

CAMBOURNE PARISH COUNCIL

District of South Cambridgeshire

Leisure & Amenities Committee

19th September 2017

GENERAL CORRESPONDENCE

	FROM	SUBJECT
7.1	Sam Corban – 400 ⁰ Pizzeria	Proposal to help small food businesses ‘pop up’ in Cambourne
7.2	Cambourne Raptors Basketball Club	Application for Financial Assistance
7.3	Sharon Parnell	Woodland Enquiry – Educational Forest stay and play sessions
7.4	Ellie Brooker – Chairman of Cambourne Fishing Club	Request for storage space
7.5	Kye Page	Proposal regarding a mobile barbers shop

Helping small food business 'pop up' in Cambourne

Proposal by Sam Corban of 400° Pop Up Pizzeria

Something that came up several times in responses from the Community-wide Questionnaire was the hope for more food offerings within Cambourne. The great news is that there are several food producers based or living in Cambourne that do pop up food and events. I would like to form an 'agreement' with the the Parish Council to make it easy and simple for Cambourne based companies to put on pop up events, while also ensuring that these add to the local community.

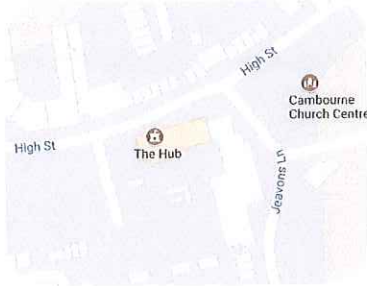
In 2017 we had 'Cambourne Food Festival' which showed how much support is possible from the local community when pop ups and events are put on, to the extent that all hot food sold out within a couple of hours. Whilst this was fantastic, the responsibility for creating and promoting the event came down to one person. What I'm proposing is that those that put the hard work in are supported to make the most of what is a fantastic community. This support would be open to all, but the work is not done on their behalf - they are the ones that have to get it going.

I have also been working with the Cricket Club over the summer months putting on a pop up pizzeria in the car park when there are matches or training sessions on. While these have had a varying turnout (a lot if this can be attributed to the varied weather we've been having), on good days we've seen a real swelling of those watching the cricket, sitting out and enjoying a summer Friday evening along with a wonderful community feel.

With the summer coming to an end footfall for any pop up is likely to be reduced, making the booking and hiring of buildings high risk, along with the cost of booking a building when it and it's services aren't actually needed.

I would love a pop up agreement with the Parish that will support local businesses but also see the Parish benefit directly during peak season and on those great days.

I would like to propose that:



- About 3 outdoor spaces are identified for pop up use within Cambourne (such as Upper/Great Cambourne Cricket Pavilion Car Park, The Hub Car Park & Lower Cambourne Cricket Pavilion car park).
- None of these spaces are supplied with any services guaranteed (ie. water/electric etc).
- Operating time set between 10am & 9pm (all pop ups would have to end before 9pm).
- Vendors are responsible for rubbish removal and leaving spaces clear and tidy.
- Site fee set at 10% of takings, payable directly to the Council within 5 days of the pop up.
- If a multi company pop up is organised priority would be given to those based in Cambourne.
- The Parish Council puts forward any black out dates (for single or multiple areas) where a pop up may conflict with their own events.
- The Parish Council is given 4 working days notice of any single vendor pop up.
- The Parish Council is given 10 working days notice of multi vendor pop up on a single site.
- The Parish Council can veto any pop up (would suggest this is within the first 24hrs of being notified of single vendor or 48hrs of multi vendor pop up).
- Only vendors who have 'signed up' and agreed can utilise the terms set out and it would be for the Parish to decide if a vendor is suitable (location/paying on time/clean & tidy etc) to be added or removed if needed.
- This agreement isn't publicised to attract vendors, but there as an option for those who approach the Council for advice/support.

Agreeing these points would help small set ups within Cambourne test new ideas and provide the community with extra services while minimising the financial risks but also allowing the Parish to benefit.

What the 400° pop up currently looks like:



At Cambourne Fete 2017



At Cambourne Business Fair 2017



Launch Event In Feb 2017
Outside Everyone Active



At CVC for Cambourne Crescent Event

John Vickery

From: Fabrice Gorrec
Sent: 05 June 2017 11:06
To: cllr.bhattacharya@cambourneparishcouncil.gov.uk;
cllr.crocker@cambourneparishcouncil.gov.uk;
cllr.gavigan@cambourneparishcouncil.gov.uk;
cllr.hedges@cambourneparishcouncil.gov.uk;
cllr.thomashudson@cambourneparishcouncil.gov.uk;
cllr.krintas@cambourneparishcouncil.gov.uk;
cllr.mcintyre@cambourneparishcouncil.gov.uk;
cllr.ghazala@cambourneparishcouncil.gov.uk;
cllr.odwyer@cambourneparishcouncil.gov.uk;
cllr.patel@cambourneparishcouncil.gov.uk;
cllr.poulton@cambourneparishcouncil.gov.uk;
cllr.sawford@cambourneparishcouncil.gov.uk;
cllr.thompson@cambourneparishcouncil.gov.uk
Subject: Cambourne Basketball Club
Attachments: Application for grants Parish Council.pdf; Untitled attachment 00500.txt

Dear Councillors,

I writing on behalf of Christopher Lo, Treasurer of the Cambourne Basketball Club.

The Cambourne Basketball Club is a non-profit initiative that started early 2016. The club has grown rapidly and it is now integrating 35 senior members. The junior basketball is passed to Cambridge Junior Cats as the Cambourne Basketball club does not have the resources to cater for overwhelming junior players. It is estimated that 60 junior players have tried Cambourne sessions since early 2016. Four sessions take place each week at the Cambourne Village College (2 juniors + 2 seniors) on a pay-per-session basis (£5 per session), 40 weeks a year. The club has a committee of local volunteers who would like to promote the sport in the local community. The club also have an independent Level 2 qualified coach who is paid by the club. The coach is committed to develop a senior team to compete in the local league. The committee uses the social medias to communicate on daily or weekly basis and they also have regular meetings.

With play-for-fun approach of Sport, we believe the work of our committee has already been beneficial to healthy living and well-being within our community. Besides, we are confident about the long-term potential for more developments related to juniors in Cambourne. Meanwhile, it is becoming difficult for us to handle the constant flow of new players. Recently, more women have contacted the club and more competitive men joined us. Subsequently, we would like to introduce two additional sessions as soon as possible. The costs for these and the competition include notably coaching, court booking and a scoreboard (see Table on page 2). Nevertheless, pay-per-session fees are the only source of income for the club. To grow with more confidence, while keeping an affordable price to our sessions, we need financial support.

We naturally thought about the Parish Council for fundraising since its purpose is in line with our initiative.

We are looking forward to hearing from you.

Sincerely yours,

Fabrice



CAMBOURNE PARISH COUNCIL

District of South Cambridgeshire

APPLICATION FOR FINANCIAL ASSISTANCE

1 Name of Organisation:

2

Cambourne Basketball Club (aka The Raptors).

3 Name, address and telephone number of correspondent (and office held):

Christophe Lo (Treasurer)

Upper Cambourne

Tel:

4 What are the objectives of your organisation?

Promote sport in the local community and support people to practice.

5 Is membership/support open to any resident of Cambourne, regardless of sex, age, ethnic origin, religion, disability or sexual orientation? If not, please give reason:

Yes.

6 Amount of grant applied for £ 1,000

7 Purpose for which the money will be used. Please explain clearly and simply the reason for your request. (a separate sheet can be used if required)

Essentially, coaching and equipment required for competition. See separate sheet.

8 Have you applied for grant aid to any other organisation (including local authorities)? If so, to whom (please give details of the decision on your application): (a separate sheet can be used if required)

We have applied to local businesses without success (Barons, Morrisons, Cambourne Vehicle Services). We are preparing an application for Community Chest Grant.

9 Is there anything else you wish the Parish Council to take into account when considering this application? (a separate sheet can be used if required)

The current momentum/success of the club. See separate sheet.

10 Please ensure that you have attached up to date examined accounts in support of this application.

Yes.

Although we cannot provide detailed breakdown for all the payments from players. We are increasingly organized, notably with implementing PaySubOnline system.

11 Bank Details If Grant approved can be paid directly.

Bank Name: Lloyds

Account Number:

Sort Code:

Account Name: Cambourne Basket

Supporting Documents to be supplied with this Application.

Constitution	<input checked="" type="checkbox"/>
Committee Membership	X
Financial Information	X

Constitution for Cambourne BasketBall Club (Raptors)

1. Name

The club will be called Cambourne Raptors (herein after referred to as The Club) and will be affiliated to the sport national governing body, England Basketball and East Region Basketball.

2. Aims and objectives

The aims and objectives of the club will be:

- To promote physical activity in the community at all levels
- To offer coaching and competitive opportunities in basketball
- To promote the club within the local community and basketball
- To ensure a duty of care to all members of the club
- To provide all its services in a way that is fair to everyone

3. Membership

Membership should consist of officers and members of the club, who have paid their annual subscription. All members will be subject to the regulations of the constitution and by joining the club will be deemed to accept these regulations and codes of conduct that the club has adopted. The club shall not discriminate against any person on the grounds of sex, sexual orientation, race or physical or learning disability, and will actively seek to be a fully inclusive club.

4. Registration

All playing members who are to represent the club in competitions organised by England Basketball or other basketball associations will be registered and pay the appropriate membership fee. Membership fees will be set annually and agreed by the Management Committee or determined at the Annual General Meeting. Fees will be paid in the following manner:

- £10 yearly Basketball England Membership, paid annually in September
- £5 weekly session fee

5. Officers of the club

As of September 2016, the affairs of the club shall be conducted by the Management Committee, consisting of:

- Chair
- Vice Chair
- Secretary
- Treasurer
- Child Protection Officer
- Fixtures and Membership Secretary
- Media and Communication Officer
- any other relevant position

Officers will be elected annually at the Annual General Meeting. All officers will retire each year but will be eligible for re-election. If a post or any officer should fall vacant after such an election, the Management Committee shall have the power to fill the vacancy.

Until such time, the following committee will be elected:

- Chair
- Secretary
- Treasurer
- Membership Secretary
- Media and Communication Officer

6. Committee

- The club will be managed through the Management Committee consisting of the positions described above. Only these posts will have the right to vote at meetings of the Management Committee.
- The Management Committee will be convened by the Secretary of the club and hold no less than 12 meetings per year.
- The quorum required for business to be agreed at Management Committee meetings will be 4 until September 2016, then it will be 6. This is at the discretion of the Committee, who can change this if urgent business needs to be agreed and several members of the Management Committee cannot attend the relevant meeting
- The Management Committee will be responsible for adopting new policy, codes of conduct and rules that affect the organisation of the club. The Management Committee will have powers to appoint sub-committees as necessary and appoint advisers to the Management Committee as necessary to fulfil its business.
- The Management Committee will be responsible for disciplinary hearings of members who infringe the club rules / Code of Conduct / constitution and will be responsible for any action required from this hearing.

7. Finance

- The Club Treasurer will be responsible for the finances of the club.
- Any income received by the club will be applied towards achieving the aims of the club.
- Any cheques drawn should hold the signatures of the Treasurer plus up to two other officers.

8. Annual General Meetings

- The club shall have one Annual General Meeting (AGM) per year, giving members 21 days notice. This meeting should ideally be held before the Annual General Meeting of England Basketball and Eastern Region Basketball.
- The AGM will receive the Annual Report, incorporating reports from officers of the Management Committee and a statement of the audited accounts and approve the minutes from the previous year's AGM.
- Nominations for officers of the Management Committee will be sent to the Secretary prior to the AGM. Election of officers is to take place at the AGM.
- All members have the right to vote at the AGM. In the case of an equality of votes, the Chair of the meeting shall be entitled to a casting vote, in addition to any other vote they might have.
- The quorum for AGMs will 25% of the membership
- The Management Committee has the right to call Extraordinary General Meetings (EGMs) outside the AGM. Procedures for EGMs will be the same as for the AGM.

9. Dissolution

A resolution to dissolve the club can only be passed at an AGM or EGM through a majority vote of the membership. In the event of dissolution, any assets of the club that remain will become the property of England Basketball

10. Amendments to the constitution

The constitution will only be changed through agreement by majority vote at an AGM or EGM.

12 Declaration

Cambourne Raptors hereby adopts and accepts this constitution as a current operating guide regulating the actions of members.

Signed: Date: 28th June 2017

Name: Navid Ghomi
Club Chairperson

Signed: Date: 28th June 2017

Name: Christophe Lo
Treasurer



Basketball England Public Liability & Professional Indemnity Insurance

CERTIFICATE OF MEMBERSHIP

MASTER POLICY NO. IS - S1401042

This certificate confirms that

Cambourne Raptors Basketball Club

MEMBERSHIP NUMBER: CA3903

has effected Public Liability Insurance at £5,000,000 in respect of their activities as a Basketball Club as authorised by Basketball England. Club members also receive Professional Indemnity Insurance at £2,000,000. To be protected by this insurance it is essential that every person representing the club in any capacity is registered with Basketball England.

The existing insurance arrangements expire on 31st August 2017. The premium has been paid in full.

This Certificate provides brief details of the insurance and is issued subject to the terms, conditions and exclusions of the Master Policy a copy of which is available upon request or from www.basketballengland.co.uk

In the event of an accident or incident likely to give rise to a claim, please report in writing to:

Basketball England, English Institute of Sport Sheffield, Coleridge Road, Sheffield, S9 5DA.

Any correspondence received from a Third Party should be forwarded unanswered to Basketball England.

**Underwritten by Nexus Underwriting Limited on behalf of Beazley Lloyd's
Syndicate**

Financial Statement 2017

Cambourne Raptors Basketball Club

Income	Apr-17	May-17	Jun-17	Jul-17	Aug-17	Sep-17	Oct-17	Nov-17	Dec-17
Membership Fees									
Session Fees Collected	£50.00	£671.00	£233.00						
Last Year Transfer	£2,544.12								
Sponsorship/Donation									
Merchandise									
Other income									
Total Income	£50.00	£671.00	£233.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00

Expenses	Apr-17	May-17	Jun-17	Jul-17	Aug-17	Aug-17	Aug-17	Aug-17	Aug-17
Club Membership									
Membership Fees									
Facility Hire			862.5						
Equipments			114.44						
Uniforms									
Training		110							
Coaching Payment									
Total Expenses	£0.00	£110.00	£976.94	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00

NET PROFIT/(LOSS) £50.00 £561.00 **-£743.94** £0.00 £0.00 £0.00 £0.00 £0.00 £0.00

Total Income £3,498.12
Total Expenses £1,836.94
Total Budget Available £1,661.18

Outstanding for accounting period to-date: Players Still Hasn't Paid. £73.00

Table. Additional cost projections for developing the Cambourne Basketball Club (Raptors) during the season 2017-2018 (over 40 weeks).

Description	Price (GBP)	Qty	Subtotal
Weekly court booking (2 x £50)	100	40	4000
Weekly coaching (2 x £25)	50	40	2000
Competition coaching (est.)	25	40	1000
Two sets of bibs	100	2	200
Two sets of Balls	180	2	360
Table top electronic scoreboard	650	1	650
Competition entrance fee	130	1	130
Costs of a match at Home (referee, other)	200	6	1200
Payment sessions (2 x 15 players at £5.00)	150	40	-6000
Payment competition (10 players)	180	10	-1800
		Total	1740

Picture. The first (senior) members, early 2016.



Christophe Lo

Upper Cambourne

EMAIL: into@cambournebasketball.org



Cambourne, 10th of May 2017

Subject: Supporting the development of the Cambourne Basketball Club ('the Raptors').
Basketball England membership number: CA3903

Dear Sir/Madam,

The Cambourne Basketball Club is a non-profit initiative that started early 2016. The club has grown rapidly and it is now integrating 35 senior members. The junior basketball is passed to Cambridge Junior Cats as the Cambourne Basketball club does not have the resources to cater for overwhelming junior players. It is estimated that 60 junior players have tried Cambourne sessions since early 2016. Four sessions take place each week at the Cambourne Village College (2 juniors + 2 seniors) on a pay-per-session basis (£5 per session), 40 weeks a year. The club has a committee of local volunteers who would like to promote the sport in the local community. The club also have an independent Level 2 qualified coach who is paid by the club. The coach is committed to develop a senior team to compete in the local league. The committee uses the social medias to communicate on daily or weekly basis and they also have regular meetings.

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We naturally thought about the Parish Council for fundraising since its purpose is in line with our initiative.

We are looking forward to hearing from you.

Sincerely yours,

Christophe, Treasurer of the Cambourne Basketball Club

John Vickery

From: Sharon Parnell <
Sent: 08 September 2017 16:27
To: clerk@cambourneparishcouncil.gov.uk
Subject: Woodland Enquiry

Dear Sir/Madame,

I am writing to ask if you could kindly put me in contact with the correct people I would need to speak to regarding gaining use of some woodland grounds within Cambourne to set up some Educational Forest school stay and play sessions for children age 1 – 5 Years and then maybe some holiday clubs to and family days.

Forest schools are growing rapidly within the UK and would be well accepted by our local community as they create transformational experiences in natural spaces. Forest Schools are long term programs within a natural space, led by a qualified practitioner. They focus on developing personal, social and emotional life skills through learner led, nature-based learning.

Each Forest School site is unique; you design it to meet the needs of the group and to fit the environment you are working in, usually in negotiation with your woodland owner.

The site would be constructed in a clearing or cleared area of the woodland, this way it would keep children as safe as possible whilst giving opportunities to explore and discover other areas of more dense ground flora, such as brambles and overhead hazards. Children would grow stronger physically, become more balanced and coordinated.

The site could range in complexity from no fixed features to a fully constructed shelter and fire area with specially designed areas for hygiene, creative art, tool use, fast games, throwing games, water collection, flora monitoring amongst other ideas.

I have recently qualified as a Forest School level 3 leader through the FSE (Forest School Education) and I am now wanting to leave my current place of work as a Preschool Manager and set up my own forest school sessions for parents to come with their children and stay and play.

I have recently sent out a survey on line using survey monkey within this area online and the responses have all shown a Forest school in this area would be much appreciated and well used by parents with young children. Also people from Papworth and Cambourne have been posting

recently asking if people know of the nearest forest schools to send their children so it is a much wanted educational set up within the local area at the moment.

I live in Papworth Everard and unfortunately as the woodland in Papworth Everard is listed as scientific interest the Land registry insurance is too high so I wondered if there is any other woodland in my neighboring villages that I would be allowed to carry out such sessions on. Within the last three months the woodlands at Wandlebury have just accepted some qualified people to open up a Forest school on the Scientific woodland there and I have attached the link for you to see –

<https://www.cambridgewoodlandacademy.com/>

I am very well experienced already in the Forest school as I attend my cousins forest school in Suffolk which they have set up as their own business to and I often go and help out in the holidays. Their forest school is called Wildawood. <http://www.wildawood.co.uk/>

I would have my own Forest School free-lance insurance from a company and this would cover lots which I would be more than happy to talk about with someone if I would need to.

I would be grateful if someone could contact me regarding my queries and to see if I can gain some permissions to use some woodland and how it would work.

I look forward to hearing from you soon.

Kind regards

Sharon Parnell

--
Sharon

Liz Pinchen

From: cambourne.fishingclub <cambourne.fishingclub@yahoo.com>
Sent: 09 May 2017 15:33
To: liz.pinchen@cambourneparishcouncil.gov.uk
Cc: Sharon Bavister
Subject: Storage Space in Cambourne

Hi Liz

After listening to other clubs at the meeting requesting storage space I wondered how we could go about applying for any storage space becoming available for Cambourne Fishing Club.

We have event inventory, trophies (Which we have nowhere to display), work party equipment, uniforms, prizes for fundraising, etc.

At the moment we are storing in our Treasurers downstairs toilet and what space we have in our shed, our wardrobe and bedroom floor.

We would need a lockable space/cupboard at least 6ft x 6ft.

Or would it be possible to share a pavilion with another Club? that may be able to allocate us some space for storage in addition to the use of the pavilion for award giving (once a year) and meetings (4-5 per year).

Look forward to your advice.

Kind regards

Ellie Brooker

Chair

Sent from my Samsung Galaxy smartphone.

John Vickery

From: Kye Page
Sent: 13 September 2017 14:13
To: clerk@cambourneparishcouncil.gov.uk
Subject: New barber shop

Hi

I am sending this email to introduce my new business and to let you know of my intentions to trade in Cambourne.

I own and run a mobile barber shop which is on a specially adapted mini bus. I will attach some photos so you can take a look at my quirky little shop.

I have around 10 years experience in barbering and have worked in places such as London, Brighton and Cambridge. I would really like to establish a business within Cambourne as I am from the area. I grew up in the neighbouring village of Bourn and already have clients living in Cambourne. My long term plan would be to open a more permanent shop in the area but with the lack of retail units I decided to create this mobile shop.

I really think this would be a great addition to Cambourne and would benefit the community greatly.

It would be fantastic to have the support of the parish council and open up a means of communication so if someone could take the time to reply to this email and give me there thoughts and any suggestions as to where I could trade from it would be greatly appreciated.

Kind regards

Kye Page





