



CAMBOURNE TOWN COUNCIL

District of South Cambridgeshire

A Meeting of this Council was held at The Hub Community Centre Cambourne on Tuesday 4th February 2020. Meeting commenced at 19:40

Present:

Cllr J O'Dwyer (Chairman)	Cllr D Jones
Cllr R Poulton (Vice Chairman)	Cllr S Krintas
Cllr N Akhter	Cllr D Maklin
Cllr A Fisher	Cllr J Patel
Cllr P Hedges	Cllr G Thompson
Cllr T Hudson	

In attendance: John Vickery Town Clerk
Heather Nigbur-Day Deputy Town Clerk

3 members of the public were in attendance.

1. APOLOGIES

Apologies for absence were received from Cllr S Bhattacharya, Cllr D Maklin, Cllr D Sharma and Cllr E Spanner. Acceptable reasons for absence have been approved.

It was:

RESOLVED that the apologies from Cllr S Bhattacharya, Cllr D Maklin, Cllr D Sharma and Cllr E Spanner for their absence be received and approved.

2. MINUTES OF LAST MEETING

To approve as a correct record the minutes of the Council Meeting CTC/M199 held on 14th January 2020

It was:

RESOLVED that the minutes of the Council Meeting CTC/M199 be approved and signed.

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

Cllr J Patel made a declaration of interest in agenda item 22, as the Treasurer of the CYP.

4. POLICE MATTERS

No reports had been received.

Signed

Date 3rd March 2020

A poster was received regarding the proposal to enhance the Police service in South Cambs by replacing the outdated facilities at Parkside Police Station with a new city centre police station and hub. The consultation runs from 1st – 29th Feb 2020. It was discussed that Councillors who wish to comment, should send their comments to the Town Clerk, who will collate them and then pass them on to the Police.

The Town Clerk raised the issue that all the venues are not in South Cambridgeshire.

PCSO Coppard had advised that the Town supplied police bike would be returned at some point next week.

It was

RESOLVED to receive the poster and for Councillors to submit their comments to the Town Clerk by Friday 14th February 2020, so they can be collated and sent to the Police.

5. CHAIRMAN'S ANNOUNCEMENTS

- The Chairman wished to publicly apologise to Cllr R Betson, At last month's CTC meeting, he reiterated that County and District Councillor's reports will not be considered if they are not received on time. He expanded on this and on reflection, because Cllr Betson was the only County or District Councillor present, that it may have been perceived as aimed at her. Also, in hindsight, he regretted not allowing Town Councillor's to raise other issues with Councillor Betson. He thanked her for her attendance at that meeting but wanted to reiterate that District Councillor's and County Councillor reports needed to be submitted by 10am on the Friday preceding the meeting and that the Agendas are distributed, as per policy.

6. CLERKS UPDATE

- Continued discussions with David Gowland of Cambridgeshire County Council regarding the repair and transfer of The Blue School. The contractors have carried out repairs to the second toilet area. Elements of the heating system have been checked, ready for carrying out repairs and servicing of the whole system. It is hoped to conclude this matter by at latest the end of March.
- Further meeting and discussions with Cambourne Eagles, Cambourne FC, Cambourne Spartans Cambourne Rovers and Cambourne United regarding the future of football in Cambourne. The Working Group has met to look at the steps needed to set up One Club in Cambourne.
- Discussions with Andrew Cole regarding the road adoption works being carried out in Cambourne.
- Sackville House a meeting between the Monkfield Medical Practice, the County Council, CCG and Lesley McFarlane Development Officer, Health

Signed

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Specialist regarding recent changes in the structure of practices and how the practice could develop its capacity to take on West Cambourne. One of the issues is retention of GP's (National problem) as a step to help retain new doctors they have applied to be a teaching practice.

- Parish Council Liaison Meeting. This followed a new format with District Council Officers having stalls with information on topics on the agenda. The topics covered included the upgrading of streetlights to LED, Three Free Tree Project, Update on Shared waste Service (sweeping arrangements and Fly-tipping), Greater Cambridge Local Plan, Grants available and then an Open Forum. The slides for the meeting have been circulated as they have useful
- Meetings at Cambourne Village College in relation to the Joint Project on Engagement. A fuller update will be given under Agenda item number 20.
- Discussions and correspondence with County Highways and the Contractor in relation to the proposed TTRO on Monkfield Lane. A meeting was held on Monday 3rd January 2020 to review the TTRO.
- Web Site the Community Development Officer and I have been chasing Coastline Graphics regarding the new domain name. the reason for the delay is that the Council itself has to submit the application rather than our agent a new form is being sent over for the Council to sign.
- Meeting Chenge Taruvunga (lead Planning Officer for West Cambourne) and David Hamilton (Landscape Officer), Lindsay Cordell Randal Thorpe, John Brindley and Nick Kohli regarding the phase 1 Landscape Reserved Matters Application for West Cambourne.
- Cambourne Youth Building, further progress has been. A fuller update will be given under Agenda item number 22.
- The Town Clerk and Cllr G Thompson had a productive meeting with Chris from Coastline Graphics. A report of the meeting and the website updates will be sent through from Chris.

Community Development Officer report since 14th January 2020

Jessica Lydon has been focusing on a number of events and projects, including:

- 13 Cambourne community groups and services attended the Volunteers Fair on Saturday 25th January to try and recruit fresh volunteers to assist them throughout the year. Although we don't see many people walk through the door, the groups still find the event useful to be able to network with other Cambourne groups.
- Some groups at the Volunteers suggested it would be beneficial to have a regular meeting to network with local Cambourne groups to see what they have going on and how they can support each other. Coincidentally, Jess has agreed to continue Network & Natter meetings that Laura Papanikalou organised as part of her role as Timebank co-ordinator. The meetings took place up to 4 times a year and were very useful and informative. All Cambourne groups and

services will be invited to attend Network & Natter meetings, once dates have been set.

- Research in to grant applications for the skatepark refurbishment has started.
- Work has begun on creating the Town Council calendar of events for 2020. Below is a list of Town Council organised/supported events and potential dates:

Event	Date
Cambourne 10k	Sunday 5 th April
Easter Activities	Wednesday 8 th April
Community Clean-Up Day	Saturday 2 nd May – this date may change
Food Market	BH Monday 25 th May
Fun Run	Saturday 18 th July
Food Market	BH Monday 31 st August
Community Fete	Saturday 12 th September
Big Squiggle	Saturday 3 rd October
Halloween Activities	Wednesday 28 th October
Fireworks Night	Saturday 7 th November
Christmas Lights Switch On	Saturday 21 st November
Christmas Market	Saturday 28 th November

The CDO is looking into other community events, such as an outdoor cinema. Feedback is welcome on preferred time of year, film start time, and type of film/audience.

Hedge planting GC Cricket Outfield (Zero Carbon Grant)

The Town Council was successful with the grant application for Zero Carbon Grant. As part of this, it was planned to involve the community in planting the hedges. Therefore, the CDO with the grounds staff has agreed two days over the February half term (Wednesday 19th & Thursday 20th February) where residents can drop by to help plant the hedges. Cambourne Village College is also bringing along 30 pupils on Friday 14th February to help plant some of the hedges. District Cllr Bridget Smith has been invited to attend to help plant a tree or hedge on one of these days.

It was
RESOLVED to receive both reports.

7. **TIMEBANK**

Further to earlier Council meetings where the principle of Setting up a working Group to oversee Timebank's work in Cambourne. Terms of Reference have been drawn up.

Terms of Reference attached below.

It was

Signed

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RESOLVED to receive the report and agree the Terms of Reference for the Working Party be set up to oversee the work of Cambourne Timebank. Membership to be discussed at the Leisure and Amenities Committee meeting on 18th February 2020.

8. COUNCILLOR ATTENDANCE

Councillors were asked to review their attendance to meetings and asked to reflect on their schedules and if they were able to improve attendance. If they are unable to permanently fulfil their duties, they should reconsider their positions.

It was
RESOLVED to receive the report.

9. COUNTY COUNCIL MATTERS

Cllr M Howell sent in a report which was not considered because it did not meet the deadline. Councillors had the opportunity to ask questions.

Three questions were asked and Cllr M Howell, was not able to answer them but assured the Council that he would find out the answers.

It was
RESOLVED to accept Cllr M Howells apologies and await his response.

10. DISTRICT COUNCIL MATTERS

To receive reports from the District Councillors for Cambourne.

Cllr S Bhattacharya sent her apologies.

Cllr R Betson sent a report, which was considered.

Cllr G Clayton sent a report, which was considered.

The Chairman reiterated the measures taken to assist report authors, deliver their reports in the agreed timeframe.

It was
RESOLVED to receive Cllr S Bhattacharya's and Cllr G Clayton's apologies and Cllr Betson's and Cllr Clayton's reports.

11. TOWN PLAN

The Chairman reported that the Town Plan actions will be reviewed at A future Council meeting.

It was:
RESOLVED to receive the update and all action will be reviewed at the April 2020 meeting.

12. CAPALC

Affiliation fees were discussed, due to them being increased. It was requested that an invitation be sent to Capalc to be invited to come and give a presentation to the Council.

It was
RESOLVED to invite Capalc to attend to give a presentation on the work of Capalc.

Incorporation - Consideration was given to the questions. If Councillors wanted to attend then, they should let the Clerk know.

It was
RESOLVED that Councillors should feed into the Town Clerk their responses to the questions, to enable the Town Clerk to respond on behalf of the Town Council.

13. **FINANCIAL STATEMENT**

13.1 SCHEDULE OF PAYMENTS:

To receive the schedule of payments attached.

It was
RESOLVED to receive the schedule of payments attached and approve the payments.

13.2 CURRENT FINANCIAL STATEMENT:

The council has been keeping within its agreed revised budgets and spending in accordance with our Financial Regulations, copy of Finance Spreadsheet as at 28.1.20.

It was
RESOLVED to receive the report on the Finance Spreadsheet.

13.3 BANK RECONCILIATION:

To receive approving the Bank reconciliations as at the 2nd February 2020

It was
RESOLVED to approve and receive the bank reconciliation for 2nd February 2020.

14. **LAND TRANSFERS**

To receive a report from the Town Clerk.

Report attached below.

It was:
RESOLVED that the report be received.

15. TRAFFIC MATTERS AND ROAD SAFETY
15.1 East West Rail – Preferred Route Option Between Bedford and Cambridge announced.

East West Rail announced today, 30th January 2020, the preferred route for the rail connection between Bedford and Oxford. The preferred route that has been selected is Option E, which will run between Bedford and Cambridge.

The rail route was discussed, and work continues to ensure that the proposed route continues to be of benefit for Cambourne.

It was:
RESOLVED that the report be received.

15.2 Monkfield Lane, TTRO.

The Town Clerk has been in correspondence with the County Council Highways department and the Contractors for the McCarthy Stone sight, to express concerns about the proposed road closure and detours. Attached is the correspondence regarding this matter. The Town Clerk meet a representative of the Contractor on site, on Monday 3rd February 2020. The meeting was a productive one, with conformation that the road closure will be reviewed to minimise disruption to the community. It was also proposed that the work is to be carried out during the Summer Holidays, when traffic is more reduced.

It was:
RESOLVED that the report be received.

15.3 20MPH

The speed counts had to be delayed until the week commencing the 24th February 2020, due to the County Council not accepting a block license application and requesting 17 individual applications. Unfortunately, they did not inform Tracsis of this. The date was also delayed as to avoid February half term.

It was:
RESOLVED that the report be received.

16. CORRESPONDENCE
16.1 Jenny Smith – Reserves Officer – Change of Role.

The Council wished to thank Jenny for all her hard work and wish her success in her new role.

It was:
RESOLVED that the correspondence be received.

17. COMMITTEE REPORTS
To receive minutes of meeting of the following Committees and consider any recommendations contained therein:

17.1 PLANNING COMMITTEE held on 14th January 2020 PLN M319

It was:

RESOLVED that the minutes be received.

18. 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.

19. INSURANCE

To receive a report from the Town Clerk.

It was:

RESOLVED to receive the report and confirm the Town Clerk's actions

20. CAMBOURNE ENGAGEMENT

To receive a report from the Town Clerk.

It was:

RESOLVED to receive the report and confirm the Town Clerk's actions.

21. STAFFING

To receive a report from the Town Clerk.

It was:

RESOLVED to receive the report and confirm the Town Clerk's actions.

22. 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.

23. DATE OF NEXT MEETING – 3RD March 2020

The meeting closed at



CAMBOURNE TOWN COUNCIL

District of South Cambridgeshire

Signed

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Cambourne Timebank Working Group

1.0 Composition

Cambourne Town Council
Cambourne Timebank Management Committee

2.0 Terms of Reference

Non-Group members can address the Group, subject to the prior approval of the Chairman, on a particular item on the agenda for a period of not more than 3 minutes, but they will have no voting rights on this item.

- 2.1 Membership shall comprise three representative of Cambourne Town Council and three members of the Cambourne Timebank Management Committee.
- 2.2 The Working Group may invite Town, District or County Councillors. residents and representatives of organisations to attend to assist in meeting its objectives
- 2.3 The Working Group shall come under the remit of the Leisure and Amenities Committee and report thereto in the first instance.
- 2.4 Two members from the Council, two members of the Cambourne Timebank Management Committee shall constitute a quorum.
- 2.5 The Working Group shall meet a minimum of Two times a year.
- 2.6 A Town Council representative shall chair the meeting. In the Chairman's absence an Acting Chairman will be elected to chair the meeting.
- 2.7 The Working Group shall appoint two representatives to the Cambourne Timebank Management Committee who will report back to the Working Group, Leisure and Amenities Committee and ensure a report on Cambourne Timebank is prepared for the Annual Town Meeting in May.
- 2.8 The Working Group shall consider matters relating to the aims of the Cambourne Timebank set out below.
- 2.9 The Working Group shall consider revisions made to the Constitution of Cambourne Timebank.
- 2.10 The Working Group shall as required review the terms of reference.

Signed

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3.0 Delegation of Powers

To the Group

- 3.1 Those functions contained in paragraphs 2.4 - 2.10 shall be delegated to the Group to make recommendations to the Leisure and Amenities Committee or Town Council.

To the Chairman

- 3.2 Representation of the Working Group at any Committee, Sub-committee, panel or forum of another authority to support the Council's best interests on any matter within the remit of this Group.

4.0 Aim of Working Group

The aim of the Working group is to:

- 4.1 To oversee the Cambourne Timebank Management Committee and support it in achieving its Aims and Objectives.

Cambourne Timebanks Aims and Objectives

Aim:

To involve local communities in an informal and inclusive network of people and organisations, who are willing to share their skills to help others.

Objectives:

- a) To help people who participate in the Timebank to gain confidence and skills and so take part in activities.

- b) To undertake activities which strengthen the informal neighbourhood support systems within Cambourne and promote community cohesion

- c) To improve personal wellbeing through providing recreational, social, learning and volunteering opportunities.