



CAMBOURNE TOWN COUNCIL

District of South Cambridgeshire

A meeting of this Council was held at the Hub Community Centre on Tuesday 16th January 2024.
Meeting commenced at 19:20

Present:

Cllr R Poulton (Acting Chair)
Cllr G Thompson
Cllr S Bhattacharya
Cllr A Fisher
Cllr M Hettiarachchi
Cllr D Jones

Cllr P Mehta
Cllr J Panrucker
Cllr J Patel
Cllr H Touheed
Cllr R Jayaraman

In attendance:

John Vickery - Town Clerk
Dawid Illakowicz- Committee Clerk/ Office Manager

Members of the public were in attendance: 13

1. APOLOGIES

Apologies for absence were received from Cllr S Achall, Cllr F Panrucker, Cllr J O'Dwyer, Cllr A Ramachandran and Cllr P Gavigan and Acceptable reasons for absence were given.

It was:

RESOLVED to accept the apologies from Cllr S Achall, Cllr F Panrucker, Cllr J O'Dwyer, Cllr A Ramachandran and Cllr P Gavigan.

2. MINUTES OF LAST MEETING

To approve as a correct record the minutes of CTC/M241 held on the 5th December 2023.

It was:

RESOLVED that the minutes of the Full Council Meeting CTC/M241 held on 5th December 2023 be approved and signed.

3. MEMBERS DECLARATION OF INTEREST OR REQUEST FOR DISPENSATION

for items on the agenda.

Cllr S Bhattacharya declared an Interest in Items: 11.2 as trustees of CamCare.

Cllr R Jayaraman declared an Interest in Items: 11.2 as trustees of CamCare.

Cllr J Patel declared an Interest in Items: 11.3

Cllr J Panrucker declared an interest in agenda Item 10 as trustees of Cambourne Youth Partnership.

Cllr J Patel declared an interest in agenda Item 10 as trustees of Cambourne Youth Partnership.

4. CHAIRMAN'S ANNOUNCEMENTS

No announcements were made by the Chair.

5. POLICE MATTERS

Town Clerk to reported on any correspondence that had been brought to the Council's attention.

Signed

Date 16th January 2024

It was:
RESOLVED to receive the schedule of previously circulated correspondence.

6. CLERKS UPDATE.

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

It was:
RESOLVED to receive the report

7. STARSHIP

To receive a request for the siting of docking station at the hub
Following the Finance & Policy Meeting Ryan Holroyd-Case was invited to the Council meeting to give an update on the request from Starship for the siting of the docking station at the Hub.

There will be no cost to the Council and Starship would cover the costs including electric. the docking station would be repositioned at their cost when we extend our building.

An agreement would need to be drawn up to cover the arrangement.

Ryan Holroyd-Case gave a short presentation on the proposal and explained why they chose the Hub as the best location. It was central and within the required distance of the Co-op.

They wanted a separate location to the Co-op so they can work with other companies.

It was:
RESOLVED to receive the report and defer the decision to Confidential Item 19.

8. COUNTY COUNCIL MATTERS

To receive a report from the County Councillor for Cambourne Ward.

Cllr M Howell stated his main concern arising from his report was with regard to Cambridge 2040 and the potential implications.

A question was raised if there was anything the Council could do.
It is a question of waiting until more detail becomes available.

It was,
RESOLVED to receive the report.

9. DISTRICT COUNCIL MATTERS

To receive a report from the District Councillors for Cambourne.

9.1 Cllr S Drew and Cllr H Leeming

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

A question was raised regarding the Kick Start funds and whether it was just for West Cambourne. It was confirmed it can be from Cambourne as long as the initiative helps to integrate the residents of West Cambourne.

Cllr H Leeming raised the subject of the Mobile warden scheme (this will be discussed at the 6th February 2024 meeting). A fellow District Councillor has offered to come over and share his experience of setting up the scheme. the scheme costs approximately £1,100.00/person. This will be funded by the Town/Parish Council, Grants and the District Council. Up to 200 people could be eligible, but the Council would have to agree how

many people could be supported. The referrals would be through set bodies including the medical practice.

It was:

RESOLVED to receive the report.

9.2 Cllr S Bhattacharya

Cllr S Bhattacharya produced a report and was in attendance.

Cllr S Bhattacharya highlighted the meeting on Friday 2nd February 2024 regarding busses.

It was:

RESOLVED to receive the report.

10. BUDGET 2024-2025

To receive a report from the Town Clerk (copy attached).

Councillors asked the Town Clerk questions regarding the Budget.

It was:

RESOLVED to accept the report

It was:

RESOLVED that the Town Council levy a precept of £773,066.00 on South Cambs District Council, which is an increase of 10% on Band D properties which equates to an additional £16.11p. (£1.46/month).

Vote: 9 Agree, 2 Abstentions, 1 Against.

11. GRANT APPLICATIONS

To receive a report from the Town Clerk.

Currently under the Grant funding heading we have £1,500 in the Budget.

11.1 Grant Aid for Blue Smile

The Council considered the request. There was a discussion on the level of support could be given as we only have a small pot available and the second round of grant consideration is at the March Council meeting.

It was:

RESOLVED to grant aid Blue Smile to the amount of £250.00.

11.2 Cllr S Bhattacharya and Cllr R Jayaraman left the meeting at this point. CamCare UK Application to the Town Council Grant Application in 2024

There was a general discussion on the grant application and how they should be dealt with.

The Working group should review this and recommend a fair process to the Full Council.

It was:

RESOLVED to agree that the dates and venue be confirmed if available and there be no Change..

Cllrs S Bhattacharya and Cllr R Jayaraman re-joined the meeting.

Cllr J Patel left the meeting at this point.

11.3 **Cambourne Premier League Request to use the Sports Pavilion and Cricket Ground**

We are asking for access to cricket ground and pavilion facilities for up to 2 days per week for 8 – 10 weeks. As mentioned in the application, the funds raised by this event will be donated to charities or non-profit organizations.

It was:

RESOLVED to agree to the principle the Town Clerk to agree usage with the Cambourne Cricket club to avoid possible conflicts. Final position to be agreed with the Chair of the Leisure and Amenities Committee.

Cllrs Cllr J Patel re-joined the meeting.

12. **CHAIRS GROUP**

It had been requested that this item be deferred to the next meeting as the Chair was not in attendance.

It was:

RESOLVED to defer the chairs group item to the 6th February 2024 meeting.

13. **FAITH BUILDINGS**

To receive a report from the Town Clerk.

Some information has started to be made available and the release of information is being monitored.

It was:

RESOLVED to receive the report

14. **CORRESPONDENCE**

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

14.1 **Mobile Warden Scheme**

Mobile Warden Scheme report received South Cambs District Council

The Town Clerk confirmed he had circulated the document in advance to give Councillors more time to read the documents as the External Review of Mobile Warden / Community Care Schemes operating in South Cambridgeshire is over 80 pages.

It was:

RESOLVED to receive the report regarding the mobile warden scheme which is due to be discussed at the 6th February 2024 Council meeting.

14.2 **Previously circulated correspondence**

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

It was:

RESOLVED to receive the schedule of previously circulated correspondence.

15. **LAND TRANSFERS**

To receive a report from the Town Clerk (copy attached).

It was:

RESOLVED to receive the report.

16. **TRAFFIC MATTERS & ROAD SAFETY**

To receive an update on traffic matters.

16.1 **20 mph Speed Limit**

Signed

Date 16th January 2024

To receive an update on the 20mph speed limit.

Cambourne Town Council has just had confirmation that the contractor for the County Council will be commencing work Monday 15th January 2024 on the implementation of the 20mph speed limit.

The contractors have advised that they would start first with the new zone entry signs (Schools Lane, Cambourne Road, Broad Street & Back Lane) thereafter they will be working their way round installing the smaller repeater signs, many of which will be attached to existing lamp columns.

They are suggesting an overall duration of 17 days which includes one crew installing all the signs and placing bags over them. A separate crew will implement the painted roundels on the roads. Road painting is at the mercy of the weather for this element of the works. We will require a window of settled and less cold temperatures. Unfortunately, this appears to be just the opposite from what is currently forecast, so we may require a little more patience for this to be fully completed.

Then when all the works are complete the legal order is signed, and the contractors will take the bags off all the signs in one day.

It was:

RESOLVED to receive the report.

16.2 Proposed highway event - Cambourne 10k and Fun Run - Sunday 14th April 2024
Cambourne 10k to receive the notice of temporary road closures.

Good afternoon,

Please find attached a Highways Events application, Traffic management plan and a draft Temporary Traffic Regulation Order (TTRO) in relation to a proposed highway event that will take place in your area or is likely to have an impact on your area. If you would like more information or have any comments to make on this event please contact us on the details below within 14 days of the date this e-mail was sent.

Regards

Martin Ellwood

Event Liaison Officer

Working pattern (week 1 Mon – Thurs) (week 2 Mon – Fri)

Cambridgeshire County Council

Traffic Management Centre, Vantage House, Vantage Park, Washingley Rd,
Huntingdon PE29 6SR

It was:

RESOLVED to receive the report and raise no objection to the temporary road closures.

16.3 A428 to receive the newsletter.

A428 Black Cat to Caxton Gibbet - December 2023 newsletter

It was:

RESOLVED to receive the newsletter.

Signed

Date 16th January 2024

17. **COMMITTEE REPORTS**
To receive the minutes of meetings of the following Committees and consider any recommendations contained therein:
- 17.1 **PLANNING COMMITTEE**
Planning held on the 5th December 2023 PLN/M368 and 19th December 2023 PLN/M369.
- It was:
RESOLVED to receive the minutes.
- 17.2 **FINANCE AND POLICY COMMITTEE**
Finance and Policy held on the 19th of December FIM/M86
- It was:
RESOLVED to receive the minutes.
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.
- It was:
RESOLVED that the Press and Public be excluded.
19. **STARSHIP**
To receive a request for the sitting of a docking station at The Hub
- It was:
RESOLVED that the proposal proceeds subject to a suitable agreement.
20. **CONFIDENTIAL MATTERS**
To receive a report from the Town Clerk
- It was:
RESOLVED to receive the reports and take the required actions.
21. **STAFFING**
To receive a report from the Town Clerk.
- It was,
RESOLVED to receive the reports and take the required actions.
22. **CHAIRS GROUP**
To receive a report from the Chairs Group.
- It was,
AGREED to receive the report on the 6th February.
23. **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.
24. **DATE OF NEXT MEETING** – 6th February 2024.
The meeting closed at 21:40.

CAMBOURNE TOWN COUNCIL

District of South Cambridgeshire

Town Clerks Report

Council Meeting 16th January 2023

Note

Council email addresses please note from the 1st January 2024 the Town Council will be ceasing the use of Parish Council email addresses. If you have not set up your Town Council email addresses, you will not receive correspondence from the Town Council after this date.

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

1. Teams' meetings regarding Landscaping issues regarding parcels 1.3A, 1.3D and 2.1 and future adoption. This was attended by representatives from Vistry Homes, James Truett Planning case officer and John Finney Cambs County Council Highways team.
2. 10k Committee meeting online regarding the 2024 event to be held on 14th April 2024.
3. 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 completed and the second is on track.
4. Meeting with Stuart Bremner to support the applications for grant aid for improving the Lower Cambourne Cricket Pavilion and the modular building adjacent to the Crow Hill allotments.
5. Cambourne Community Support meeting with fellow stakeholders in Cambourne held at the library. It was confirmed that they will be starting work on the alterations to Sackville House this year.
6. Meeting with Ryan Holroyd-Case regarding a docking point for the Starships, this is covered by items on the agenda.

The office was closed between the 20th December 2023 and 8th January 2024.

It is
RECOMMENDED that the report be received.

Signed

Date 6th February 2024
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CAMBOURNE TOWN COUNCIL

District of South Cambridgeshire

Budget 2024-2025

Council Meeting 16th January 2024

Precept 2024 – 2025

The budget has been formulated to include all the requests considered in the report below presented to the Finance and Policy Committee. The Budget also took account of the following resolution agreed at the meeting

It was

RESOLVED that the salaries and inflation for setting the budget for 2024 -2025 be based on 5%.

In the next financial year, there are some s106 monies due and potentially grants coming in.

It has been a more challenging process again when setting the 2023/24 budget in January 2023 we allowed a 2% increase for 2023/24 pay awards and future years in line with previous awards, The 2023/2024 was agreed in November this year and was a blanket £1,925 payment to all staff. This ranges from 11% for the lowest and the % decreases as you move up the scales to 3.8%. This equates to an £42,000 extra spend in (2023/24) not budgeted for and has an additional impact on following years as this is compounded. £42,000 equates to £10.17 on the Band D alone.

There have also been other pressures on the budget over the year due to increased inflation on fuel prices etc.

The budget was prepared based on a 3% increase in the band D rate in line with 2023/2024 agreed but, the Town Council would not have the required Risk Management funds for 2024/25 and future years meaning we would fail our Audit process.

To enable the Town Council to carry out the projects it is committed to and meet the risk management threshold for the next 3 years a 10% increase in the Band D rate is required.

To enable this to work we will have to use our allocated reserves for the 3G and rebuild this over the next three years. The balance is at the Risk Management figure, but by timing the major projects to towards the end of the financial year we will be able to manage the risk. The 10% increase also makes an allowance for West Cambourne growth which is coming on stream, the numbers of band D will be adjusted as required in future years.

If the Town Council was to receive additional income it had not budgeted for in 2024/25 this can be revisited to see if the increase in future years can be reduced to a lower rate. The speed of delivery of the new houses will also have an impact on the band D rate and future precepts.

It was:

RECOMMENDED that the Town Council levy a precept of £773,066.00 on South Cambs District Council, which is an increase of 10% which equates to an additional £16.11p. (£1.46/month)

Signed

Date 6th February 2024

8-11

Parish Precepts 2024 to 2025

Cambourne Town Council has received the attached documents from South Cambridgeshire County Council with the consultation and estimates on the taxbase for 2024 to 2025.

1. Letter with consultation on the Tax Base for 2024 to 2025.
2. Taxbase Factsheet

The estimate of the taxbase for Cambourne is 4,361.2 this is an increase 232.2 over 2023 to 2024

It is:

RECOMMENDED That the report be received and the taxbase be used as part of the calculation of the budget for 2024 to 2025.

COUNCIL PROJECTS 2024-25

Below is the list from the current years estimates and an update on progress.
The (...) shows the expenditure heading in the budget.

1. **Lower Cricket Pavilion:** upgrade, recladding the external walls including insulation £30,000 and replacement windows £20,100 these would be from the Energy Fund. It has been suggested that when carrying out these works, we consider extending the clubroom space. A grants has been applied for and notification of success is due April 2024.
Work has not started on this due to other projects taking precedence this will need to be carried over to 2024/2025
2. **The Hub:** the completion of the 1st floor at The Hub, using S106 money from West Cambourne due prior to the 1st occupation. The s106 fund is £297,000 plus indexation from the first Quarter of 2017. .It has also raised that we should look at the provision of a Changing Places Toilet. Cost and funding sources would need to be investigated.
The monies for this have been received.
3. **The Hub:** Replacement doors and windows and the redecoration. Windows and doors £49,163 from Energy Fund. Hub decorations £4,000**This work is to be carried out in conjunction with item 2 above.**
4. **Burial Ground (2001):** Lychgate there is £10,000 in the budget for 2022-2023.
Work has not started on this due to other projects taking precedence this may need to be carried over to 2024/2025.
5. **Play Areas:**
 - **Great Cambourne Green:** replacement of the wet pour with grass and safety matting (similar to Upper Cambourne play area).
Work has commenced on this with the removal of the wet pour and the hardcore. Once all the hardcore has been removed the installation of the soil will be finished ready for the grass mat to be laid.

Signed

Date 6th February 2024
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- **Great Cambourne Green** replacement of the tower assembly as it is at the end of its practical life.
The head groundsman is arranging companies to visit the site to advise and quote for the new equipment. once prices have been received grant applications will be submitted.
- **Upper Cambourne** replacement of the pump which is beyond economical repair. **The head groundsman is arranging companies to visit the site to advise and quote for the new equipment.**
- **Eco Park trim trail** a number of exercise points have been removed due to rotten timbers.
- **Eco Park Teenage Hangout** play equipment which has failed due to wear and tear and has been removed along with the safety surface.
- **Eco Park** the single point swing has been removed as there is excessive movement due to timbers deteriorating.

The Town Clerk and Head Groundsman are looking at the costs involved in these works and availability of grants.

COUNCIL PROJECTS 2024-25

There is significant work carried over from the current year, so it is suggested that we concentrate on their delivery in next year.

The Town Clerk is also reviewing the s106 for West Cambourne for any budgetary impacts that need to be built in.

Signed

Date 6th February 2024
10-11

CAMBOURNE TOWN COUNCIL

District of South Cambridgeshire

LAND TRANSFERS

Council Meeting 16th December 2023

Good Afternoon, John

Please see below for an updated Status Report.

1. Land Parcel GC29 – Bovis Homes (73)

No change since my last report, as the application to register the Town Council's title remains with the Land Registry.

As previously 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. Incidental Space - Vistry Homes/MCA (76)

(a) Footway at Chaffinch Close

No change since my last report, as I remain ready to complete when you confirm that the commuted sum has been paid or that you are prepared to complete in advance of that payment.

(b) Tranche 2 Incidental Space

No change since my last report, as I have reported to you on the draft Transfer and await your comments on the same.

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

I have the signed Transfer from the Town Council.

There is, however, no change since my last report, as I am waiting to hear from Olivia Graham of Womble Bond Dickinson on the issue with one of the Transfer plans.

4. Various Land Parcels – Bovis Homes (79)

There is no change since my last report, as the Developer has provided details of services which affect the land parcels and I await hearing from you as to whether this gives you what you need.

With best wishes for a very Happy Christmas John and for a happy and healthy New year.

Allison

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

Signed

Date 6th February 2024
11-11