



CAMBOURNE PARISH COUNCIL

District of South Cambridgeshire

LEISURE & AMENITIES COMMITTEE

A meeting of this Committee was held at The Hub Community Centre, Cambourne on Tuesday 19th February 2019. Meeting commenced at 19:00pm

Present:

Cllr G Thompson (Chairman)

Cllr Dr S Bhattacharya

Cllr J O'Dwyer

Cllr A Fisher

Cllr D Jones

Cllr J Patel

Cllr R Poulton

Cllr D Sharma

In attendance:

John Vickery Parish Clerk

Jessica Lydon Community Development Officer

2 members of the Public were in attendance for the meeting.

1. APOLOGIES

Apologies received from Cllr A Ahmed, Cllr N Akhter and Cllr A Rana. Acceptable reasons for absence has been given.

It was:

RESOLVED that the apologies for absence from Cllr A Ahmed, Cllr N Akhter and Cllr A Rana had been received and approved.

2. MINUTES

It was:

RESOLVED that the Minutes of the meeting held on Tuesday 20th November 2018 (M78) were approved and signed.

3. MEMBERS DECLARATION OF INTEREST OR REQUEST FOR DISPENSATION for items on the agenda.

Cllr D Jones and Cllr J Patel joined the meeting during this Item.

Cllr G Thompson declared a personal non-disclosable interest in Item 6.5 as a gym member of Everyone Active.

Cllr J Patel declared a disclosable pecuniary interest in Item 5 as Treasurer of Cambourne Youth Partnership.

Cllr D Jones declared a personal non-disclosable interest in Item 7 as a member of the Wildlife Trust.

4. CHAIRMAN'S ANNOUNCEMENTS

- The Volunteers Fair will be held on Saturday 16th March 11am – 1pm and the Community Action Day with SCDC will be held on Saturday 18th May 9am – 1pm. The Chairman encourages Councillors to support and help advertise these events.

5. CYP

An update was received from Nigel Taylor. (Attached to minutes)

It was:

RESOLVED that the report be received.

6. REPORT ON FACILITIES

Cllr Dr S Bhattacharya joined the meeting during this Item.

6.1 BURIAL GROUND

No change since last reported.

It was:

RESOLVED that the report be received.

6.2 ALLOTMENTS

After the allotment renewals there were several which were not returned. These allotments have now been re allocated by the people on the waiting list, however the waiting list is ever growing. There are seven vacant allotments at Brace Dein and two at Crow Hill. It seems Crow Hill is becoming more popular and the waiting list is much longer for this allotment site. As the weather starts to get warmer the Groundstaff will be turning the water back on ready for the Spring.

We have received correspondence from an allotment holder (see below) The Parish Clerk, Office Administrator and Community Development Officer are working with the allotment holder to come up with several ideas which could help build relationships. Please see attached correspondence.

“Hi Kirsty,

I do feel the allotments lack representation at the moment and wondered if we could do something about this to build up a better relationship between the council and the tenants.

Kind regards”

It was:

RESOLVED that the report be received, and it be delegated to the Chairman, Parish Clerk, Office Administrator and Community Development Officer to take forward links with Crow Hill Allotments acting as facilitators.

6.3 PLAYGROUNDS, OPEN SPACES, SKATE PARK AND FOOTPATHS Playgrounds

The playgrounds continue to be well used by all residents. Repairs that were

needed from the ROSPA report have been carried out, however the roundabout and cross-beam scales are still in progress.
The annual ROSPA inspection is due to take place April 2019.

It was:

RESOLVED that the report be received.

Open Spaces

The Groundstaff have started to cut the verges and will be carrying out Hedge pruning and planting around the villages.

The head Groundsman has ordered hardcore and gravel to repair the potholes at Great Cambourne Cricket Pavilion, Upper Cambourne Village green and Great Cambourne Village Green Car Parks.

It was:

RESOLVED that the report be received.

Skate Park

The council has put in another £25,000 into the budget for 2019-2020 which brings the contribution of the Council to £50,000. The Community Development Officer and Parish Clerk are drawing up a wish list to send to suppliers/installers to get estimates so that they can look into grant funding, which they will submit working with the Youth of Cambourne.

It was:

RESOLVED that the report be received.

6.4 PREMISES

The Office Administrator has been working very hard on getting all premises up to date with cleaning materials. Colour coded carry cases have been ordered and organised so that regular and individual hirers have the necessary equipment they need to leave the buildings clean and tidy. There are instructions with the carry cases on the colour coding system, cleaning materials and expectations. This will not only make it easier for hirers to clean up after themselves, but the colour coding will prevent cross contamination.

The Office Administrator is in the process of contacting Complete Cleaning to organise another deep clean of The Hub, Blue School and Sports Pavilion.

A stocktake of all crockery has been undertaken in all the buildings and there is a large shortfall in numbers. Estimates for the cost of replacement crockery is being considered under Item 13.

It was:

RESOLVED that the report be received

Hub

The Hub continues to be well used by both individual and regular hirers. The Community Development Officer organised Cambourne's first Christmas Market on 24th November 2018. This event was very successful and there will be another Christmas Market this year on 30th November 2019.

Residents were pleased to see that there was a large Christmas tree in The Hub this year and praised the Community Development Officer on decorating the tree.

The Main Hall floor has had a deep clean by the Groundsmen. They used the scrubber which works slightly better than a mop. After doing this it has shown that the lacquer on the floor has become quite worn and perhaps in the future it will need to be re finished.

A blind company has been out to look at the electric blinds in the Hub to advise on the cost of refurbishing/replacing the blinds

It was:

RESOLVED that the report be received.

Lower Cambourne Cricket Pavilion

The Lower Cambourne Cricket Pavilion isn't being used as extensively as it has been in the past due to the conditions of the facilities, but continues to be used by the Cricket Club.

It was:

RESOLVED that the report be received.

Sports Pavilion

The Sports Pavilion continues to be by both regular and individual hirers. It was brought to our attention that the blinds were in an poor condition. The Parish Clerk and Office Administrator have been in contact with a blind supplier who have been out to assess the blinds. An estimate for the cost of new blinds is being considered under item 14.

It was:

RESOLVED that the report be received.

Great Cambourne Cricket Pavilion

Great Cambourne Cricket continues to be used by both regular and individual hirers. It was brought to our attention that the blinds were in an poor condition. The Parish Clerk and Office Administrator have been in contact with a blind supplier who have been out to assess the blinds. An estimate for the cost of new blinds is being considered under item 14. It is hoped that the blinds in Great Cambourne Cricket Pavilion and the Sports Pavilion will be more durable and will be the same colour in both buildings.

Along with the blinds it may be necessary to complete a re decoration of the Pavilion as due to the popularity and regular use it has minor wear and tear marks on the walls and toilets.

It was:

RESOLVED that the report be received.

6.5 CAMBOURNE SPORTS FACILITIES

The Sports Pitches are MUGA continue to be well used.

Due to weather and ground conditions the foot bridge between the two sport pitches has started to rot. The Groundsmen have begun carrying out repair works on the bridge to make is safe and secure using more durable materials.

It was:

RESOLVED that the report be received.

6.6 BOWLS CLUB

The following was received report from the Bowls Club.

“We have arranged a full set of fixtures for the Cambridge Business House League (first home match 16th May). The Bowls Club have Club nights starting at 6pm every Monday and Thursday starting 25th April going through until 12th September”.

It was:

RESOLVED that the report be received.

6.7 SPORT IN CAMBOURNE

To receive a report.

It was:

RESOLVED that the report be received.

6.8 TRAILER PARK

The Trailer Park currently has one vacant full plot and one vacant half plot. Those on the waiting list have been contacted and we are awaiting a response.

It was:

RESOLVED that the report be received.

7. WIDLIFE TRUST CAMBOURNE TO BE WILD

Louise Rackham and Rebecca Neal were in attendance on behalf of the Wildlife Trust for this Item.

Louise explained that the Wildlife Trust (WT) want to increase engagement with the community as their headquarters are in Cambourne, but also to try and raise money for the charity. Cambourne is often used as a successful case study for thriving wildlife in a new development and the WT believe this should be praised.

Louise refers to their business plan to explain more on what the event will entail. The event will be held on land next to SCDC offices (U&I land owner have agreed). It will take place over the weekend of Saturday 6th and Sunday 7th July, Saturday midday until 11pm and Sunday midday until 6pm. They plan for a livelier atmosphere on the Saturday, and a relaxed atmosphere on the Sunday – more focus on environmentally friendly music and activities. There will be a stage with live bands and music. There will be a beer tent, prosecco tent, a variety of food and drink stalls, as well as activities for children, funfair, and Wildlife Trust focused activities.

Louise refers to the Parish Plan as Cambourne residents desired to have more weekend events, particularly music/festivals. The WT would like to have the Parish Council's support in advertising and providing contacts for food vendors, services and volunteers we have used for other events.

Louise gave an estimation on their budget and what they plan on spending for bands, activities etc. She then explained the reason for ticket prices as follows:

Ticket prices:	
Adult (Saturday)	£25
Adult (Sunday)	£10
Adult (weekend)	£32
Early bird (weekend)	£28
Family (2 adults and up to 3 u16s)	£55

Councillors asked questions of Louise and Rebecca regarding the event.

Q: There was a general feeling of concern regarding the ticket prices. It was requested that the Wildlife Trust revisit their ticket prices and look into a discounted ticket for Cambourne residents.

A: The WT will look at the business plan to see if it was possible.

Q: It was suggested that the Wildlife Trust contact local businesses for sponsorship to help with keeping the costs down.

A: The WT are intending to do so.

Q: Concerns were raised over accessibility in regard to the surface for wheelchair users, accessible toilets, and entrance as there is a bund surrounding the area.

A: Louise informed that a section of the bund will be removed for access. Accessible toilets will be on site and they will look into surfaces for wheelchair users, particularly for if the ground is soft.

Cllr Fisher offered to support the event with his knowledge from organising Cambourne Fireworks.

Q: It was suggested that there be a variety of funfair rides for all ages.

A: Louise said this is something they will try to accomplish.

It was suggested that a list of Cambourne community groups be sent over to the Wildlife Trust to be contacted to see if they would be interested in having a stall or performing on the stage.

The Parish Council will support the Wildlife Trust by providing contacts for food vendors, toilet services, security services, potential volunteers and assist with promoting the event.

All Councillors were supportive of the principal of Cambourne to be Wild event and the Chairman thanked Louise and Rebecca for attending.

It was

RESOLVED that the Parish Council support and welcome the Wildlife Trust Cambourne to be Wild event as it is line with areas identified in the Parish Plan.

8. PARISH PLAN

Section 4.3 – Cllr Dr S Bhattacharya is keen on getting involved with the CYP. The Chairman and Cllr J Patel will contact Nigel Taylor at CYP to set up a meeting to discuss her involvement with CYP.

Section 4.4 Q3 - Ongoing

Section 4.4 Q4 - Booklet is to be updated with new information

Section 4.5 Q2 - Completed

Section 4.8 Q3 - This will be discussed at next L&A meeting when a decision on branding has been made at the next Council meeting.

Section 4.8 Q5 - Provision in budget

Section 4.9 Q9 - Completed

Section 4.9 Q11 – Waiting for map design and decision on branding.

It was:

RESOLVED that the Parish Plan be received and the necessary actions taken.

9. CORRESPONDENCE

9.1 – Cambourne Crescent prayer meetings

Since this correspondence was received, a key was given to members of Cambourne Crescent so that they can access the room if they were to find it locked. This has since solved the problem. The bookings clerks have looked into providing a dedicated venue for Cambourne Crescent, however it is difficult with the number of bookings they need, the variable times and also with the number of regular bookings that already exist in our community buildings.

It was:

RESOLVED to receive the correspondence and the Faith Working Party will be considered as an agenda item at the March Council meeting.

10. 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.

11. MAINTENANCE EQUIPMENT

To receive a report.

It was:

RESOLVED that it be delegated to the Parish Chairman, Committee Chairman, Parish Clerk and Head Grounds man to order the appropriate equipment.

12. OUTDOOR CINEMA

To receive a report.

It was:

RESOLVED that the report be received and actions be taken as required.

13. PREMISES CROCKERY

To receive a report.

It was:

RESOLVED that an order be placed with Heaton Catering, and the Lettings Package be updated that hirers inform the Parish Office of breakages etc.

14. HUB, SPORTS PAVILION & GREAT CAMBOURNE PAVILION BLINDS

To receive estimate for replacement blinds.

It was:

RESOLVED that an order be placed with Highline Blinds to replace the Sports Pavilion and Great Cambourne Cricket Pavilion blinds. The Hub blinds will be discussed when quote has been received at a future meeting.

15. MUGA RUBBER TOP UP

To receive estimate for topping up the rubber crump.

It was:

RESOLVED that an order be placed with S&C Slatter to top up the rubber crumb and the Financial Regulations in related to tendering be suspended due to the specialist nature and to maintain the warranty for the 3G.

16. 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.

17. DATE OF NEXT MEETING – 23rd April 2019 (Calendar has 16th April 2019 which is during half term.)

It was:

RESOLVED that the revised date be agreed
The meeting closed at 20:50pm.

Cambourne Youth Partnership (CYP)

Report for Parish Council Leisure & Amenities Committee

19.02.2019

Autumn Term 2018 activities and news:

- Wednesday open access youth clubs continue: over 50 young people attending regularly:
 - 3.30 - 5.00pm (Years 7-8)
 - 5.30 - 7.00pm (Years 8-10)
 - 7.30 - 9.00pm (Year 10+)
- Thursday: Boxing at Hardwick
- Thursday: Music Club – *music studio also well used on a Wednesday and Friday evening during other activities.*
- Friday: Football Group (6.00 – 7.00pm)
- Friday: Detached work
- All of these activities are staffed by our three part-time youth workers (Jonathan Buwert – lead development youth worker, Justin Lewis and Emma Slater) and a growing team of volunteers.

- In November, three sessions were arranged taking young people to “Escape Rooms” in Knapwell.

- We now have nine volunteers, with DBS checks having been carried out in accordance with CYP’s safeguarding policy. A “thank you meal” is being organised for all volunteers during February half-term.

- One of our volunteers, Dannie, has offered to support CYP by using her skills in administration and media/communication in order to allow Jonathan and other youth workers to focus more on frontline contact with young people.

- The development and training of young leaders is taking place, with several young people attending a residential training course run by Romsey Mill in October half-term. With the support of Romsey Mill, CYP young leaders and volunteers will be able to attend a Level 2 youth worker evening training course in 2019 in order to receive a certificated qualification.

- Food hygiene training has been offered to all leaders.

- Jonathan Buwert is being trained to be a ‘lead professional’ for future “Team around the Family” (TAF) meetings, which he attends from time to time if a young person with a CYP connection is involved.

- Nigel Taylor and Jonathan Buwert were interviewed by That’s TV Cambridge in November about CYP and our future building plans, with the clips appearing on YouTube.

- Jonathan Buwert and Romsey Mill colleagues continue to discuss with Cambourne Village College ways in which we can provide Alternative Education support for young people unable to follow mainstream education in the College, specifically working with those who are following an alternative curriculum in Blue School classrooms. In addition, youth workers continue to offer extra support on a one-to-one basis for pupils at Cambourne VC who are also engaged with other CYP activities.
- Wysing Arts Centre have expressed an interest in organising another arts project with CYP in the coming months.
- As mentioned in our previous report in September, following the successful planning application for a new 'Soul Building', we still await the outcome of further discussions with the architects and quantity surveyor to finalise the building within budget. We also await the outcome of discussions about ways in which the funding can be accessed in order to commence building work in the shortest possible timeframe.
- CYP Trustees are grateful for the ongoing financial support of the Parish Council through its annual grant, and also for its efforts on CYP's behalf to draw down the Section 106 money allocated for youth work. We can enter the 2019-20 financial year with confidence, having been informed by the Parish Clerk that the Parish Council will repeat its annual £20,000 grant in April 2019 and that the local developers will make their final payment of the previously agreed Section 106 money for youthwork funding in April 2019 or soon after. We will then need to discuss revenue funding from 2020-21 onwards.

Nigel Taylor
Chair of Trustees: Cambourne Youth Partnership
14th February 2019

Agenda Item 7

Festival 2019

Background

The Nature Reserve at Cambourne costs circa £50K per annum to maintain, it was £93K in 2010. In exchange for the long-term management of the reserve, WTBCN was rewarded with ownership of the Manor House. This does not however currently generate any income for us, and we need to find ways to do this.

The idea of an event, providing music, food and drink and children's entertainment in the form of a weekend festival is one which is widely practised around the country, as a fund raising opportunity. Many local villages in Cambridgeshire run similar events. Cambourne is much larger and more populous than any village, so presents an opportunity for much higher attendance than a similar village event. Running such an event presents an opportunity to generate some unrestricted income, which may well provide a significant contribution to Cambourne Nature Reserve costs.

Name of the Festival

We have decided on the **Cambourne to be Wild** Festival.

Location of the Event

In discussion with the Management Company of the Business Park to the North West of Cambourne, U&I, they have agreed to allow us to use the two acre field to the side of the South Cambs offices for the event. They will draw up a lease which will enable them to cancel the event at very short notice should they start development work on the site, although this is extremely unlikely given the timescale. The agreement will include reimbursing the Trust for any expenses incurred if they cancel.

Basic Concept of the Event

The event will take place over the weekend of 6th/7th of July. The format will be as follows. The gates will open at 11.00 am. Saturday midday until 11 pm, and Sunday midday until 6pm there will be live bands playing music on a stage. The plan is to have upbeat party/dance music on the Saturday, then a more relaxed and peaceful atmosphere on the Sunday, with a focus on more 'environmentally friendly' music and activities.

There will be a beer marquee, a prosecco tent and various food and drinks stalls around the venue. We will have a children's area where we will have crafts and play for youngsters. There will also be a funfair for children, and a variety of child friendly activities. We will obviously focus a lot of the other activities on WT related aims and engagement.

Cambourne Parish Council

We would welcome the support and involvement of the Parish Council, to help with promotion, marketing and whatever else the PC might be able to assist us with. The Parish Plan mentions desire for the provision of weekend events using external service providers. The Parish Plan also mentions that residents expressed a desire for music concerts/festivals, so it is hoped this festival will fit with the wishes of the Council and the parishioners. We would be happy to co-own the event with the PC.

South Cambs District Council

We are in dialogue with the District Council regarding licensing, and with their Event Safety Advisory Group regarding activities and noise.

Costs

We are seeking sponsorship through our Corporate Team to assist with the costs.

The main costs of the event will be:-

Fencing. Heras fencing as used on building sites to secure the perimeter.

Marquees. Large marquee for the beer tent and smaller ones elsewhere.

Staging, sound and lighting. To be provided by Soundstage One.

Toilets. We will need adequate portable toilets. The normal recommended number for such an event would be circa 25, plus adequate disabled units. Given our position as a conservation charity we shall investigate the use of compostable units rather than chemical units.

Bands. We shall budget around £15K.

Skip hire.

Generator hire. We will need to have electricity available for some of the stalls, such as the prosecco stall where we will need to hire refrigerators as well.

Security/Insurance/Legislative requirements

Security. The event will probably need the services of a professional security company, which will be a contractor registered with the [Security Industry Authority \(SIA\)](#). Costs TBA

Insurance. We will need insurance for the event. Obviously we will need to ensure that any food stall holders have adequate insurance. The same will be true for any fairground showmen who bring rides. We will only engage third parties who can provide the necessary insurance documents. We then need event insurance. Cambourne Parish Council may be in a position to assist with this if they co-own the event.

First Aid. Whilst there is no legal requirement to provide First Aiders at such an event, due to the size of the event we will provide a manned first aid tent, which could be provided by St John's or the Red Cross or similar.

License. This will require an events license from South Cambs.

Fire. Given the nature of the event Fire is an unlikely issue, however we will need to provide adequate extinguishers and ensure adequate exits.

Over the coming weeks we shall complete Risk Assessments, considering the following:-

Risks that threaten how the event will run safely– for example bad weather or a key member of staff being unavailable.

Risks that threaten our team –risks of slips and trip, food poisoning, fire, noise, and crowd management

Risks that threaten the public attending the event – as above

Risk of a major incident

We will need to discuss our plans with the emergency services, such as the police and fire brigade. Police attendance at the event should be encouraged.

Attendance

In calculating the number of people at a festival venue the accepted general space requirement per person is set at 0.5 square metres indoors and 1 square metre outdoors. The area of the field we are talking about is circa 9,000 square metres, however taking into account the areas occupied by the marquees, staging, fair et al, and making it possible to walk around fairly easily, we believe 1,500 adults is the right number. We would offer free admission to under 12s accompanied by an adult.

Admission will be by ticket only, through Eventbrite. Tickets will be circa £30 for the weekend with £25 early bird offers. Wristbands will be used for control at entrance. We will consider individual day tickets.

Other considerations

Glasses. We will need drinking vessels. Normally at festivals there are free plastic receptacles, but as a conservation charity these would not be appropriate, they will need to be biodegradable. (See below)



We may also sell proper glass printed souvenir beer glasses, which is normal practise at festivals as it provides a suitable souvenir, and generates additional profits.

Other souvenirs should be available, such as printed T shirts.






Water. There needs to be a water supply. Keeping beer firkins at a reasonable temperature during a summer festival is often achieved by covering the firkins in hessian sack material and regularly soaking them. We have water bowsers.

Drink sales. An often practised way of speeding up alcohol sales at such events is through the sale of tokens, which are exchangeable for drinks. This requires all drinks to have a shared price, say £3.50 for a pint of beer or a glass of Prosecco. Then individuals can buy as many tokens from the token tills as they need in a day, and then the speed of service is much faster because there is no need for transactions to take place at the bar.

Overnight Security. It may be that we need a few members of staff to 'camp' overnight in one of the small marquees.

Kevin Hennessy



-  Funfair
-  Food
-  Toilets
-  Stage
-  Marquees

Agenda Item 8



CAMBOURNE PARISH COUNCIL
District of South Cambridgeshire
Parish Plan Action Summary – 19th February 2019

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
Cambridgeshire County Council - CCC

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 – Jessica Lydon (Community Development Officer)

Key:

Council **Planning** **Leisure & Amenities** **Finance & Policy** **Staff**

Section / Question No.	Parish Council Action	Notes	Who	Status
4.3 Q4, 5 & 6	<ul style="list-style-type: none"> 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 and a strategy set up.	Clerk SK CDO	To be progressed in 2019 <i>CDO to liaise with schools to investigate possibility of a Youth Council.</i>

		CDO to look into arranging visits to youth groups and schools.		Commenced 2018 and ongoing
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	Commenced July 2017 and ongoing Accessibility of buildings established in new booklet – review and ongoing
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 Booklet completed 2018 <i>See 4.1 West Cambourne</i>
4.5 Q2	<ul style="list-style-type: none"> Consider providing football goalposts near / on Eco Park. 	This has been discussed previously by the L & A committee and it was considered to be an unsuitable area.	Clerk	To be discussed at the L & A meeting in November 2017 The new informal MUGA will be equipped with goalposts for informal kickabout Completed May 2018
4.8 Q3	<ul style="list-style-type: none"> Consider increasing the size of existing signage at the Sports Pitches. 	To be discussed by the L & A Committee	L & A Committee	Agenda item for April 2018 L&A meeting Revised signage

				being produced - pending decision on branding
4.8 Q5	Parish Council to: <ul style="list-style-type: none"> Continue its programme of installing street recycling bins and communicate their locations. 	Covered under Section 4.4 Question 2	Office Head Groundsman GT	Commenced and ongoing 10 recycling bins installed to date <i>Provision in budget 2019/2020 to extend the number of bins by at least 5.</i>
4.9 Q9	Parish Council to: <ul style="list-style-type: none"> Publish comprehensive map of cycle paths around Cambourne. 	An updated map has been requested from Randall Thorp and will be updated on the website when received.	CDO GT	Completed with launch of the new website – August 2017 (Annual review) <i>Updated November 2018</i>
4.9 Q11	<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>These could be built into new notice boards that are required for the three existing villages</p>	CDO Office	<p>Working with Randall Thorp to ensure revised Cambourne map clearly identifies all car parks <i>Completed November 2018</i></p> <p>By end of 2017</p>

and for West Cambourne. Prices to be obtained

- Explore the possibility of erecting some 'You Are Here' maps around Cambourne.

Design for signage being produced but awaiting updated Cambourne map. Signs should be in place by Summer 2018
Quotations received - pending decision on branding