



CAMBOURNE TOWN COUNCIL
District of South Cambridgeshire

A meeting of this Council was held at the Hub Community Centre on Tuesday 3rd October 2023.
Meeting commenced at 19:30

Present:

Cllr J O'Dwyer (Chair)	Cllr J Panrucker
Cllr S Achall	Cllr J Patel
Cllr M Hettiarachchi	Cllr R Poulton (Vice Chair)
Cllr R Jayaraman	Cllr A Siddiqui
Cllr D Jones	Cllr G Thompson
Cllr P Mehta	Cllr H Touheed
Cllr F Panrucker	

In attendance: John Vickery - Town Clerk

2 members of the public were in attendance.

1. APOLOGIES

Apologies for absence were received from Cllr A Ahmed, Cllr S Bhattacharya, Cllr A Fisher, Cllr P Gavigan, and Cllr A Ramachandran. Acceptable reasons for absence were given.

It was:

RESOLVED to accept the apologies from Cllr A Ahmed, Cllr S Bhattacharya, Cllr A Fisher, Cllr P Gavigan, and Cllr A Ramachandran.

2. MINUTES OF LAST MEETING

To approve as a correct record the minutes of CTC/M238 held on the 5th September 2023.

It was:

RESOLVED that the minutes of the Full Council Meeting CTC/M238 held on 5th September 2023 be approved and signed.

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

Cllr J O'Dwyer declared a pecuniary interest in Item 23.

Cllr G Thompson declared an interest in item 23.

Cllr P Mehta declared a pecuniary interest in item 13.

Cllr J Panrucker declared an interest in item 21.

Cllr J Patel declared an interest in item 21.

4. CHAIRMAN'S ANNOUNCEMENTS

The Chair congratulated Cllr. M Hettiarachchi on his BBC's Make a Difference Award, Local Hero award, Great Neighbour Award. This was hosted by BBC Cambridge.

5. POLICE MATTERS

Signed

Date 7th November 2023

Schedule of emails previously circulated to Councillors.

It was:

RESOLVED to receive the previously circulated correspondence.

6. INCLUSIVE DEVELOPMENT

To receive an update from Phil Priestley.

As part of the new arrangements, I have been meeting with the shops including Morrisons to build a relationship so we can respond quickly and nip any issues in the bud.

Regarding Hardwick and Cambourne Primary School I had been requested to do work on the issue of young people from the age of 10 trying out vaping. This was to try and educate them on the issues with vaping and why they should not do it. It is getting easier to obtain the disposable vapes through various sources including shoplifting and selling on to others. They are also supplied by the parents.

Looking at how we can support the schools in addressing the issue of young people vaping with the parents. It was suggested that the Town Clerk works with Phil Priestley on an article for the Crier.

Why were the arrangements changed with the Village College. A Police officer was appointed to work in and with the College as well as moving to a more directed approach on liaising with the community around the college. The new Principal wants to build stronger external links.

Work experience placements have had a benefit for those who took part and should be supported going forward.

It was:

RESOLVED to receive the report and thank Phil Priestley for his work and attendance.

7. CLERKS UPDATE.

To receive an update from the Town Clerk. (Copy attached)

The Town Clerk answered some questions of clarification.

It was:

RESOLVED to receive the update.

8. COUNTY COUNCIL MATTERS

To receive a report from the County Councillor Cllr M Howell for Cambourne Ward. County Councillor Cllr Mark Howell was in attendance and gave a brief update.

1. The Greater Cambridge Partnership had decided not to proceed with the Congestion Charge. Although he did not agree with the proposal, he did not support the way those in favour had been inappropriately treated.
2. 20mph speed limit in Cambourne. He had had meetings with officers to consider the consultation responses. The only change to the proposal was the increase of speed from 30mph to 40mph on the Cambourne Road (currently 60mph). Mark had tried to fight this due to the access to the school, but the Officers decided to go with the police request for it to be 40mph.

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3. Casework he and the district Councillors for Cambourne get referred a number of issues they have to deal with. These range from school admissions to housing issues the County and District Councillors to make sure that the correct one deals with their issues.

Q. Who is responsible for public transport (busses).

A. The Combined Authority Mayor took on this responsibility.

Q. In the s106 for Cambourne there was a sum of £1,988,800.00 for the provision of Facilities for children and young people with special educational needs at the County Council facilities at Northstowe. Is this provision still planned for Northstowe?

Or can the monies be redirected to provide a facility adjacent to the Village College in Cambourne. This will save them being transported large distances which could be unsettling for them.

A. I will look into this.

It was

RESOLVED to receive the report.

9. **DISTRICT COUNCIL REPORTS**

To receive a report from the District Councillors for Cambourne.

9.1 **Cllr Drew and Cllr Leeming**

Cllr Drew and Cllr Leeming produced a report and were in attendance.

The following questions and comments were raised.

Item 5. 18 Bus Route

The Mayor's office have been inundated with complaints regarding busses, but not just Whippet There have been connected to the whippet service from St Neots to Cambridge via Cambourne and Comberton.

Item 2. Tree planting Grant (Coronation Living Heritage Fund).

The Town Council confirmed that the Town Council had worked with John Cornell Natural Environment Team Leader, Adrian Sargeant (Planning) Tree Officer and Bana Elzein Principal Landscape Architect at South Cambs District Council to submit the application. Their support was invaluable due to the tight time scale involved.

Item 6. White Van

It was good to see the van had been removed. Is there any precautions being put in place to prevent this from happening again. The Town Clerk is in discussions with the developers on what can be done to limit access.

Item 6. Mobile Warden Scheme

A successful mobile wardens scheme has been in operation across South Cambs for a number of years. Councillor Leeming is in discussions with relevant officers at the district council with a view to whether this service can also come to Cambourne in the future. A paper will be drawn up for consideration.

It was:

RESOLVED to receive the report.

10. **ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN (AGAR)**

To receive a report from PKF Littlejohn LLP on the Annual Governance and Accountability Return for the year ending 31st March 2023. The External Auditors have

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inspected the return and supporting documents which Cambourne Town Council submitted.

PKF Littlejohn LLP stated that no matters have come to their attention giving cause for concern or other matters in part 2 of Section 3 and have duly signed part 3 (copy attached for information).

The External Auditors have raised no issues, so there are no actions that require to be taken.

The Council is required to place the following items on the Town Council Web site and on the notice boards.

1. The Notice of Conclusion of Audit has been published on the Councils web site and on the Council's, notice boards.
2. Sections 1, 2 &3 of the Annual Governance and Accountability Return for the year ending 31st March 2023.
Also attached is the:
3. PKF Littlejohn LLP covering letter.

It was:

RESOLVED That the Annual Governance and Accountability Return for the year ending 31st March 2023, External Auditor Report and Certificate Section 3 be received and note that no actions are required to be addressed by Cambourne Town Council.

11. **COUNCILLORS EMAIL ADDRESSES**

To receive a report from the Town Clerk.

The Council has circulated the instructions on how to set up you're @cambournetowncouncil.gov.uk email addresses. Councillors must set up their email address using the council address and not their private addresses. The Town Council Office will stop emailing out on the Parish Council emails on week beginning 16th October 2023. All forwarders to private emails will also be stopped at this time. The Town Council emails will be the only accounts used.

Below is an extract from the Town Councils Media Policy

Emails will be used to distribute information of Council business. Individual Parish Councillors are responsible for what they post. Councillors are personally responsible for any online activity conducted via their published e-mail address which is used for Council business. **Councillors are strongly advised to have separate Council and personal email addresses.**

Also attached is a document from the Information Commissioners Office regarding the data protection risks associated with using private rather than Council email addresses for conduction Council business.

It is

RECOMMENDED to receive the report and all councillors take the necessary actions to set up their Town Council email addresses.

12. **FAITH BUILDINGS**

To receive a report from the Town Clerk.

The census details still had not been fully released.

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It was:
RESOLVED to receive the update.

13. CORRESPONDENCE

Town Clerk to report on any correspondence needing to be brought to the Council's attention.

**13.1 Resident
Regarding booking of Cambourne Soul.**

Hi there,

I was wondering if the soul is free on Sunday the 24th of Sep from 5-7pm, as I would like to book it for a spiritual and mental well-being youth group called Pandava Sena targeting the youth of Cambourne. This will be beneficial for the whole community and it'll be **free** to anyone who would like to participate. We will also be providing free food during the event. This is a part of my volunteering project as a student at Hills Road Sixth Form in Cambridge. If the session gains some traction I would try to do that regularly. Just to be clear I have no intention in making any profit from these sessions but want to play my role in the community. And for that reason I would ask for Council's support for this good cause by making the hall free of charge.

Many thanks,
Piya

Consideration was given to the request. We are not currently taking bookings for the Soul Building; therefore, it was agreed to look at an alternative venue. As a one of event the Town Council would consider offering it free, but additional bookings would be charged. The Town Clerk would discuss with the resident details of the booking including DBS, Safeguarding etc.

It was:
RESOLVED to receive the correspondence.

Cllr Jones voted against this as there was not a policy around FOC events.

13.2 Greater Cambridge Partnership

Update on Making Connections

The Greater Cambridge Partnership (GCP) Executive Board yesterday (Thursday 28 September) decided to stop the further development of the Sustainable Travel Zone (STZ) proposals as part of the Making Connections scheme.

The members discussed the results of last year's consultation, the evidence gathered through the 24,000 responses, the amended proposals from officers and the feedback from the GCP Joint Assembly.

They collectively decided that while the aims of Making Connections to make travelling in and around Cambridge simpler and faster by saving time and money, would have eased congestion, and offered better, fairer, and greener travel choices, the STZ is not able to progress to Full Business Case due to a lack of political consensus.

Officers will now focus on other areas of the City Access programme looking at issues such as resident parking, road hierarchy and freight consolidation. This is in addition to the other infrastructure projects which include: 150km of Greenways, innovative

busway schemes from Waterbeach to Cambridge and Cambourne to Cambridge as well as the significant improvements to Milton Road and Newmarket Road.

It was:
RESOLVED to receive the update.

13.3 South Cambs District Council
September 2023 parish e-bulletin

It was:
RESOLVED to receive the e-bulletin.

To receive the schedule of previously circulated email correspondence by the Town Clerk to Councillors since the last meeting.

It was:
RESOLVED to receive the previously circulated email correspondence.

14. LAND TRANSFERS
To receive a report from the Town Clerk (Copy attached).

It was:
RESOLVED that the report be received.

15. TRAFFIC MATTERS & ROAD SAFETY
Councillors received the previously circulated correspondence.

15.1 Resident
Email regarding busses in Cambourne
Traffic in Villages

Dear Dr. Johnson,

I hope this finds you in good health. I am writing to express my deep concern regarding the persistently unreliable public transport services provided by Whippet, a company that serves as a vital mode of transport for many people, including college students and key workers.

Over the past two months, the reliability of Whippet's bus services has deteriorated significantly, causing widespread disruptions and hardships for passengers who depend on these services for their daily commute. The consequences of these service deficiencies have been particularly severe, with students missing crucial lessons and essential workers struggling to reach their workplaces on time.

To provide you with a clear picture of the situation, I would like to draw your attention to the GoWhippet X account, formerly known as Twitter, where detailed records of late and cancelled buses are available. Additionally, the comments from the affected community members, including students and workers, reflect the extent of the issue and the adverse impact it has on their lives.

It is with great disappointment that I must emphasize that these delays and cancellations are wholly unacceptable. As an essential service provider, Whippet bears responsibility to ensure the punctuality and reliability of its services, especially for those who rely on them for their daily routines.

Signed

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I kindly request that you take immediate action to address these issues and restore the reliability of Whippet's bus services. The well-being and productivity of our community members, particularly students and key workers, depend on a dependable public transport system. I trust that you will investigate this matter thoroughly and take corrective measures to prevent further disruptions.

Thank you for your prompt attention to this matter. I look forward to hearing from you soon and to witnessing an improvement in the services provided by Whippet.

Sincerely,

Jeyur

There was a discussion on the issue. it was proposed that the Town Council invite the Combined Authority Mayor to attend a meeting and give an update on Public Transport. A representative of Whippet should be invited to a meeting to a meeting in line with the invite Stagecoach had.

It was

RESOLVED to receive the correspondence and invite the Combined Authority Mayor and a representative of Whippet to attend a meeting and give an update on Public Transport.

**15.2 Policy and Regulation Cambridgeshire County Council
PR0951 Proposed 20mph Speed Limit Zone - Various Roads, Cambourne**

Dear all,

In July 2023, the County Council published a proposal to introduce a 20mph speed limit zone covering the built-up area of Cambourne and a 30mph speed limit on Cambourne Road (between the A428 and the town).

The Council received objections to the proposals, so the matter had to be formally determined by senior officers in consultation with the local County Councillor. The decision was to go ahead with the 20mph speed limit zone covering the town. However, in respect of Cambourne Road, after careful consideration of the characteristics of the road and taking into account comments received, including from Cambridgeshire Police, the decision was taken that a more suitable speed limit for Cambourne Road would be 40mph.

You can find more information, including a report and the formal decision record on our [Delegated Decision Meeting 11-09-23 page](#).

The purpose of this e-mail is to inform you of the change to the original proposal in respect of the Cambourne Road speed limit. If you have any comments to make, please let me know by Friday 6th October 2023.

Regards

Gary Baldwin

Signed

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Policy and Regulation
Transport Strategy and Network Management



It was
RESOLVED to receive the report.

**15.3 Cambridgeshire County Council
Cambourne 20mph zone**

John

We're engaging with our contractors (Milestone) to put together a delivery programme. There are several other locations which are at a similar stage in the decision process and should be confirmed within the next month, so to take advantage of economies of scale we purchase materials and plan a sequenced approach to the installations. Once I have the planned start dates for installations I will update you.

Best regards
Simon

Simon Manville
Project Manager | Cambridgeshire County Council

It was
RESOLVED to receive the report.

16. COMMITTEE REPORTS

To receive minutes of meeting of the following Committee and consider any recommendations contained therein:

16.1 PLANNING held on 5th September 2023 PLN/M362 and 17th September 2023 PLN/M363.

It was:
RESOLVED to receive the committee reports.
16.2 Leisure & Amenities held on 17th September 2023 LA/M95.

It was:
RESOLVED to receive the committee report.

17. 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.

It was:
RESOLVED that the Press and Public be excluded.

18 CONFIDENTIAL MATTERS

To receive an update from the Town Clerk.

Signed

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It was:
RESOLVED to receive the reports and take the necessary actions.

19. WEB SITE

To receive a report from the Town Clerk.

It was:
RESOLVED to receive the reports and take the necessary actions.

20. MAINTENANCE EQUIPMENT

To receive a report from the Town Clerk.

It was:
RESOLVED that the report be received and the John Deere Gator TE is repaired and purchase a Polaris Ranger Diesel EPS T1b.

21. SERVICE LEVEL AGREEMENT

To receive the updated Service Level Agreement for Cambourne Youth Partnership.

It was:
RESOLVED that the revised Service Level Agreement be agreed.

22. INCLUSIVE DEVELOPMENT

To receive the updated Contract.

It was:
RESOLVED that the revised contract be agreed.

23. STAFFING

To receive a report from the Town Clerk.

It was:
RESOLVED to receive the reports and take the agreed actions.

24. CHAIRS GROUP

To receive a report from the Chairs Group.

It was:
RESOLVED to receive the reports and take the agreed actions.

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.

It was:
RESOLVED that the Press and Public be re-admitted.

21. DATE OF NEXT MEETING – 7th November 2023.

The meeting closed at 20:09.

CAMBOURNE TOWN COUNCIL

District of South Cambridgeshire

Council Meeting 3rd October 2023

Town Clerks Report

Below is a short update on activities since the 5th September 2023. Some elements are covered by separate agenda items.

1. I managed to rearrange the Fete to The Hub on the 16th September 2023. There were 14 stalls inside, 5 stalls outside, bouncy castle, outdoor games, craft in the meeting room and an ice cream van. We were lucky with the weather and had a good attendance considering. We had some positive feedback. Three members of staff and Cllr F Panrucker helped me on the on the day to ensure it went off successfully.
2. Final meeting with the 10k Committee regarding the race on the 24th September 2023. Resolving a number of issues to ensure the event could go ahead and helping to, manage, set up, marshal and clear up the event. The Grounds staff helped on the Saturday and Sunday to ensure it ran smoothly on the day.
3. Further discussions with Reece Horne, Adoptions Manager, Taylor Wimpey East Anglia and Mills and Reeve (the Councils solicitors) regarding their last areas in Upper Cambourne.
4. Correspondence with Simon Manville, Cambs County Council regarding the Privately Funded Highway Initiative implementation of the 20mph speed limit in Cambourne see Agenda Item 15 for update.
5. Met with SallyAnne Logan who visited in 2014 and was formally with Ashford Borough Council working on a new community there. She has become a consultant working on a similar size development to Cambourne and wanted to see if we would have changed anything since our last meeting (see email below).
6. Meeting with David Price Wildlife Trust and the Head Groundsman at Crow Hill allotments regarding access for electrical connection
7. Meeting at The Junction of Jeavons Lane and the High Street regarding the location of the Zebra crossing.
8. Land Transfer Workshop meeting with various other parties regarding the Transfer of the remaining infrastructure land. Work is progressing on the transfers in line with the report to a previous Council meeting the first tranche was slightly delayed, but the second is on track.
9. Meeting with representatives of the Cambourne Scouts and Men's shed. Regarding possibility of working together. Further meetings are to be arranged.

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10. Meeting with Anthony Browne MP regarding issues around Cambourne including East West Rail, Cambourne to Cambridge, West Cambourne, Business Park and other issues in Cambourne.

11. I attended the Cambourne Soul with the installer, Plumber and Electrician to confirm details of the installation of the Snack bar and check they had completed their work.

PS. I apologise if we have not responded as quickly to requests, but we have been busy due to the reduced staff level. We have tried to ensure the office has continued as much as normal were the public is concerned.

It is
RECOMMENDED that the report be received.

Emails regarding the Fete
Good Afternoon John

Apologies that this has taken me all week to send. But I just wanted to thank you and say well done for pulling together a great little event last Saturday. Despite recent challenges and having to organise every thing so last minute, it was great and I think MP Anthony Browne was impressed also!

There was a great buzz about the centre and obviously the dry weather helped too as there were many people around enjoying the stalls and things on offer outside as well.

I had some great conversations, thank you for pointing me in the direction of Cambourne Football, the ladies who were serving the amazing cakes, teas and coffees were really interested in the Kick Start fund for their disability football and also the SCDC offer for helping with young peoples mental health and wellbeing - [Nature-based wellbeing programme - South Cambs District Council \(scambs.gov.uk\)](https://www.scambs.gov.uk/nature-based-wellbeing-programme)

John Calcutt from HOPE and the bike repairs were also keen in the Kick Start fund to help towards a new bike stand and additional materials / spares, the suggestion that they may take themselves over to West Cambourne perhaps using the HOPE van may also be considered. We hope to be having further conversations with these groups very soon.

I left lots of flyers with you, so if you hear of any more community organisations keen to know more please point them in our direction for a conversation.

Best wishes
Sarah

Sarah Freeman
Community Connector - South Cambridgeshire Place Team
Communities Service – Strategy and Partnerships
Cambridgeshire County Council

Hi John,

Signed

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I really appreciate the work you put in to make the fete work. It was a valuable time for me, and I made some good connections, and had lots of positive conversations.

Well done for keeping it going.

Becca

Rebecca Neal

Communities & Education Officer

The Wildlife Trust for Bedfordshire, Cambridgeshire & Northamptonshire



Hi John,

Thank you so much for taking the time to talk me through progress at Camborne over the past few years and your lessons learnt. I am so grateful for your knowledge, experience and time.

Hope to see you again soon and I wish you well with everything you are doing. You continue to be an inspiration.

Kind regards,

Sal

SallyAnne Logan

Signed

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CAMBOURNE TOWN COUNCIL
District of South Cambridgeshire

LAND TRANSFERS

Council Meeting 3rd October 2023

Dear John,

Please find below an updated position report on my current matters involving the Town Council. If you have any questions do give me a call.

1. Land Parcel GC29 – Bovis Homes (73)

There is no change here.

My application to register the Town Council's title remains with the Land Registry.

As advised, the application was received by the Land Registry on 1st August 2022 and the estimated date for its completion is 5th July 2024.

2. 6 x Greenway – MCA (75)

As per my last report, I await confirmation that the commuted sums relevant to these greenways have been paid. At our last Meeting we were advised that payment would be made in the next payment run, but have you heard anything further in this regard John?

It has been Confirmed we have received the payment

Once I have that confirmation and settlement of my costs by MCA (who have provided the necessary funds to their Solicitors), we will be in a position to complete once my final priority searches have been submitted to, and dealt with by, the Land Registry.

(Celine Boys of Charles Russell Speechley is acting for the Developer.)

3. Incidental Space - Vistry Homes/MCA (76)

(a) Footway at Chaffinch Close

The engrossment of this Transfer is currently with the Town Council for execution.

(b) Tranche 2 Incidental Space

A draft Transfer has been received in relation to this further incidental space and I will be reviewing and reporting on the same shortly, but, in the meantime, I have sent you the proposed Transfer plans for approval.

The space in question is broken down as to the six plans as follows:

- (i) Land at School Lane;
- (ii) Land at Back Lane and Broad Street;
- (iii) Land at Jeavons Lane;

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- (iv) Land at Back Lane and Jeavons Lane;
- (v) Land at Jeavons Lane;
- (vi) Land at Woodfield Lane and School Lane

(Celine Boys of Charles Russell Speechley is acting for the Developer.)

5. Land Parcels at Charlotte Grove, Merivale Place, Darwin Grange and Lakeview – Taylor Wimpey (78)

The grossment of this Transfer is currently with the Town Council for execution.

(Olivia Graham of Womble Bond Dickinson is acting for the Developer.)

6. Various Land Parcels – Bovis Homes (79)

As per my last report, the draft Transfer has been agreed and I have reported to you on the same.

You have asked for details of any services which currently run under the land parcels and this information is awaited from the Developer.

(Anne-Marie Henry from Gateleys Legal is acting for the Developer.)

Kind regards,

Allison

Allison Hopkins (Pronouns: she/her)
Senior Paralegal
for Mills & Reeve LLP

Signed

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