

CAMBOURNE NEW SETTLEMENT MANAGEMENT LIAISON COMMITTEE CONSTITUTION

This Constitution of the Cambourne New Settlement Management Liaison Committee (“the Committee”) is made pursuant to and following the procedure outlined Section 19. 1 of an agreement relating to land at Monk Field Farm, Great Common Farm and other land at the parishes of Bourn and Caxton, Cambridgeshire (S.106 Town and Country Planning Act 1990) dated 20th April 1994 (“the Agreement”)

Definitions

“Cambourne” — the new settlement which shall be constructed in the area south of the A428 in the Parishes of Caxton and Bourn pursuant to Planning Permission from South Cambs District Council ref: S/ 1371/92/0 dated 20th April 1994

“the District Council” — South Cambridgeshire District Council, 9-11 Hills Road, Cambridge. CB2 1PB

“the County Council” — Cambridgeshire County Council, Castle Hill, Cambridge, CB3 CA?

“the New Parish” — the new parish which is anticipated will be created under Part II, Sections 2-2 1 of the Local Government Act 1992 and Part II, Sections 9-25 of the Local Government and Rating Act 1997 (and relevant subordinate legislation including the Local Government (Parishes & Parish Councils) Regulations 1999)) to encompass Cambourne including all land not the subject of the Agreement (but subsumed or surrounded by the land comprising Cambourne and land subject to the Planning Permissions from the District Council S/6007/97/F and S/6008/97F both dated 14th April 1998

“the Parish Council” — the Council of the New Parish and if no Council is constituted then the parish meeting of the New Parish

1. Objects

1. The Committee shall have three main objects:
 - 1.1 to act as a consultative body in connection with all relevant aspects Cambourne as it proceeds
 - 1.2 to assume temporary rights and responsibilities in its absolute discretion but subject to appropriate funding, subject also to the terms of the Agreement, any planning conditions and subject also to the statutory rights and responsibilities of Bourn and Caxton Parish Councils, the District Council and the County Council and other public authorities
 - 1.3 in particular to have responsibility for the creation of a Community Centre Management Committee, an Allotments Committee and a Recyclable Transfer Site Committee; to determine the respective rights and functions of those Committees (and/or such others as may be found to be required) until the New Parish Council is formed; to ensure the transfer of overall responsibility for the same to the New

Parish Council when it is formed together with such funds as those Committees shall control at the time

but shall in any event be bound by the provisions of the Agreement

2. **Membership**

- 2.1 The initial membership of the Committee will total 8 members with each of the following parties having the power to appoint 1 member each:

GROUP A

- 2.1.1 Alfred McAlpine Developments Limited, Friars Gate, 1011 Stratford Road, Solihull, West Midlands, B90 4BN
- 2.1.2 The Cambourne Project Office, 4 Monk Drive, Elsworth, Cambridge, CB3 8LD
- 2.1.3 The Victoria Manchester University (whose right of appointment shall pass to the successors in title of their land at Cambourne)
- 2.1.4 Development Securities plc, Portland House, Stag Place, London, SW1E 5DS

GROUP B

- 2.1.5 The District Council
- 2.1.6 The County Council
- 2.1.7 Bourn Parish Council, Cambridgeshire
- 2.1.8 Caxton Parish Council, Cambridgeshire
- 2.2 Each party shall be entitled to appoint a proxy from time to time to act on behalf of their nominated member subject to written notice to the Clerk or the Chairman of the relevant meeting
- 2.3 Each party shall be entitled to change or vary their member from time to time subject to written notice to the Clerk or to the Chairman of the first meeting following the appointment of such substitute member
- 2.4 The parties have agreed to appoint the persons named in schedule 1 as their members for the time being
- 2.5 Each member shall on their appointment notify the Clerk of their address for service of all notices and documents. The addresses for service of the first appointed members are set out in schedule 1
- 2.6 Upon the following trigger points identified in Clause 2.7 below the residents of Cambourne shall have the right to appoint the relevant number of members of the Committee and, similarly, the original appointors shall lose the right to appoint relevant appointees

- 2.7 The new resident members shall be chosen by secret ballot in the case where there are more persons nominated than vacancies to be filled as if it were a normal parish council election
- 2.8 The normal election rules shall apply including those relating to nominations, ballot papers, ballot, counting of votes and announcement of result. The Chief Executive of the District Council shall act as returning officer for this purpose
- 2.9 The existing Committee Members (who would be replaced by resident members) shall be entitled to continue as members of the committee until new resident members have been appointed or elected
- 2.10 The appointors in each Group respectively as a Group shall have the absolute discretion to determine which of their appointees shall stand down after the appropriate trigger point(s) when resident members have been appointed or elected

2.11

Dwellings Occupied	Group A	Group B	Residents
0-199	4	4	0
200	3	3	2
400	3	3	3*
600	2	2	5
800-1,000**	1 (Mr Ian Douglas if available)	1 (Mrs D.S.K.Spink if available)	7
After new Parish Council	0	0	9

*additional member

**or until a new Parish Council is formed

- 2.12 The Committee shall advertise at the relevant time the vacancies for resident membership
- 2.13 Each resident member shall be appointed for an initial period of three years, following which such member shall resign. The Committee shall at the relevant time advertise forthcoming vacancies and the outgoing resident member shall be entitled to stand for re-election
- 2.14 Advertising by the Committee for resident members shall be in accordance with the provisions of the Local Government Act 1992

3. Meetings

- 3.1 The Committee shall hold in every year an annual meeting in May or as near to this time as is convenient. At this meeting a Chairman, Vice-Chairman and Clerk shall be elected by the Committee from its members. The parties have agreed to appoint the persons named in schedule 2 for the period to the annual meeting in the year 2000
- 3.2 The annual meeting of the Committee shall be held at such hour as the Committee may fix, or if no hour is so fixed, six o'clock in the evening
- 3.3 The Committee shall in every year hold, in addition to the annual meeting, such other meetings (not less than three) as they may determine

- 3.4 Those meetings shall be held at such hour and on such days as the Committee may determine
- 3.5 An extraordinary meeting of the Committee may be called at any time by the chairman of the Committee
- 3.6 If the chairman refuses to call an extraordinary meeting of the Committee after a requisition for that purpose, signed by two members of the Committee, has been presented to him, or if, without so refusing the chairman does not call an extraordinary meeting within seven days after such a requisition has been presented to him, any two members of the Committee, on that refusal or on the expiration of those seven days, as the case may be, may forthwith convene an extraordinary meeting of the Committee
- 3.7 Meetings of the Committee shall be held at such place either within or without the area of Development as they may direct but shall not be held in premises licensed for the sale of intoxicating liquor unless no other suitable room is available either free of charge or at a reasonable cost
- 3.8 Three days before a meeting of the Committee notice of the time and place of the intended meeting specifying the business proposed to be transacted at the meeting and signed by the proper officer of the Committee, shall be left at or sent by post to the address for service of every member of the Committee [text omitted from this clause]
- 3.9 Notice of the time, date and place of any meeting of the Committee shall be fixed three days before any such meeting in some conspicuous place in each relevant part of the Development area and shall specify the business proposed to be transacted at any such meeting.
- 3.10 Failure to give any notice referred to in 3.8 or 3.9 shall not render invalid any meeting or any proceedings thereat provided at least two thirds of the members were served and at least one public notice was fixed

4. **Chairing of Meetings**

- 4.1 At the meeting of the Committee the Chairman of the Committee, if present, shall preside
- 4.2 If the Chairman of the Committee is absent from the meeting the vice-chairman of the Committee, if present shall preside
- 4.3 If both the Chairman and the vice-chairman of the Committee are absent from a meeting of the Committee, such member of the Committee as those members present shall choose (acting by majority) shall preside.

5. **Quorum**

No business shall be transacted at a meeting of the Committee unless at least four members of the Committee are present, including at least one member representing each of Group A and Group B and the quorum shall not be less than three

6. Voting

- 6.1 The manner of voting at Committee meetings will be by a majority show of hands. Each member present shall have one vote. The Chairman in addition to his or her own vote shall upon any equality of votes have a second or casting vote
- 6.2 On the requisition of any member of the Committee the voting on any question shall be recorded so as to show whether each member present and voting gave his vote for or against the question
- 6.3 The Clerk shall keep and distribute minutes of each meeting of the Committee, to be approved by the Members at the next following meeting. The Clerk shall also be responsible for keeping the general records of the Committee which shall be open to inspection by any member on reasonable notice to the Clerk

7. Application for Creation of a New Parish

- 7.1 The Committee shall take all reasonable steps (beginning as soon as practicable after the occupation of 450 dwellings) to ensure the creation of a New Parish and New Parish Council and shall if necessary encourage the Council to carry out a review of the Development and surrounding areas in accordance with section 9 of the Local Government and Rating Act 1997 and make proper electoral arrangements for the establishment and membership of the Parish Council

8. Winding up of the Committee

- 8.1 As soon as practicable following the creation of a New Parish, or earlier by agreement, if deemed appropriate by the Committee, the functions of Committee together with its assets including commuted sums for the maintenance shall be transferred to the New Parish council or the Council, or otherwise as the case may be, and the Committee shall be determined unless agreed otherwise in accordance with S 19.4 of the Agreement

9. No Transfer of Rights

- 9.1 Nothing in this constitution shall be deemed to comprise or imply a transfer to the Committee of any right vested in or accruing to the parties set out in Groups A and B or any of them

10. Expenses

- 10.1 Each party and its respective member shall be responsible for meeting any costs or expenses incurred by that member in connection with the Committee

11. Rule Changes

- 11.1 Notwithstanding the provisions of rule 6.1 the Committee shall have no power to amend this constitution without the consent in writing of each of the parties set out in Groups A and B

Schedule 1 Names and Addresses of first appointed members

Group A

Mr Ian Douglas, Friars Gate, 1011 Stratford Road, Solihull,
West Midlands, B90 4BN (McAlpines)

Mr David Chare, The Cambourne Project Office, 4 Monk Drive,
Elsworth, Cambridge, CB3 8LD (Cambourne Project Office)

Appointee of Victoria University of Manchester (Owner)

Mr Chris Read, Development Securities Plc, Portland House,
Stag Place, London, SW1E 5DS (Business Park)

Group B

Mrs D.S.K. Spink MBE, Manor Farm, Eltisley, Huntingdon,
Cambs, PE19 4TJ (District Council)

Mrs M. Scott, Chuch Farm, Gransden Road,
Caxton, CB3 8PL (County Council)

Mrs E. Pateman, Mill House, 49 Broadway, Bourn, Cambridge,
CB3 7TA (Bourn Parish Council)

Mrs M. Barnard, Olivers Barn, 94 Ermine Street, Caxton,
Cambridge, CB3 8PQ (Caxton Parish Council)

Schedule 2 Details of first appointed Chairman, Vice-Chairman and Clerk

The first Chairman of the Committee is Mr Ian Douglas, the
first Vice-Chairman is [] and the first
Clerk is Mr Chare (who is also a member of the Committee)