

CAMBOURNE PARISH COUNCIL
District of South Cambridgeshire

Council Meeting 7th November 2017

Parish Plan

- 11 Attached is the updated Parish Plan, which has been updated to show an indicative colour coding, as the key on the document, to enable the Council and Committees to identify the responsibility for the actions. The Parish Chairman, Parish Clerk and Community Development Officer have been through the document, to bring it up to date, showing what actions have been taken.

It is:

RECOMMENDED The Council receive the report and Councillors note were they have agreed to lead on actions.



CAMBOURNE PARISH COUNCIL

District of South Cambridgeshire

Parish Plan Action Summary – 7th November 2017

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
 Police Community Support Officer – PCSO

J O'D – Cllr Joseph O'Dwyer (Chairman)
 RP – Cllr Ruth Poulton (Vice Chairman)
 PG – Cllr Gavigan (Chairman of Planning)
 GT – Cllr Greg Thompson (Chairman of Leisure & Amenities)
 SK – Cllr Simon Krintas
 Clerk – John Vickery (Parish Clerk)
 CDO – Liz Pinchen (Community Development Officer)

Key:
 Council

Planning

Leisure & Amenities

Finance & Policy

Staff

AGENDA ITEM No. 11

Section / 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 commitments with regard to their fulfilment of the infrastructure and facilities planning obligations (Section 106 Agreement)	Report to be written by the Parish Clerk in conjunction with the Chairman of Planning and typed up by office staff for publication on the website.	Office PG GT	To be completed by the end of 2017
4.2 Q 1&2	Parish Council to carry out a survey of early years' childcare needs in Cambourne and communicate the results / findings to all relevant parties	This should include Inclusive provision. A questionnaire will be devised to ensure that all relevant and consistent information is obtained.	RP J O'D	To be completed within 6 months

		Results will be reported to Council, all relevant parties and published on the website		
4.2 Q3	Parish Council to liaise on an annual basis with the Local Education Authorities with a view to understanding and influencing the local pupil / student projection / forecast numbers in schools to ensure adequate availability of places.	The information will be requested from the Local Education Authority. Support from other councillors/ staff will be requested if required	RP	Ongoing
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.	Clerk to send most current information to Ian Trafford – Cambridgeshire County 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.	Clerk GT Clerk	Completed with launch of new website - August 2017
4.2 Q5	Parish Council to publish current provision of 6th form for Cambourne students and explore the possibility of provision in Cambourne.	Cambourne Village college to be contacted for confirmation of current 6 th provision now and in the future and prepare a statement for publication on the website.	Clerk GT	
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
4.2	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	

4.3 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.	F & P Committee CDO	Ongoing
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	Commenced July 2017 and 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	
4.3 Q4, 5 & 6	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. • 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>) 	Existing Social Media Communications policy to be reviewed.	Clerk F & P Committee Council	
		New Website launched	GT Clerk CDO	Completed – August 2017
		The possibility of a Youth Council will be explored and a strategy set up. CDO to look into arranging visits to youth groups and school.	Clerk SK CDO	To be progressed in 2018
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 bespoke Youth Building by no later than September 2017 to replace the Soul Building. 	Work is being progressed and meetings held with the CYP and architects. Update to be published on the website.	Clerk	Commenced May 2017 and ongoing

	<ul style="list-style-type: none"> Consider continuing funding the CYP and the provision of a youth programme and worker / officer. 	<p>To be considered at the budget setting meeting of Finance & Policy Committee and Council.</p> <p>Update to be posted on the website once the budget has been set.</p>	<p>Council</p> <p>Clerk</p>	<p>Annually</p> <p>February 2018</p>
<p>4.4 Q2</p>	<p>Parish Council to:</p> <ul style="list-style-type: none"> Conduct a parish wide audit of the dog waste bins and litter bins to establish usage, positioning and waste collection requirements. 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. 	<p>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 SDCDC collection of the bins they are responsible for.</p> <p>A map showing the location of all litter, dog, recycling and grit bins to be published on the website.</p> <p>The possibility of putting stickers on bins detailing who to contact if the bin is overflowing will be investigated.</p> <p>Article on the use of grit bins to be placed in the Cambourne Crier.</p> <p>Information to be collated and published as part of the Facilities section of the website.</p> <p>Current information on the existing website to be reviewed and updated. Copy of the bookings package to be put on the website.</p>	<p>Clerk Office Head Groundsman</p> <p>CDO</p> <p>Clerk Office GT</p> <p>Clerk Office GT</p>	<p>To be completed by end of 2017</p> <p>December 2017</p> <p>To be completed by end on 2017</p> <p>To be completed by end of 2017</p>
<p>4.4 Q3</p>	<p>Parish Council to conduct a comprehensive audit of the facilities/ buildings with a view to establishing suitable disabled access.</p>	<p>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.</p>	<p>CDO J O'D</p>	<p>Commenced July 2017 and ongoing</p>

4.4 Q4	Parish Council to publish current capacity of existing facilities and future provision from Cambourne West.	This information is on the price list for bookings.	Office	Completed with launch of new website – August 2017
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	Commenced November 2016 and ongoing
4.4 Q8	Parish Council to ensure an easy to use 'report it' function is made available to report street light problems.		GT	Completed with launch of new website – August 2017
4.5 Q1	Parish Council to: <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. 	A temporary solution of a Mobile Post Office has been achieved Planning Committee to work towards a long term solution. Statement to be prepared in conjunction with Duncan Mason (Newcrest) and McCarthy Stone for publication on the website.	Clerk Planning Committee	Commenced with mobile Post Office in September 2017 and ongoing
	<ul style="list-style-type: none"> • Provide explanation on the planning process and share results from Parish Plan with retail developers. 	An explanation on the Planning process to be requested from Ed Durrant, SCDC and 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.	Clerk	

<p>4.5 Q2</p>	<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 a Council meeting.</p>	<p>Clerk</p>	<p>Commenced November 2016 and ongoing</p>
<ul style="list-style-type: none"> Share the current plans for High Street with the community. Explore options for a dedicated teen social space. Explore with older youth options for outdoor equipment. Share current plans on 'free to play' basketball courts. 	<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 GT</p>	<p>Clerk GT</p>	<p>Will be achieved when the appropriate trigger points are reached</p> <p>Negotiations commenced May 2017 and ongoing</p>
<ul style="list-style-type: none"> Share the current plans for High Street with the community. Explore options for a dedicated teen social space. Explore with older youth options for outdoor equipment. 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 and will be shared when received.</p> <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>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. Plans for the informal MUGA will be shared when received.</p>	<p>Council Committees</p>	<p>Council Clerk</p>	<p>Commenced August 2016 and ongoing</p>
<ul style="list-style-type: none"> Consider providing football goalposts near / on Eco Park. 	<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>	<p>Clerk</p>	<p>Clerk</p>	<p>To be discussed at the L & A meeting in November 2017</p>

	<ul style="list-style-type: none"> 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	
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. Link to available crime statistics from the Police website. Launch an appeal for village Neighbourhood Watch co-ordinators. 	<p>These will be discussed at Council for further action.</p> <p>Link on the website</p> <p>This will be discussed at Council for further action. Police to be invited to Volunteers Event in November 2017</p>	<p>Council</p> <p>GT</p> <p>Council</p>	<p>Completed with launch of the new website – August 2017</p>
	<ul style="list-style-type: none"> Continue its efforts to recruiting additional volunteers for graffiti removal. Ensure an easy to use 'report it' function is made available on its website to report graffiti problems. 	<p>Will be part of the Volunteers Fair to be held in November and publicised on the website.</p> <p>On the website.</p>	<p>CDO</p> <p>GT</p>	<p>Annually</p> <p>Completed with launch of the new website – August 2017</p>
4.7 Q 1-8	<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. 	Relevant sections will be emailed to the Practice Managers of the doctors and dental surgeries.	Clerk	

	<ul style="list-style-type: none"> 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. Share with the community the issues relating to healthcare in Cambourne and the actions taken by the Parish Council. 	<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>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>Clerk J O'D RP</p> <p>CDO</p> <p>CDO</p> <p>Council</p>	<p>December 2017</p>
4.8 Q1	Parish Council to continue its efforts to have open spaces in Cambourne protected.	Part of the ongoing work on Local Green Space Designation.	Planning Committee	Commenced October 2016 and ongoing
4.8 Q3	<p>Parish Council to:</p> <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. 	<p>To be discussed by the L & A Committee in conjunction with the Wildlife Trust.</p> <p>Stickers to be designed and ordered</p> <p>To be discussed by the L & A Committee</p>	<p>L & A Committee Wildlife Trust</p> <p>Head Groundsman Office</p> <p>L & A Committee</p>	

4.8 Q4	Parish Council to: <ul style="list-style-type: none"> Seek to expand its volunteer litter picking service. Website 'report it' function to enable it easier to report littering in children's play areas. 	Will be part of the Volunteers Fair to be held in November and publicised to the website. On 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 documents for the transfer of the wind turbine have been signed and returned to the solicitors awaiting execution. A statement to be prepared for publication on the website.	Office Head Groundsman GT Council Clerk GT	Commenced and ongoing Commenced February 2014 and ongoing
4.9 Q5	Parish Council to: <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. Obtain permission to install a bus shelter in Broad Street. 	Much of the information has already been taken into account. The relevant sections will be sent to the City Deal and comments requested. Stagecoach, other providers, MCA and Transport Planning Associates (TPA) will be invited to attend a workshop This has been requested and will be followed up.	Clerk Clerk Clerk	

	<ul style="list-style-type: none"> 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>TPA to be contacted.</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>	Clerk Clerk GT GT	Commenced January 2017 and ongoing
4.9 Q9	<p>Parish Council to:</p> <ul style="list-style-type: none"> Publish comprehensive map of cycle paths around Cambourne. 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 routes in Cambourne 	<p>An updated map has been requested from Randall Thorp and will be updated on the website when received.</p> <p>This forms part of the Transport Assessment for Cambourne West and will be followed up.</p> <p>This forms part of the infrastructure agreement for Cambourne West.</p>	CDO GT Council	Completed with launch of the new website – August 2017
4.9 Q10	<p>Parish Council to:</p> <ul style="list-style-type: none"> To influence planning authority on parking provision. Ensure parking problems can be reported through its website. 	<p>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</p> <p>Parking provision will be taken into account when considering planning applications.</p> <p>On the website</p>	Clerk Planning Committee GT	Ongoing Completed with launch of the new website – August 2017

<p>4.9 Q11</p>	<p>Parish Council to</p> <ul style="list-style-type: none"> Feedback to the owners of Caxton House comments from the Parish Plan regarding the design and running of the car park. 	<p>Meeting held with Michael Westwood of Carter Jonas and all comments passed on.</p>	<p>Clerk</p>	<p>Completed September 2017</p>
<ul style="list-style-type: none"> Request funding from the developers to improve the signage to public car parking. 	<p>Current signage to be assessed in the first instance.</p>	<p>Office</p>	<p>Office</p>	
<ul style="list-style-type: none"> Publish a car park map of Cambourne. 	<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 clearer.</p>	<p>CDO</p>	<p>CDO</p>	<p>By end of 2017</p>
<ul style="list-style-type: none"> Explore the possibility of erecting some 'You Are Here' maps around Cambourne. 	<p>These could be built into new notice boards that are required for the three existing villages and for West Cambourne. Prices to be obtained</p>	<p>Office</p>	<p>Office</p>	
<ul style="list-style-type: none"> Investigate the possibility of additional parking for the sports centre and fields. 	<p>To be discussed by the Planning and L & A Committees</p>	<p>Planning and L & A Committees</p>	<p>Planning and L & A Committees</p>	<p>Ongoing</p>
<ul style="list-style-type: none"> Scrutinise planning applications to ensure parking provision is provided to meet the Design Guide and Local Plan. 	<p>Part of the remit of the Planning Committee.</p>	<p>Planning Committee</p>	<p>Planning Committee</p>	<p>Ongoing</p>
<ul style="list-style-type: none"> 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>Covered under Section 4.9 Question 10</p>	<p>Planning Committee</p>	<p>Planning Committee</p>	<p>Ongoing</p>
	<p>These were in the original 3,300 homes. The ones for the 950 were larger and this lesson will be taken into account in Cambourne West.</p>			

<p>4.9 Q13</p>	<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. A traffic count carried out in 7 locations of which 3 met the criteria for the possible provision of a zebra crossing and applications have been made for those sites under the Local Highways Improvement Initiative. These are due to be considered in February 2018</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 Council Clerk GT</p>	<p>Commenced September 2017 and ongoing</p>
<p>4.9 Q15</p>	<p>Parish Council to explore proposals for 20mph zones (around schools).</p>	<p>The Council delegated to the Transport Working Party held in September to consider a recommendation on speed limits in Cambourne. This was considered by Council in October where they agreed to request the County Council to implement a blanket 20mph speed limit in Cambourne</p>	<p>Council</p>	<p>Commenced September 2017 and ongoing</p>
<p>4.10 Q 1&2</p>	<p>Parish Council to:</p> <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). 	<p>Information on events to be requested and shared on Parish social media platforms.</p> <p>Council to draw up a strategy for Public Art and suggestions will be invited once s106 funding is released.</p>	<p>CDO CDO</p>	<p>Ongoing Ongoing</p>
<p>4.11 Q1,2, & 3</p>	<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</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>	

	<p>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>4.13</p>	<p>Parish Council to:</p> <ul style="list-style-type: none"> • Publish the rules for road adoption and the latest adoption plans. • 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. • Encourage BT to complete their fibre optic provision in Cambourne 	<p>The existing Road Adoption map is not very user friendly. An alphabetical list of adopted roads would be more useful.</p> <p>This is covered under section 4.5. Relevant sections will be shared with retail developers.</p> <p>Relevant sections will be shared with transport providers.</p> <p>Relevant sections to be sent to the Wildlife Trust and MCA.</p> <p>To be considered by the Council. Residents to be requested to feed in information regarding problem areas.</p>	<p>Office</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Council</p>	<p>By end of 2017</p>