the comments received. 	Existing Social Media Communications policy to be reviewed. Underway, due to be launched by 31.07.17	Clerk F & P Committee Council GT Clerk CDO	
4.4 Q2	Parish Council to: <ul style="list-style-type: none"> Publish information on how to obtain an allotment and the rules and regulations of an allotment tenancy. Make available information on all Council assets on the Council website with a view to providing transparency of cost, explaining responsibility of usage and allocation criteria. 	Information to be collated and published as part of the Facilities section of the website. Current information on the existing website to be reviewed and updated.	Clerk Office GT Clerk Office GT	

4.4 Q4	Parish Council to publish current capacity of existing facilities and future provision from Cambourne West.	An audit of existing facilities to be carried out and this will be used to inform how the s106 for Cambourne West is to be spent.	Clerk Office Council	
4.4 Q8	Parish Council to ensure an easy to use 'report it' function is made available to report street light problems.	On new website	GT	
4.5 Q1	<p>Parish Council to:</p> <ul style="list-style-type: none"> Continue its commitment to bring a Post Office to Cambourne and provide explanation of the challenges together with regular updates via its website and other media. Reiterate to the community what the situation is regarding commercial buildings. Provide explanation on the planning process and share results from Parish Plan with retail developers. 	<p>A temporary solution of a Mobile Post Office has been achieved – starting 6th September 2017. Agenda item for September Planning Committee to work towards a long term solution.</p> <p>Statement to be prepared in conjunction with Duncan Mason (Newcrest) and McCarthy Stone for publication on the website.</p> <p>An explanation on the Planning process to be prepared for publication on the website. Relevant sections of the Parish Plan to be shared with Duncan Mason and McCarthy Stone and their comments requested. Andrew Wilson TWEA also to be copied in. Comments to be fed back to Council.</p>	<p>Clerk Planning Committee</p> <p>Clerk PG GT</p> <p>Clerk</p>	Ongoing
4.5 Q2	<p>Parish Council to:</p> <ul style="list-style-type: none"> Outline current position and commit to pursuing swimming pool options in Cambourne. Summarise the list of forthcoming amenities with the Cambourne West development and feed the responses from the Parish Plan into future development considerations. 	<p>Rough costings and an outline of the process required to progress the project to be presented as a confidential item at the September Council meeting.</p> <p>The Heads of Terms have been agreed and the S106 Agreement is being finalised. Once these become public documents a summary of forthcoming amenities to be published on the website.</p>	<p>Clerk</p> <p>Clerk GT</p>	

	<ul style="list-style-type: none"> Share the current plans for High Street with the community. Share current plans on 'free to play' basketball courts. 	<p>Comments from the Parish Plan to be incorporated into the design of facilities in West Cambourne.</p> <p>The current High Street plans are part of Section 4.5 Q1 Bullet points 2 & 3</p> <p>The informal MUGA will be listed on the Facilities page on the website. An update on the provision of basketball will be posted as a news item on the website.</p>	<p>Council Committees</p> <p>Clerk GT</p>	
4.6 Q 1-5	<p>Parish Council to:</p> <ul style="list-style-type: none"> Link to available crime statistics from the Police website. Ensure an easy to use 'report it' function is made available on its website to report graffiti problems. 	<p>Link on the website</p> <p>On the website.</p>	<p>GT</p> <p>GT</p>	
4.7 Q 1-8	<p>Parish Council to share with the community the issues relating to healthcare in Cambourne and the actions taken by the Parish Council.</p>	<p>Up to date information on the current situation with the surgery and dental practice is required. A Working Party to be created at the September Council meeting.</p>	<p>Council</p>	
4.8 Q4	<p>Parish Council website 'report it' function to enable it easier to report littering in children's play areas.</p>	<p>On the website.</p>	<p>GT</p>	
4.9 Q9	<p>Parish Council to publish comprehensive map of cycle paths around Cambourne.</p>	<p>An updated map has been requested from Randall Thorp. The existing map to be put on the website pending receipt of the updated one.</p>	<p>CDO GT</p>	
4.9 Q10	<p>Parish Council to ensure parking problems can be reported through its website.</p>	<p>On the website</p>	<p>GT</p>	
4.9 Q11	<p>Parish Council to publish a car park map of Cambourne.</p>	<p>The Google maps link on the website does show parking as does the cycle/footpath map. Randall Thorp will be requested to produce a map highlighting the car parks to make it</p>	<p>CDO</p>	

		clearer.		
4.9 Q13	<p>Parish Council to:</p> <ul style="list-style-type: none"> Publish plans for the provision of pedestrian crossings in Cambourne and lobby highways authority for their delivery. To provide regular updates on the latest round of waiting restrictions (yellow lines). 	<p>Underway via the Pedestrian Crossing Working Party.</p> <p>The next round of Minor Works funding has been released to be considered at the September Council meeting.</p> <p>To be published on the website.</p>	<p>Pedestrian Crossing Working Party</p> <p>Council</p> <p>Clerk GT</p>	
4.11 Q1,2, & 3	<p>The Parish Council, following the granting of Planning Permission for the expansion to the west of Cambourne, will monitor the implementation of the associated Section 106 agreement. We will do all we can, within our power, to ensure that the required infrastructure and facilities are supplied to meet the growing need. The details of the Section 106 agreement will be published on the Parish Council's web site, along with updates on its progress.</p>	<p>This relates to section 4.1. Updates will be posted on the website at appropriate times. An explanation of trigger points will be put on the website.</p>	<p>Clerk</p>	
4.13	<p>Parish Council to publish the rules for road adoption and the latest adoption plans.</p>	<p>The existing Road Adoption map is not very user friendly. An alphabetical list of adopted roads would be more useful.</p>	<p>Office</p>	

Survey/Research				
Question No.	Parish Council Action	Notes	Who	Status
4.2 Q 1&2	<p>Parish Council to carry out a survey of early years' childcare needs in Cambourne and communicate the results / findings to all relevant parties</p>	<p>This should include Inclusive provision. A questionnaire will be devised to ensure that all relevant and consistent information is obtained. Results will be reported to Council, all relevant parties and published</p>	<p>RP J O'D</p>	

		on the website		
4.2	Parish Council to explore the possibility of a limited school bus service within Cambourne to serve local primary schools.	There will funds in the s106 for new bus services but this will not extend to running a school bus service within Cambourne. Stagecoach could be approached to consider a concessionary rate for school children. The legality of the Parish Council running a school bus service needs to be checked.	Clerk	
4.4 Q2	Parish Council to conduct a parish wide audit of the dog waste bins and litter bins to establish usage, positioning and waste collection requirements.	There is an existing map of the location of all dog and litter bins. There have been issues with householders using litter bins for overspill household waste. There have also been issues with the SCDC collection of the bins they are responsible for. A map showing the location of all litter, dog, recycling and grit bins to be published on the website. The possibility of putting stickers on bins detailing who to contact if the bin is overflowing will be investigated.	Clerk Office Head Groundsman	
4.4 Q3	Parish Council to conduct a comprehensive audit of the facilities/ buildings with a view to establishing suitable disabled access.	This will be done as part of the facilities audit being undertaken by the CDO. A list of requirements for accessible access will be drawn up prior to the audit.	CDO J O'D	

Arrange Meeting/Liaise				
Question No.	Parish Council Action	Notes	Who	Status
4.2 Q3	Parish Council to liaise on an annual basis with the Local Education Authorities with a view to understanding and	The information will be requested from the Local Education Authority.	RP	Ongoing

	influencing the local pupil / student projection / forecast numbers in schools to ensure adequate availability of places.	Support from other councillors/ staff will be requested if required		
4.2 Q4	From the Question 3 action, Parish Council to pass relevant information to the existing Cambourne Primary Schools and in addition feed into the consultation process for the new two primary schools to be provided as part of the Cambourne West development.	The most current information as at January 2017 has been passed to the developers and District Council. The site provided is large enough for 3 form entry but funding is only for 2 form entry. Links to existing schools should be on the website. A statement will be written for the S106 section of the website.	GT Clerk	
4.2 Q6,7&8	Parish Council to: <ul style="list-style-type: none"> • Invite Cambourne Village College annually to attend a council meeting and report the adult education courses on offer, local resident uptake and the College's communication efforts with the local community. • Share the findings of the report with Cambourne Village College. 	Request that a representative of Cambourne Village College attend the Annual Parish Meeting. The relevant sections of the report will be shared with Cambourne Village College.	SK Clerk SK	Annually
4.3 Q1	Parish Council to explore with 'service providers' the option to provide evening and weekend entertainment such as 'pop up' events.	This is a long term objective of the role of the CDO and requires further discussion.	Council CDO	Ongoing
4.3 Q6	Parish Council to work with the Cambourne Youth Partnership to ensure that the voice of the youth of Cambourne is heard and considered. <i>(Repeated in Young People section)</i>	The possibility of a Youth Council will be explored. CDO to look into arranging visits to youth groups and schools.	Clerk SK CDO	
4.5 Q2	Parish Council to invite Morrisons to explain their position on community use of the Market Square and publish outcomes.	A letter to be written to Morrisons in the first instance.	J O'D Clerk	

<p>4.7 Q 1-8</p>	<p>Parish Council to:</p> <ul style="list-style-type: none"> • Pass the comments and suggestions from the respondents to the Healthcare Providers and request a response. • Ensure the residents' views are taken into account when funding for extra healthcare services in Cambourne is spent. • Maintain and develop partnerships with healthcare providers in Cambourne with a view to supporting funding applications and community healthcare initiatives. • Run a series of open residents' meetings at which healthcare providers will be invited to speak. 	<p>Relevant sections will be emailed to the Practice Managers of the doctors and dental surgeries.</p> <p>Relevant information will be fed in to the s106 negotiations and a meeting with Heidi Allen MP will be arranged.</p> <p>Representatives from the Surgery or the Patient Liaison Group will be invited to the next Network and Natter Meeting.</p> <p>Liaise with the Patient Liaison Group regarding the setting up of open meetings.</p>	<p>Clerk</p> <p>Clerk J O'D RP</p> <p>CDO</p> <p>CDO</p>	
<p>4.9 Q5</p>	<p>Parish Council to:</p> <ul style="list-style-type: none"> • Feed the results of the survey as part of their ongoing input into the City Deal process. • Initiate workshops with service providers with a view to reviewing bus services. • Lobby the appropriate local authority for subsidised bus service from Cambourne to St Neots. • Lobby for restricted vehicle exit in Upper Cambourne and share plans with community on what modes of transport can use it (e.g. cyclists, pedestrians). • Continue to engage with the City Deal process and report updates back to the residents. 	<p>Much of the information has already been taken into account. The relevant sections will be sent to the City Deal and comments requested.</p> <p>Stagecoach, other providers, MCA and Transport Planning Associates (TPA) will be invited to attend a workshop</p> <p>This would form part of the workshop.</p> <p>The provision of the bus link has a full pedestrian and cycle path. The timescale for the provision of this to be published on the website.</p> <p>A link to the City Deal website to be published on the website.</p>	<p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk GT</p> <p>GT</p>	

4.9 Q10	Parish Council to influence planning authority on parking provision.	The level of parking provision has been upgraded in West Cambourne. A statement explaining the parking provision levels will be prepared for publication on the website Parking provision will be taken into account when considering planning applications.	Clerk Planning Committee	Ongoing
4.9 Q11	Parish Council to feedback to the owners of Caxton House comments from the Parish Plan regarding the design and running of the car park.	Relevant sections to be sent to Carter Jonas and comments requested.	Clerk	
4.10 Q 1&2	Parish Council to: <ul style="list-style-type: none"> Request CVC to regularly share events with Parish Council. Parish Council to invite residents' suggestions on future public arts (e.g. Sculpture). 	Information on events to be requested and shared on Parish social media platforms. Will be invited once s106 funding is released for Public Art	CDO CDO	Ongoing Ongoing
4.13	Parish Council to: <ul style="list-style-type: none"> Feedback comments regarding the 'Heart of Cambourne' to MCA and the retail and employment developers. Feedback residents' views to transport providers and request a response. Feedback comments regarding paths around the lakes to the Wildlife Trust and MCA. 	This is covered under section 4.5. Relevant sections will be shared with retail developers. Relevant sections will be shared with transport providers. Relevant sections to be sent to the Wildlife Trust and MCA.	Clerk Clerk Clerk	

Provide Facilities/Resources				
Question No.	Parish Council Action	Notes	Who	Status
4.4 Q1	Parish Council to: <ul style="list-style-type: none"> In partnership with the Cambourne Youth Partnership (CYP) to submit a planning application, informed by young people, for a 	The timescale is unachievable, November 2017 is more realistic. Work is being progressed and meetings held with the	Clerk	

	<p>bespoke Youth Building by no later than September 2017 to replace the Soul Building.</p> <ul style="list-style-type: none"> Consider continuing funding the CYP and the provision of a youth programme and worker / officer. 	<p>CYP. Update to be published on the website.</p> <p>To be considered at the budget setting meeting of Finance & Policy Committee and Council.</p>	Council	Annually
4.4 Q5	Parish Council to take into consideration the specific comments made in response to the questionnaire when informing the shape and type of future facilities and resources in Cambourne.	To be taken in to account when considering planning applications and future facilities.	Council Committees	Ongoing
4.5 Q2	<p>Parish Council to:</p> <ul style="list-style-type: none"> Explore options for a dedicated teen social space. Explore with older youth options for outdoor equipment. Consider providing football goalposts near / on Eco Park. 	<p>If a Youth Council is set up this is something that they would consider within set budgets and in consultation with the Parish Clerk. Otherwise this will be in consultation with the CYP.</p> <p>This has been discussed previously by the L & A committee and it was considered to be an unsuitable area. The new informal MUGA will be equipped with goalposts for informal kickabout.</p>	Council Clerk Clerk	
4.6 Q 1-5	<p>Parish Council to:</p> <ul style="list-style-type: none"> Continue to lobby for an additional PCSO and communicate the outcome. Continue to lobby the Police and Crime Commissioner on the need of a staffed Police Enquiry Desk. Launch an appeal for village Neighbourhood Watch co-ordinators. Continue its efforts to recruiting additional volunteers for graffiti removal. 	<p>These will be discussed at Council for further action.</p> <p>Will be part of the Volunteers Fair to be held in November and publicised on the website.</p>	Council CDO	Annually
4.8	Parish Council to continue its efforts to have open spaces	Part of the ongoing work on Local Green	Planning	

Q1	in Cambourne protected.	Space Designation.	Committee	
4.8 Q3	Parish Council to: <ul style="list-style-type: none"> Consider providing an enclosed area where dogs can exercise off leads. Ensure all dog bins have clear identification / contact details stickers. Consider increasing the size of existing signage at the Sports Pitches. 	To be discussed by the L & A Committee in conjunction with the Wildlife Trust. To be checked. To be discussed by the L & A Committee	L & A Committee Wildlife Trust Head Groundsman Office L & A Committee	
4.8 Q4	Parish Council to seek to expand its volunteer litter picking service.	Will be part of the Volunteers Fair to be held in November and publicised to the website.	CDO	Annually
4.8 Q5	Parish Council to: <ul style="list-style-type: none"> Continue its programme of installing street recycling bins and communicate their locations. Request South Cambs District Council to not charge for second blue bin – in line with Cambridge City Council. Progress the plans for using the power produced by the wind turbine near the Great Cambourne allotments and publicise the outcome. 	Covered under Section 4.4 Question 2 Letter to be written to South Cambs District Council. The transfer of the wind turbine is currently with the solicitors. A statement to be prepared for publication on the website.	Office Head Groundsman GT Council Clerk GT	
4.9 Q5	Obtain permission to install a bus shelter in Broad Street.	This has been requested and will be followed up.	Clerk	
4.9 Q9	Parish Council to: <ul style="list-style-type: none"> Support dedicated cycle routes to Cambridge as part of the Local Plan / City Deal process. Continue to push for the joining up of broken cycle 	This forms part of the Transport Assessment for Cambourne West and will be followed up.	Council	

	routes in Cambourne.			
4.9 Q11	<p>Parish Council to:</p> <ul style="list-style-type: none"> • Request funding from the developers to improve the signage to public car parking. • Explore the possibility of erecting some 'You Are Here' maps around Cambourne. • Investigate the possibility of additional parking for the sports centre and fields. • Scrutinise planning applications to ensure parking provision is provided to meet the Design Guide and Local Plan. • Council and developers to consider lifestyles and location when planning: <ul style="list-style-type: none"> ○ Off-road space for at least two cars per household, more for larger houses. ○ Garages provided are too small for modern cars. 	<p>Current signage to be assessed in the first instance.</p> <p>These could be built into new notice boards that are required for the three existing villages and for West Cambourne.</p> <p>To be discussed by the Planning and L & A Committees</p> <p>Part of the remit of the Planning Committee.</p> <p>Covered under Section 4.9 Question 10.</p>	<p>Office</p> <p>Office</p> <p>Planning and L & A Committees</p> <p>Planning Committee</p> <p>Planning Committee</p>	<p>Ongoing</p> <p>Ongoing</p>
4.9 Q15	Parish Council to explore proposals for 20mph zones (around schools).	To be reconsidered at the September Council meeting.	Council	
4.13	Encourage BT to complete their fibre optic provision in Cambourne	To be considered by the Council. Residents to be requested to feed in information regarding problem areas.	Council	