



SOUTH CAMBRIDGESHIRE DISTRICT COUNCIL

COUNCIL MEETING
THURSDAY, 21 JULY 2011

AGENDA AND REPORTS

South Cambridgeshire Hall
Cambourne Business Park
Cambourne, Cambridge
CB23 6EA

OUR VISION

- We will make South Cambridgeshire a safe and healthy place where residents are proud to live and where there will be opportunities for employment, enterprise and world-leading innovation.
- We will be a listening Council, providing a voice for rural life and first-class services accessible to all.

OUR VALUES

We will demonstrate our corporate values in all our actions. These are:

- Trust
- Mutual respect
- A commitment to improving services
- Customer service

The law allows Councils to consider a limited range of issues in private session without members of the Press and public being present. Typically, such issues relate to personal details, financial and business affairs, legal privilege and so on. In every case, the public interest in excluding the Press and Public from the meeting room must outweigh the public interest in having the information disclosed to them. The following statement will be proposed, seconded and voted upon.

"I propose that the Press and public be excluded from the meeting during the consideration of the following item number(s) in accordance with Section 100(A) (4) of the Local Government Act 1972 on the grounds that, if present, there would be disclosure to them of exempt information as defined in paragraph(s) of Part 1 of Schedule 12A of the Act (as amended)."

If exempt (confidential) information has been provided as part of the agenda, the Press and public will not be able to view it. There will be an explanation on the website however as to why the information is exempt.

SOUTH CAMBRIDGESHIRE DISTRICT COUNCIL

TO: The Chairman and Members of the
South Cambridgeshire District Council

NOTICE IS HEREBY GIVEN that the next meeting of the **COUNCIL** will be held in the **COUNCIL CHAMBER, FIRST FLOOR** at **2.00 P.M.** on

THURSDAY, 21 JULY 2011

and I am, therefore to summon you to attend accordingly for the transaction of the business specified below.

DATED this 13 July 2011

JEAN HUNTER
Chief Executive

The Council is committed to improving, for all members of the community, access to its agendas and minutes. We try to take all circumstances into account but, if you have any specific needs, please let us know, and we will do what we can to help you.

AGENDA

PRESENTATIONS

Customer Service Excellence

The Council is pleased to have achieved the national Customer Service Excellence standard for all services following an independent on-site assessment on 6-10 June 2011. The Chairman of the Council will present the certificate to Cllr Tom Bygott, Policy and Performance Portfolio Holder.

Local Government Challenge

Paul Knight, Senior Policy and Performance Officer, has been announced as the winner of the national Local Government Challenge for local authority employees, following the final event at the Local Government Association Conference. Paul's prize was a £10k scholarship, to be used for self-development and to implement a project to connect our communities using on-line mapping tools. The Chairman of Council will re-present the trophy; Council is invited to recognise this momentous achievement.

1. APOLOGIES

Apologies have been received from Councillors Janet Lockwood, Mervyn Loynes and Jim Stewart.

2. DECLARATIONS OF INTEREST

3. MINUTES

To authorise the Chairman to sign the Minutes of the meeting held on 26 May 2011 as a correct record.

(Pages 1 - 14)

4. ANNOUNCEMENTS

To receive any announcements from the Chairman, Leader, the executive or the head of paid service. The Chairman has also invited the Scrutiny and Overview Committee Chairman to make an announcement.

5. QUESTIONS FROM THE PUBLIC

None received.

6. PETITIONS

To note that no petitions have been received since the last Council meeting.

7. TO CONSIDER THE FOLLOWING RECOMMENDATIONS:

7 (a) South Cambridgeshire District / Cambridge City Boundary Review (Electoral Arrangements Committee, 7 July 2011) (Key)

The Electoral Arrangements Committee **RECOMMENDED TO COUNCIL** that Council not pursue the boundary review between South Cambridgeshire District Council and Cambridge City Council.

A copy of the report considered by the Electoral Arrangements Committee is attached.

(Pages 15 - 54)

7 (b) DUXFORD and WHITTLESFORD: Boundary Review (Electoral Arrangements Committee, 7 July 2011) (Key)

The Electoral Arrangements Committee **RECOMMENDED TO COUNCIL** that Council proceed with making an application to the Local Government Boundary Commission for a Related Alterations Order to come into force in May 2012.

(Pages 55 - 60)

8. FULBOURN: WINDMILL ESTATE COMPULSORY PURCHASE ORDER (Key)

(Pages 61 - 92)

9. FOOD SAFETY SERVICE PLAN 2011/12 (Key)

The Food Safety Service Plan 2011/12 is available on the Council's website, www.scambs.gov.uk/meetings, as part of the agenda for the Council meeting.

Hard copies will be provided by Democratic Services if requested no later than 48 hours before the Council meeting.

(Pages 93 - 96)

10. PROPOSED INSTALLATION OF PHOTOVOLTAIC PANELS AT SOUTH CAMBRIDGESHIRE HALL (Key)

(Pages 97 - 100)

11. APPOINTMENTS TO THE INDEPENDENT REMUNERATION PANEL 2011-2014

(Pages 101 - 104)

12. APPOINTMENT TO STANDARDS COMMITTEE OF INDEPENDENT AND PARISH COUNCIL MEMBERS 2011-2015

(Pages 105 - 112)

13. QUESTIONS ON JOINT MEETINGS

No minutes from joint meetings have been published since the last meeting of Council.

14. UPDATES FROM MEMBERS APPOINTED TO OUTSIDE BODIES

Council is asked **TO NOTE** that the Local Government Arts Forum: Cambridgeshire and Peterborough, to which it has made appointments since 2002, has ceased to meet.

14 (a) Conservators of the River Cam: End of Term Report from Cllr Hazel Smith (SCDC Representative 2004-2011)

(Pages 113 - 114)

15. QUESTIONS FROM COUNCILLORS

15 (a) From Councillor James Hockney to the Leader of Council

“The Local Government Association has cited a number of examples of where Councils are going the extra mile in helping our armed forces personnel once they leave the service. These are listed at the following link: <http://www.lga.gov.uk/lga/core/page.do?pagelid=18460038>. Could the Leader please let us know what we are doing as an authority to support our brave servicemen and servicewomen once they leave the armed forces?”

15 (b) From Councillor Ben Shelton to the Leader of Council

“I have read with concern in the local newspaper that a partnership organisation that we are a member of (The Greater Cambridgeshire Partnership) is planning to close with the remaining funds which includes taxpayers’ money being transferred into a private company.

“Can I ask what our position and view on this is?”

15 (c) From Councillor Bridget Smith to the Leader of Council

“Can the portfolio holder please explain why he thinks that over 60 of our officers felt it was necessary to conduct their own survey into the outcomes of the Job Evaluation Process and what he thinks they hope to gain by circulating their findings to all elected members?”

15 (d) From Councillor Mike Mason to the Leader of Council

“In the knowledge that the Government’s Localism Bill will remove top down targets for house building, will the Leader give elected members a categorical assurance that they will make the final decisions on the location, type and scale of new development in the District, through the revision of the Local Development Framework and subsequently by the Development Control process?”

15 (e) From Councillor Tumi Hawkins to the Leader of Council

“Now that the facilities for creating personal sites and blogs on the Council website has been made available, when will the Cabinet Members be setting up theirs to set us an example and show that we are not just a listening council, but a doing council that is keen to communicate in modern ways?”

16. NOTICES OF MOTION

16 (a) Standing in the name of Councillor Neil Scarr

South Cambridgeshire District Council notes that whilst this Council and Cambridgeshire County Council are facing reductions to their financial settlements in 2011/12, the UK's contribution to the European Union is set to rise by 60% over two years.

Council notes that despite the opposition of some MPs (and Labour and Conservative MEPs) it seems likely that the government will agree to a further 2.9% increase in the European Union's budget overall.

Council believes that the European Union should be treated the same as these other tiers of government, and should share responsibility in these austere times for reductions in public spending. Sharing the burden in this way should result in less severe cuts for local authorities, and allow us better to protect front line services of great importance to those we represent.

Council therefore urges the two MPs representing South Cambridgeshire not to support any increase in UK contributions to the European Union in the present financial climate.

16 (b) Standing in the name of Councillor John Williams

This council supports Marshalls in its desire to attract private and commercial flights associated with the 2012 Olympics to Cambridge Airport. However, we are also mindful of the need to protect its neighbouring communities from adverse environmental impacts arising from this and therefore seek assurance from the airport operator that in connection with the Olympic traffic no take off or landing or the ground running of aircraft engines will take place between the hours of 23:00 and 07:00 hours BST except in emergencies, in order to protect residents from noise nuisance during normal sleeping hours. Should an assurance not be forthcoming, then this council asks officers to work with Cambridge City Council to take action under the Environmental Health Acts to do all they can to restrain such night time operations for the benefit of its residents.

16 (c) Standing in the names of Councillors Bridget Smith and Nick Wright

In the light of the work currently being undertaken on the Cambridgeshire Renewables Infrastructure Plan, that this council review its policies regarding the installation of photovoltaic cells and solar thermal panels on listed buildings. This to be done with a view to facilitating the uptake of these technologies in order support the regional green economy and reduce the carbon emissions of our villages.

16 (d) Standing in the names of Councillors Mike Mason and Jonathan Chatfield

Council notes with grave concern the proposed de-registration and cancellation of the existing Orchard Park B bus service by Stagecoach in the Fens Ltd, as published in Notices and Proceedings by the Eastern Area Traffic Commissioner and dated 29th June 2011. Bearing in mind that the former Citi 4 service on this route had already received over nine hundred thousand pounds in public subsidies and that a replacement subsidised guideway service will not make use of bus shelters now being provided, Council hereby requests the Chief Executive to write, as a matter of urgency, to the Traffic Commissioner and to Cambridgeshire County Council, expressing this Council's concern over an apparent misuse of taxpayers' money.

17. CHAIRMAN'S ENGAGEMENTS

To note the Chairman's engagements since the last Council meeting:

Date	Venue / Event
30 May 2011	Memorial Day Ceremony, American Cemetery, Madingley
2 June 2011	Cambs County Forum Briefing – Reserve Forces at Cadet Association for East Anglia, Cherry Hinton (attended by the Vice-Chairman)
5 June 2011	St Ives Town Council Civic Parade and Service
7 June 2011	Change of Command Ceremony, RAF Alconbury
16 June 2011	Annual Civic Leaders Tour of RAF Alconbury and RAF Molesworth (attended by the Vice-Chairman)
20 June 2011	Armed Forces Day Flag Raising Ceremony, Cambourne
21 June 2011	Bellbird Primary School Official Opening, Sawston
22 June 2011	Proclamation of 800th Midsummer Fair, Cambridge
24 June 2011	Windmill Estate Sod Cutting Ceremony, Fulbourn
26 June 2011	City of Ely Council Civic Service
1 July 2011	Huntingdon Branch Royal Society of St George Summer Reception, Buckden
2 July 2011	Fitness Workshop, Gamlingay Village College
5 July 2011	Arthur Rank Hospice Charity Gold Challenge Launch Party, Cambridge
8 July 2011	Funeral of former Councillor Leslie "Zeke" Hacke, Great Wilbraham Church (attended by the Vice-Chairman)
10 July 2011	Huntingdonshire District Council Charity Fundraising Lunch, Huntingdon (attended by the Vice-Chairman)
11 July 2011	Presentation to Eloise O'Shea on her 105th birthday, Lettice Martin Sheltered Housing Scheme, Whittlesford (attended by the Vice-Chairman)
12 July 2011	ADVICEHUB Cambridge First Anniversary Reception, Cambridge (attended by the Vice-Chairman)
15 July 2011	Official Opening of Wisbey's Yard Sheltered Housing Scheme, Haslingfield
17 July 2011	Harlow Civic Service, Harlow

GUIDANCE NOTES FOR VISITORS TO SOUTH CAMBRIDGESHIRE HALL

While the District Council endeavours to ensure that visitors come to no harm when visiting South Cambridgeshire Hall, those visitors also have a responsibility to make sure that they do not risk their own or others' safety.

Security

Members of the public attending meetings in non-public areas of the Council offices must report to Reception, sign in, and at all times wear the Visitor badges issued. Before leaving the building, such visitors must sign out and return their Visitor badges to Reception.

Emergency and Evacuation

In the event of a fire, a continuous alarm will sound. Evacuate the building using the nearest escape route; from the Council Chamber or Mezzanine viewing gallery this would be via the staircase just outside the door. Go to the assembly point at the far side of the staff car park.

- **Do not** use the lifts to exit the building. If you are unable to negotiate stairs by yourself, the emergency staircase landings are provided with fire refuge areas, which afford protection for a minimum of 1.5 hours. Press the alarm button and wait for assistance from the Council fire wardens or the fire brigade.
- **Do not** re-enter the building until the officer in charge or the fire brigade confirms that it is safe to do so.

First Aid

If someone feels unwell or needs first aid, please alert a member of staff.

Access for People with Disabilities

The Council is committed to improving, for all members of the community, access to its agendas and minutes. We try to take all circumstances into account but, if you have any specific needs, please let us know, and we will do what we can to help you. All meeting rooms are accessible to wheelchair users. There are disabled toilet facilities on each floor of the building. Infra-red hearing assistance systems are available in the Council Chamber and viewing gallery. To use these, you must sit in sight of the infra-red transmitter and wear a 'neck loop', which can be used with a hearing aid switched to the 'T' position. If your hearing aid does not have the 'T' position facility then earphones are also available and can be used independently. You can obtain both neck loops and earphones from Reception.

Toilets

Public toilets are available on each floor of the building next to the lifts.

Recording of Business and Use of Mobile Phones

The Council is committed to openness and transparency. Until such time as the Council's Constitution is updated to allow public recording of business, the Council and all its committees, sub-committees or any other sub-group of the Council or the Executive will have the ability to formally suspend Standing Order 21.4 (prohibition of recording of business) for the duration of that meeting to enable the recording of business, including any audio / visual or photographic recording in any format or use of social media to bring Council issues to a wider audience. To minimise disturbance to others attending the meeting, all attendees and visitors are asked to make sure that their phones and other mobile devices are set on silent / vibrate mode during meetings.

Banners, Placards and similar items

No member of the public shall be allowed to bring into or display at any Council meeting any banner, placard, poster or other similar item. The Chairman may require any such item to be removed.

Disturbance by Public

If a member of the public interrupts proceedings, the Chairman will warn the person concerned. If they continue to interrupt, the Chairman will order their removal from the meeting room. If there is a general disturbance in any part of the meeting room open to the public, the Chairman may call for that part to be cleared.

Smoking

Since 1 July 2008, the Council has operated a new Smoke Free Policy. Visitors are not allowed to smoke at any time within the Council offices, or in the car park or other grounds forming part of those offices.

Food and Drink

Vending machines and a water dispenser are available on the ground floor near the lifts at the front of the building. Visitors are not allowed to bring food or drink into the meeting room.

SOUTH CAMBRIDGESHIRE DISTRICT COUNCIL

Minutes of a meeting of the Annual General Meeting of the Council held on
Thursday, 26 May 2011 at 2.00 p.m.

Councillors present: David Bard, Richard Barrett, Val Barrett, John Batchelor, Trisha Bear, Francis Burkitt, Tom Bygott, Nigel Cathcart, Jonathan Chatfield, Pippa Corney, Douglas de Lacey, Simon Edwards, Alison Elcox, Sue Ellington, Jose Hales, Roger Hall, Steve Harangozo, Lynda Harford, Sally Hatton, Tumi Hawkins, Liz Heazell, James Hockney, Mark Howell, Clayton Hudson, Caroline Hunt, Sebastian Kindersley, Janet Lockwood, Mervyn Loynes, Ray Manning, Mick Martin, Mike Mason, Raymond Matthews, David McCraith, Cicely Murfitt, Charles Nightingale, Tony Orgee, Ted Ridgway Watt, Deborah Roberts, Neil Scarr, Ben Shelton, Bridget Smith, Hazel Smith, Surinder Soond, Jim Stewart, Edd Stonham, Peter Topping, Robert Turner, Bunty Waters, David Whiteman-Downes, John Williams, Tim Wotherspoon and Nick Wright

Officers:	Holly Adams	Democratic Services Team Leader
	Jean Hunter	Chief Executive
	Fiona McMillan	Legal & Democratic Services Manager and Deputy Monitoring Officer

Apologies for absence were received from Councillors Brian Burling, Mark Hersom, Pauline Jarvis, Peter Johnson and Alex Riley.

PRESENTATION

Chairman Charlie Nightingale presented cheques for £2,983.50 each to Alison Horsley, East Anglian Air Ambulance and Robert Altham, Volunteer County Co-ordinator for Cambridgeshire, Help for Heroes, the Chairman's nominated charities for the 2009/10 and 2010/11 civic years.

1. ELECTION OF CHAIRMAN OF THE COUNCIL FOR THE 2011/12 CIVIC YEAR

On the nomination of Councillor Ray Manning, seconded by Councillor Sebastian Kindersley, and there being no further nominations, it was **RESOLVED** that Councillor Tony Orgee be elected Chairman of the Council for the 2011/12 civic year.

Councillor Orgee signed the acceptance of office and thanked Council for entrusting him with the honour and responsibility of the Chairmanship. He led tributes to the former Chairman, Councillor Charlie Nightingale, and presented Councillor Nightingale with mementoes of his time in office, including a Past Chairman's badge. Councillor Nightingale thanked Council for its support, in particular Councillor Orgee as his Vice-Chairman. Councillors Manning and Kindersley spoke of Councillor Nightingale's enthusiasm for his role, his record number of civic engagements and his successful fundraising for charity.

2. APPOINTMENT OF VICE-CHAIRMAN OF THE COUNCIL FOR THE 2011/12 CIVIC YEAR

Councillor Ray Manning, seconded by Councillor Simon Edwards, proposed Councillor David Bard. Councillor Sebastian Kindersley, seconded by Councillor Liz Heazell, proposed Councillor John Batchelor. A vote was held and, with 31 votes for Councillor Bard and 19 for Councillor Batchelor it was **RESOLVED** that Councillor Bard be appointed Vice-Chairman of the Council for the 2011/12 civic year.

3. DECLARATIONS OF INTEREST

The following interests were declared:

Councillor Robert Turner	Personal, non-prejudicial interest in item 10, Fulbourn: Compulsory Purchase Order, Windmill Estate Redevelopment, as a former Cambridgeshire County Councillor for Fulbourn and a former member of the Windmill Estate Project Steering Group. This item was withdrawn from the agenda without debate.
Councillor Tony Orgee	Personal, non-prejudicial interest 16, District Council Appointment to the Standards Committee 2011-2015, as the nominee. Councillor Orgee remained in the meeting room but handed over the Chairmanship to Vice-Chairman Councillor Bard for this item.

4. MINUTES

The Chairman was authorised to sign the minutes of 14 April 2011 as a correct record subject to the following amendments:

- Item 103(a), Notice of motion standing in the names of Councillors Sebastian Kindersley and Jonathan Chatfield:
 - "...input through the Northstowe Planning **Parish** Forum"
 - "...that ~~plans for the full A14 upgrade must be reinstated~~ **resolutions for the problems on the A14 must be found...**"
- Item 106, Job Evaluation Project: inclusion of Councillor Ben Shelton's name in the list of attendees.

5. REPORT OF THE RETURNING OFFICER

The Report of the Returning Officer was **RECEIVED** and the newly-elected councillors introduced themselves and were welcomed to the Council. The Chairman recognised the work of former Councillor Frances Amrani, and Council paid tribute to the elections team, Returning Officer and all others who had helped with the election, referendum and counting.

6. ANNOUNCEMENTS

Council stood for a moment of silence to honour the memory of Paul Bytheway, of the Revenues and Benefits Service, who passed away the previous week.

The Chairman introduced Council to Mike Hill who would be starting as Corporate Manager, Health and Environmental Services, on 16 June 2011 and welcomed Mr Hill to the meeting and to South Cambridgeshire. The Chairman also welcomed Mrs Kathy English, Independent Standards Committee Chairman, who would be presenting that Committee's annual report.

At the request of the Chairman, Council, with two votes against and two abstentions, **RESOLVED** to suspend Standing Order 21.4, Recording of Business, to allow any attendees to record, blog or tweet from the Chamber.

The Leader introduced the new Cabinet, which was more closely aligned with the Council's organisational structure, and reported that the Electoral Arrangements Committee would be asked to report to Council in July 2011 following consideration of whether the Boundary Commission should be requested to undertake a review of the South Cambridgeshire-Cambridge City boundary.

7. QUESTIONS FROM THE PUBLIC**7 (a) From Mike Brettle, Sustainable Parish Energy Partnership representative from Gamlingay**

The Chairman, speaking on Mr Brettle's behalf, asked, "Regarding the Council Meeting on 24th February 2011, para. 11(b): In what way exactly would a wind turbine be judged differently to another structure of a similar size such as a manufacturing plant, water tower, crane or communications mast etc. as regards visual impact or noise? Does the motion mean that a planning application for a wind turbine might be rejected whereas an application for some other development of equivalent size, noise etc. would be considered for approval?"

Councillor Nick Wright, Planning Portfolio Holder at the time the question was originally received, replied that the Council was very supportive of new businesses and other employment generating development, particularly in the current economic climate, and therefore would want to grant planning permission wherever possible for development which created jobs. He emphasised that this was not to say that planning permission would always be granted: all planning applications were determined on their individual merits and the Council must ensure that development proposals of whatever scale would not have an adverse impact on local amenity and would fit well with the Council's policies as well as with national policy. If there were instances where an adverse impact would arise from any of the uses mentioned in the question, and these impacts could not be mitigated by revising the scheme or through appropriate planning conditions, planning permission might have to be refused.

8. PETITIONS

None received.

9. FULBOURN: COMPULSORY PURCHASE ORDER, WINDMILL ESTATE REDEVELOPMENT

On the proposition of Councillor Mark Howell, Housing Portfolio Holder, seconded by Councillor Liz Heazell, Council **AGREED** to defer item 10, Fulbourn: Compulsory Purchase Order, Windmill Estate Redevelopment to a later meeting to enable negotiations to continue.

10. ESTABLISHMENT, SIZE OF, AND TERMS OF REFERENCE FOR, COMMITTEES FOR THE 2011/2 CIVIC YEAR

Councillor Ray Manning proposed the recommendation on the agenda, stating that he believed that they best reflected the Council's proportionality, the 14-member Planning Committee size had worked well when used previously, and that there was no particular reason to increase any committee sizes. Councillor Simon Edwards seconded the motion.

Councillor Hazel Smith proposed an amendment to retain the Planning Committee size of 15 members. Councillor Sebastian Kindersley seconded the motion. Members speaking in favour of the amendment pointed out that regulatory committees were non-political, that it was essential to have enough members for long meetings to remain quorate until the end, and that committees with odd numbers of members were less reliant upon the Chairman's casting vote. Members speaking against the amendment noted that the Corporate Governance Inspection team had recommended a Planning Committee size of twelve, that the Planning Committees of neighbouring authorities were

all smaller, and that more members led to longer, less focussed, meetings.

The amendment was put to the vote and, with 21 votes in favour, 29 against and 1 abstention, the amendment **FELL**.

The original motion was put to the vote and, with 33 votes in favour, 17 against and 1 abstention, Council **RESOLVED**

- (1) To establish the following committees for the 2011/12 municipal year:
- Corporate Governance Committee (7 Members)
 - Electoral Arrangements Committee (7 Members)
 - Employment Committee (7 Members)
 - Licensing Committee (15 Members)
 - Planning Committee (14 Members)
 - Scrutiny and Overview Committee (12 Members); and
- (2) That the Terms of Reference for the above committees remain as set out in Article 6 and Part 3, Table One of the Council's Constitution.

11. **APPOINTMENTS OF MEMBERS AND SUBSTITUTE MEMBERS TO COMMITTEES OF THE COUNCIL, 2011/12**

The Chairman reminded members that only Council could make appointments to these committees, and that any vacancies would have to wait until the next Council meeting to be filled.

On the proposal of Councillor Ray Manning, seconded by Councillor Simon Edwards, Council **RESOLVED**

- (1) That seats be allocated on committees in accordance with the table below:

Committee / Panel	Seats	Cons	Lib Dems	Ind	Non-Group
Corporate Governance Committee	7	4	2	1	0
Electoral Arrangements Committee	7	4	2	1	0
Employment Committee	7	4	2	1	0
Licensing Committee Licensing Committee (2003 Act) Licensing Committee (2005 Gambling Act)	15	8	4	2	1
Planning Committee	14	8	4	2	0
Scrutiny and Overview Committee	12	7	4	1	0
TOTAL	62	35	18	8	1

and;

- (2) That, based on the allocations at (1) above, and the requirement for political proportionality, the following appointments to Committees be made for the 2011/12 civic year:

Corporate Governance Committee

7 Members:

Conservative (4)	Lib Dems (2)	Ind (1)
Richard Barrett	John Batchelor	Douglas de Lacey
Francis Burkitt	John Williams	
David McCraith		

Charlie Nightingale

Substitutes in hierarchical list:

Order	Conservative	Lib Dems	Ind
1	Ted Ridgway Watt	Bridget Smith	Alex Riley
2	Ben Shelton	Lynda Harford	
3	Roger Hall	Liz Heazell	
4	Raymond Matthews		

Electoral Arrangements Committee

7 Members:

Conservative (4)	Lib Dems (2)	Ind (1)
Roger Hall	Hazel Smith	Mike Mason
Raymond Matthews	Edd Stonham	
Robert Turner		
Bunty Waters		

Substitutes in hierarchical list:

Order	Conservative	Lib Dems	Ind
1	Mick Martin	Sebastian Kindersley	Neil Scarr
2	David McCraith		
3	Val Barrett		
4	Richard Barrett		

Employment Committee

7 Members:

Conservative (4)	Lib Dems (2)	Ind (1)
David Bard	Liz Heazell	Alex Riley
Brian Burling	Jim Stewart	
Pippa Corney		
Simon Edwards*		

* as Finance and Staffing Portfolio Holder

Substitutes in hierarchical list:

Order	Conservative	Lib Dems	Ind
1	Val Barrett	John Batchelor	Douglas de Lacey
2	Richard Barrett	Lynda Harford	Mike Mason
3	Charlie Nightingale	Sebastian Kindersley	Deborah Roberts
4	Tony Orgee		

Licensing Committee, Licensing Committee (2003 Act), Licensing Committee (2005 Gambling Act)

15 Members:

Conservative (8)	Lib Dems (4)	Ind (2)	Non-Group (1)
Richard Barrett	Trisha Bear	Sally Hatton	Cicely Murfitt (seat accepted from Liberal Democrat Group)
Val Barrett	Jose Hales	Alex Riley	
Alison Elcox	Liz Heazell		
Roger Hall	Janet Lockwood		
Mervyn Loynes			
Raymond Matthews			

David McCraith
Charlie
Nightingale

Substitutes in hierarchical list:

Order	Conservative	Lib Dems	Ind	Non-Group
1	David Bard	Hazel Smith	Neil Scarr	Nigel Cathcart (accepted from Liberal Democrat Group)

Planning Committee

14 Members:

Conservative (8)	Lib Dems (4)	Ind (2)
Val Barrett	Lynda Harford	Sally Hatton
Brian Burling	Tumi Hawkins	Deborah Roberts
Pippa Corney	Sebastian Kindersley	
Caroline Hunt	Hazel Smith	
Mervyn Loynes		
David McCraith		
Charlie Nightingale		
Robert Turner		

Substitutes in hierarchical list:

Order	Conservative	Lib Dems	Ind
1	David Bard	Trisha Bear	Neil Scarr
2	Ben Shelton	Jose Hales	Mike Mason
3	Richard Barrett	John Batchelor	Alex Riley
4	Raymond Matthews	Jim Stewart	Douglas de Lacey

Scrutiny and Overview Committee

12 Members:

Conservative (7)	Lib Dems (4)	Ind (1)
Roger Hall	Jose Hales	Mike Mason
James Hockney	Tumi Hawkins	
Clayton Hudson	Liz Hezell	
Mervyn Loynes	Bridget Smith	
Ted Ridgway Watt		
Bunty Waters		
David Whiteman-Downes		

Substitutes in hierarchical list:

Order	Conservative	Lib Dems	Ind
1	Ben Shelton	Lynda Harford	Deborah Roberts
2	Richard Barrett	John Batchelor	Sally Hatton
3	Charlie Nightingale	Edd Stonham	
4	Alison Elcox		

12. APPOINTMENTS TO JOINT COMMITTEES FOR 2011/12

On the proposal of Councillor Ray Manning, seconded by Councillor Simon Edwards,
Council **RESOLVED**

(3) That seats be allocated on joint committees in accordance with the table below:

Committee / Panel	Seats	Cons	Lib Dems	Ind	Non- Group
Joint Development Control	6	4	2	0	0

Committee: Cambridge Fringes					
Northstowe Joint Development Control Committee	6	4	2	0	0
TOTAL	12	8	4	0	0

and;

- (4) That, based on the allocations at (1) above, and the requirement for political proportionality, the following appointments to Committees be made for the 2011/12 civic year:

Joint Development Control Committee: Cambridge Fringes

6 Members:

Conservative (4)	Lib Dems (2)
David Bard	Liz Heazell
Tom Bygott	Lynda Harford
Charlie Nightingale	
Ben Shelton	

Substitutes:

Conservative	Lib Dems
Tim Wotherspoon	Jose Hales

District Council Spokesman

Charlie Nightingale

Northstowe Joint Development Control Committee

6 Members:

Conservative (4)	Lib Dems (2)
Brian Burling	Lynda Harford
Simon Edwards	Hazel Smith
Bunty Waters	
Tim Wotherspoon	

Substitutes:

Conservative	Lib Dems
Nick Wright	John Batchelor

District Council Spokesman

Tim Wotherspoon

13. APPOINTMENTS TO THE CONSTITUTION REVIEW WORKING PARTY 2011/12

Councillor Sebastian Kindersley asked that the Constitution Review Working Party review the use of social media during meetings to allow those present to access social media if they wished to, without requiring Council bodies to suspend the relevant Standing Order at the start of each meeting.

On the proposal of Councillor Ray Manning, seconded by Councillor Simon Edwards, Council **RESOLVED** that the Chairman of the Council, Leader, Deputy Leader and Chairman of the Scrutiny and Overview Committee be appointed to the Constitution Review Working Party for the 2011/12 Civic Year, along with the following representatives from the political groups:

Conservatives (1)	Lib Dems	Ind (1)	Non-Group (1)
[offered to Nigel	(1) Jim Stewart	Mike	Nigel Cathcart (accepted seat from

Cathcart] Mason Conservative group)

Substitutes

Conservatives	Lib Dems	Ind
Roger Hall	Janet Lockwood	Alex Riley
Richard Barrett		Neil Scarr

14. APPOINTMENTS TO THE CLIMATE CHANGE WORKING GROUP 2011/12

Councillor Ray Manning reported that Councillor David Whiteman-Downes would be the Conservative Group's sixth nominee. In response to questions about the requirement to offer seats to non-group members, it was confirmed that Councillor Nigel Cathcart had seats on the Constitution Review Working Party and on the Standards Committee.

On the proposal of Councillor Ray Manning, seconded by Councillor Simon Edwards, Council **RESOLVED**

- (5) That seats be allocated on the Climate Change Working Group in accordance with the table below:

	Seats	Cons	Lib Dems	Ind	Non- Group
Climate Change Working Group	10	6	3	1	0

and;

- (6) That, based on the allocations at (1) above, and the requirement for political proportionality, the following appointments to the Climate Change Working Group be made for the 2011/12 civic year:

Conservative (6)	Lib Dems (3)	Ind (1)
David Bard	Jose Hales	Douglas de Lacey
Tom Bygott	Stephen Harangozo	
Mick Martin	Bridget Smith	
Ted Ridgway Watt		
Peter Topping		
David Whiteman-Downes		

Substitutes in hierarchical list:

Order	Conservative	Lib Dems	Ind
1	Roger Hall	Liz Hezell	Sally Hatton
2	Richard Barrett	Trisha Bear	
3	Tony Orgee	Janet Lockwood	
4	Ben Shelton	Hazel Smith	

15. DISTRICT COUNCIL MEMBER APPOINTMENT TO THE STANDARDS COMMITTEE 2011-2015

Councillor David Bard, Vice-Chairman of the Council, took the chair for this item after Councillor Tony Orgee declared a personal interest.

On the nomination of Councillor David Bard, seconded by Councillor Ray Manning, Council **RESOLVED** to re-appoint Councillor Tony Orgee to the Standards Committee for 2011-2015.

Councillor Tony Orgee then returned to the chair.

16. ADJOURNMENT OF THE MEETING

Council adjourned to allow its Committees, Sub-Committees and Working Groups to elect their Chairmen and Vice-Chairmen for the 2011/12 Civic Year. Chairmen and Vice-Chairmen were elected as follows:

Body	Chairman	Vice-Chairman
Climate Change Working Group	David Bard	Stephen Harangozo
Constitution Review Working Party	Tony Orgee	Ray Manning
Corporate Governance Committee	Francis Burkitt	David McCraith
Electoral Arrangements Committee	Robert Turner	Raymond Matthews
Employment Committee	David Bard	Pippa Corney
Licensing Committee, Licensing Committee (2003 Act), Licensing Committee (2005 Act)	Roger Hall	Raymond Matthews
Planning Committee	Pippa Corney	Robert Turner
Planning Enforcement Sub-Committee	Mervyn Loynes	Val Barrett
Scrutiny and Overview Committee	James Hockney	Bridget Smith

17. APPOINTMENTS TO OUTSIDE, JOINT & OTHER MEMBER BODIES 2011/12**17 (a) Sawston Patient Reference Group**

On the proposal of Councillor Ray Manning, seconded by Councillor Simon Edwards, Council **RESOLVED** to include the Sawston Patient Reference Group on the list of outside bodies to which Council makes appointments.

17 (b) Appointments to Outside, Joint & other Member Bodies 2011/12

Council received the list of nominations of members seeking to represent the Council on outside bodies.

Joint Bodies

On the proposal of Councillor Ray Manning, seconded by Councillor Simon Edwards, Council **RESOLVED** to appoint Members for 2011/12 to the following joint bodies:

Body	Members
Joint Strategic Growth Implementation Committee (JSIC)	David Bard (substitute Nick Wright) Sebastian Kindersley (substitute John Batchelor) Ray Manning (substitute Simon Edwards)
Joint Transport Forum	Ray Manning (substitute David Bard) John Williams (substitute John Batchelor) Nick Wright (substitute Ted Ridgway Watt)

Outside and Other Member Bodies

Councillor Bridget Smith noted that she had been the reserve member on the Adults Wellbeing and Health Scrutiny Committee since 2009/10. Votes were held for positions where more members had been nominated than vacancies were available.

On the proposal of Councillor Ray Manning, seconded by Councillor Simon Edwards, Council **RESOLVED** to appoint Members to the following outside and other bodies for four years or until the end of the individual Member's term of office:

Body	Members
Adults' Wellbeing and Health Scrutiny Committee	Roger Hall (substitute Bridget Smith)
Age Concern	Charlie Nightingale
Association of Impington Action for Sport (IMPACT)	Jonathan Chatfield
Cambridge Airport Consultative Committee	Caroline Hunt
Cambridge and County Folk Museum Committee of Management	Neil Scarr
Cambridge and District Citizens' Advice Bureau Management Committee Trustee Board	Neil Scarr
Cambridgeshire Historic Churches Trust Advisory Council	Roger Hall
Comberton Village College Governing Body Sub-Committee	Alison Elcox
Conservators of the River Cam	Tim Wotherspoon
County Advisory Group on Archives & Local Studies	Roger Hall
Emmaus Cambridge Community	Hazel Smith
Friends of Milton Country Park	Jonathan Chatfield
Local Government Arts Forum: Arts Forum for Cambridgeshire and Peterborough Steering Group	Tim Wotherspoon
Needingworth Quarry Liaison Committee	Brian Burling
Old West Internal Drainage Board	Brian Burling
Papworth Hospital NHS Foundation Trust	Nick Wright
Sawston Patient Reference Group	David Bard
Sawston Village College Sports Users' Committee (2 vacancies)	David Bard David Whiteman-Downes
South Cambridgeshire Direct Labour Organisation (DLO) Management Board (2 vacancies)	Richard Barrett Neil Scarr
Swavesey Internal Drainage Board	Brian Burling Sue Ellington
Swavesey Village College Community Committee	Sue Ellington Nick Wright
West Anglia Crossroads for Carers	Charlie Nightingale

18. ANNUAL STANDARDS COMMITTEE REPORT TO COUNCIL 2011

Mrs Kathleen English, Standards Committee Chairman and Independent Member, presented the 2010/11 Annual Report to Council, which highlighted the major changes coming in 2012 when the Localism Bill became law and noted the absence again this year of any complaints about district councillors' conduct. Mrs English thanked Standards Committee members for their enthusiasm and commitment in light of so many significant changes, and the officers who supported the Committee. In response to members' comments about the outcomes of hearings, Mrs English emphasised that the current regime was statutory and not necessarily a system the Committee would have chosen to operate, and that the presence of the subject member at a hearing was

essential for the hearing panel members to receive evidence from both sides. The Chairman commended the positive comments made by members and Mrs English for her hard work.

Council **RECEIVED** the Standards Committee Annual Report.

19. ANNUAL SCRUTINY & OVERVIEW COMMITTEE REPORT TO COUNCIL 2011

Scrutiny and Overview Committee Chairman Councillor James Hockney presented the Committee's Annual report, highlighting the Committee's achievements, in particular the four Task and Finish Group Reviews, improved consultation with children and young people, and the on-going consideration of major issues facing South Cambridgeshire. Jackie Sayers, Scrutiny Development Officer, was thanked for her hard work and support.

Council **RECEIVED** the Scrutiny and Overview Committee Annual Report.

20. MAJOR OPPOSITION GROUP LEADER'S ANNUAL REPORT TO COUNCIL (DISCRETIONARY)

Councillor Sebastian Kindersley, Major Opposition Group Leader, addressed Council. He commended the successful appointment of a new Chief Executive, which demonstrated the benefits of cross-party working. He had reviewed the questions asked by members and motions made during 2010/11 Council meetings and felt that there was room for improvement, as the majority of questions had come from opposition group members and there had been only three cross-party motions. He urged the administration to be more progressive with their future aims, approaches and actions for the Council. He concluded by referring to South Cambridgeshire's first-place finish in the UK Quality of Life survey, which he saw as due in no small part to the work of officers and asked members for a message of support for officers at a difficult time, to which Council responded with a round of applause.

Council **RECEIVED** the Major Opposition Group Leader's Annual Report.

21. WRITE-OFFS: ANNUAL REPORT TO COUNCIL 2011

The Finance and Staffing Portfolio Holder commended the work of the Revenues and Benefits service, which had the best collection rates in the Eastern Region and one of the best in the country. The percentage of write-offs was tiny compared to the amount collected, and reflected only those debts which the Council did not have any reasonable expectation of collecting. In response to questions, he confirmed that no debts relating to Smithy Fen had been written off and that action continues. He undertook to provide members with further details in the near future.

Council **NOTED** the annual write-offs report.

22. AMENDMENTS MADE TO THE CONSTITUTION 2010/11

Council **NOTED** the list of amendments made to the Constitution during the previous year.

23. QUESTIONS ON JOINT MEETINGS

The Leader reported that the effect on the Crime and Disorder Reduction Partnership of legislative changes was not yet known, but it was likely that the Partnership in its current

form would remain until the new police commissioners had been appointed. The Cambridge City and South Cambridgeshire Partnerships had proposed to merge as so many of the same attendees were members of both, but the government had prohibited a merger at this time. The Leader hoped that the new Policing Bill would include provision for establishing a more widespread forum for crime and disorder issues.

24. UPDATES FROM MEMBERS APPOINTED TO OUTSIDE BODIES

The Chairman noted that no written updates had been received.

25. QUESTIONS FROM COUNCILLORS

25 (a) From Cllr John Williams to the Leader of Council

Councillor John Williams asked, "Given the position the council is at with its proposed gypsy and traveller policies and taking account of current adopted development control policies, why has the Cambridgeshire and Peterborough Mental Health Trust been told by planning officers that it must at this time include a traveller site in its masterplan for developing the Ida Darwin Hospital site for housing?"

Councillor Tim Wotherspoon, Northstowe & New Communities Portfolio Holder, replied that there had been two consultations on the Council's Gypsy and Traveller Development Plan Document: a 2006 consultation on the principles and a 2009 consultation on site options, the latter of which had included the Ida Darwin site. He referred to the Council's duty to promote racial equality including improving relations between different communities, and that the Masterplan was at an early stage and could provide sites both for Travellers and the settled community.

Councillor Williams, as his supplementary question, asked whether the Council was abusing its position as the planning authority by directing developers to include Travellers' sites in their Masterplans. Councillor Wotherspoon undertook to provide a written response to all members, which would be appended to the minutes.

25 (b) From Cllr Liz Heazell to the Leader of Council

Councillor Liz Heazell asked Leader, "Does the Leader not agree that the increased knowledge cabinet members gain by attending meetings /discussions / briefings with Ministers should be shared with all members by means of written reports so that members and officers can be better informed?"

The Leader replied that the administration preferred to require less, rather than more, paper and was reluctant to increase the number of information items coming to Council. He explained that many of the meetings Cabinet members had with Ministers were neither formal nor minuted, but where minutes were produced, they would be taken to Portfolio Holder meetings where all members could participate in a discussion.

Councillor Heazell asked that short reports or e-mail be produced to ensure that all members had a clear understanding of issues coming from the government and Councillor Manning agreed to produce short reports or e-mail where issues were of general interest rather than of particular relevance to one portfolio. He reminded members that it was a coalition government and that it would also be helpful to have short reports or e-mails from the Opposition group on their discussions with Ministers.

25 (c) From Cllr Stephen Harangozo to the Leader of Council

Councillor Stephen Harangozo asked, "Cambridgeshire's delivery of sustained reductions in local carbon emissions is being affected both by 'delaying' and severe budget cuts. Does the Leader agree that the government's aspirations on climate change are likely to be significantly undermined unless additional measures are brought in to help struggling authorities here and elsewhere and what support / incentives would he like to see from government?"

Councillor Peter Topping, Sustainability, Planning and Climate Change Portfolio Holder, replied that there were opportunities for local leadership and that he believed that South Cambridgeshire was already in a strong position through some of its projects like the Sustainable Parish Energy Programme, the Rampton Drift eco-home project, solar panels at South Cambridgeshire Hall and the recycling scheme. He hoped that Ministers would listen to the experiences of Councils like South Cambridgeshire to help deliver the government's green ambitions. He undertook to ask officers to write to the government with details of the Council's experience.

25 (d) From Cllr Tumi Hawkins to the Leader of Council

Councillor Tumi Hawkins asked, "In view of the fact that affordable housing is in short supply in our district, and that we should be considering all opportunities for its provision, what is the view of this council on the Government's proposal to grant permitted development rights to change of use from commercial B use classes to residential C3 use class, and is this council responding to the ongoing government consultation on this issue?"

Councillor Peter Topping, Sustainability, Planning and Climate Change Portfolio Holder, replied that the Council had an interest in maintaining a good balance between housing and jobs, and that he intended to seek further detail from the government about how Councils could receive infrastructure benefits from such a change of use. In response to Councillor Hawkins' supplementary question, he undertook to get a written response from officers about the level of empty Class B properties which could potentially be used for housing, including affordable housing.

25 (e) From Cllr Bridget Smith to the Leader of Council

Councillor Bridget Smith asked, "It can not have passed the notice of any member how unhappy many of our staff are having learnt that they will be facing significant reductions in their salaries in 2 years time. The potential impact on this council of low staff morale resulting from officers who do not believe that their considerable efforts are valued, are great. Please can the leader itemise the actions he will be personally taking to support those staff who are losing out?"

Councillor Simon Edwards, Finance and Staffing Portfolio Holder, agreed that the effect on staff had not gone unnoticed and replied that the Council had offered counselling to all employees, that employees could access the Employee Assistance Helpline free of charge and in complete confidence, 24 hours a day, 7 days a week. Two seminars, delivered by the Money Advice Service, had been arranged for June, aiming at helping staff to make financial efficiencies in their personal budgets. There had already been four Local Government Pension Scheme (LGPS) seminars delivered and a pension scheme guidance note made available to all staff. In parallel with these actions, a new sickness management strategy had been adopted which included support arrangements and opportunities for personal development.

Councillor Smith regretted that her question had been reported in the media, and especially the responses made to the article which had added to officers' distress, and asked Councillor Edwards what steps Cabinet would take to address the public misperception of officers' remuneration. Councillor Edwards sympathised with officers and hoped that the two years' protection offered enough time for staff to undertake suitable retraining and find other jobs within the organisation, but felt that trying to rectify the situation with a press release would provide further opportunities for distressing comments, which would not improve the situation for officers.

25 (f) From Cllr Mike Mason to the Leader of Council

Councillor Mike Mason asked, "In the process of setting the budget for the current financial year and noting the emerging medium term financial strategy, members have expressed concern that the Council will no longer be debt free and will need to finance the proportion of the national housing debt of some £206 million over the next thirty years. Can the Leader now share with members any latest information from CLG, giving an indication as to the timescale and payment of this debt, together with the method of raising the necessary loan finance?"

Councillor Simon Edwards, Finance and Staffing Portfolio Holder, replied that the Council was currently undertaking a business modelling exercise to inform how the debt could best be managed and to ensure that service priorities are addressed appropriately, and that a fresh stock condition survey had just been completed. He emphasised that the debt would have to be met from within the Housing Revenue Account and would therefore be paid for out of the rental income stream from Council houses and not from the General Fund. A revised debt settlement figure was expected from Communities and Local Government (CLG) in November 2011, with the final figure in February 2012. The Council would need to have completed the detailed business plan modelling and treasury management strategy in time for raising the finances for April 2012. One option would be to borrow the full £200M from the Public Works Loan Board but other options would be considered during the year. The Housing Portfolio Holder would receive a detailed project plan at his 15 June meeting.

Councillor Mason, as his supplementary question, asked Councillor Edwards to ensure that all members had received all the information before the start of the annual budget process. Councillor Edwards reiterated that the debt was being imposed on the Housing Revenue Account, which was ring-fenced, and would have no impact on Council Tax levels or the Medium Term Financial Strategy.

26. CHAIRMAN'S ENGAGEMENTS

The Chairman's engagements were **NOTED**. Councillor Nightingale, in response to a question from Councillor Deborah Roberts, whose father had been a member of the 6th Airborne on the Rhine Crossing, encouraged her to visit the Imperial War Museum at Duxford where the flag unveiled in memory of the Rhine Crossing was on display.

The Meeting ended at 5.57 p.m.

SOUTH CAMBRIDGESHIRE DISTRICT COUNCIL

REPORT TO: Electoral Arrangements Committee 7 July 2011
AUTHOR/S: Chief Executive / Corporate Manager (Community and Customer Services)

**CAMBRIDGE CITY AND SOUTH CAMBRIDGESHIRE –
BOUNDARY REVIEW****Purpose**

1. To report to Members on the progress with proposals for a boundary review with Cambridge City and to advise of the likely timetable for a boundary review as indicated by the Boundary Commission. To seek a recommendation to Council for its meeting on 21 July 2011.
2. This is a key decision because it is likely to be significant in terms of its effects on communities living or working in an area of the District as it affects many of the wards whose boundaries are adjacent to the boundary of the City Council. It was first published in the July 2011 Forward Plan.

Recommendations

3. That the Committee should revisit the existing request for a boundary review between South Cambridgeshire District Council and Cambridge City Council and recommend to Council whether it is still appropriate that the authority requests a review from the Local Government Boundary Commission for England.

Reasons for Recommendations

4. Given the amount of time that has elapsed since the original proposal for a boundary review was formulated (April 2008) and recent changes to Boundary Commission guidance, it is felt prudent that the Committee should revisit the existing proposal to ensure it is still appropriate.

Background and considerations

5. In October 2007 Council authorised the Chief Executive to enter into discussions with the Chief Executive of Cambridge City Council regarding a District / City boundary review, on the basis that such discussions were to have due regard to the needs of parishes likely to be affected by any such review. The Local Government and Public Involvement in Health Act 2007 permits principal authorities, of which SCDC is one, to request the Boundary Committee to undertake administrative boundary reviews. Such requests can be unilateral or made jointly by neighbouring authorities.
6. A report was brought to the April 2008 meeting of the Electoral Arrangements Committee outlining a proposal, which had been drawn up following those discussions. The proposals are shown on the attached plan (**Appendix A**) and were described in the report to the April meeting of the Committee (**Appendix B**). That report outlined the rationale behind the proposals. At this meeting following representations from several Parish Councils and some local Members, the Committee decided that all Parish Councils in the district would be asked for their views on the proposals.

7. Following this consultation exercise the Electoral Arrangements Committee, at its July 2008 meeting, recommended to Council that the submission of a request for a review of the administrative boundary between Cambridge City Council and South Cambridgeshire District Council be agreed in principle, on the basis of the proposals outlined previously. This recommendation was subsequently agreed by Council at their meeting on 17 July 2008, subject to satisfactory assurances being received on the issue of the RSS. A letter was subsequently received from Go-East and Cabinet (at their December 2008 meeting) resolved to proceed with the review in light of the perceived assurances in the letter.
8. Since this time, work has been on-going in terms of both understanding the implications of such a boundary change (**Appendix C** details an assessment of the demographic impact of the proposed changes, in terms of population and dwelling stock, now and in the future) and discussing with the Boundary Commission the potential timescales and timetabling of any review.
9. In May 2011, the LGBCE (Local Government Boundary Commission for England) issued new guidance covering both its main types of review work: electoral reviews and Principal Area Boundary Reviews (PABRs). This new guidance aims to simplify the electoral review process for some reviews and, in doing so, increases the capacity of the Commission. Consequently they are introducing a new programme of boundary reviews to deal with the external boundaries of local authorities and have asked South Cambridgeshire District Council and Cambridge City Council whether they still wish to proceed with their proposed review. A preliminary meeting was held with the LGBCE in March 2011, which indicated that any review could possibly be undertaken in the 2012/13 programme of reviews, subject to the business case, the level of simplicity and consensus, etc.
10. Given the amount of time that has elapsed since the original proposal was formulated it is felt prudent that the Electoral Arrangements Committee should revisit the proposal and recommend to council whether it is still appropriate that the authority requests a review from the LGBCE.

Implications

11.	Financial	All SCDC input into any future review would be from within existing resources.
	Legal	None identified.
	Staffing	All SCDC input into any future review would be from within existing resources.
	Risk Management	None identified.
	Equality and Diversity	None identified.
	Equality Impact Assessment completed	No.
	Climate Change	None identified.
	Young people	None identified.

Consultations

12. Considerable consultation was conducted on the original proposal, as detailed in the attached appendices.

Effect on Strategic Aims

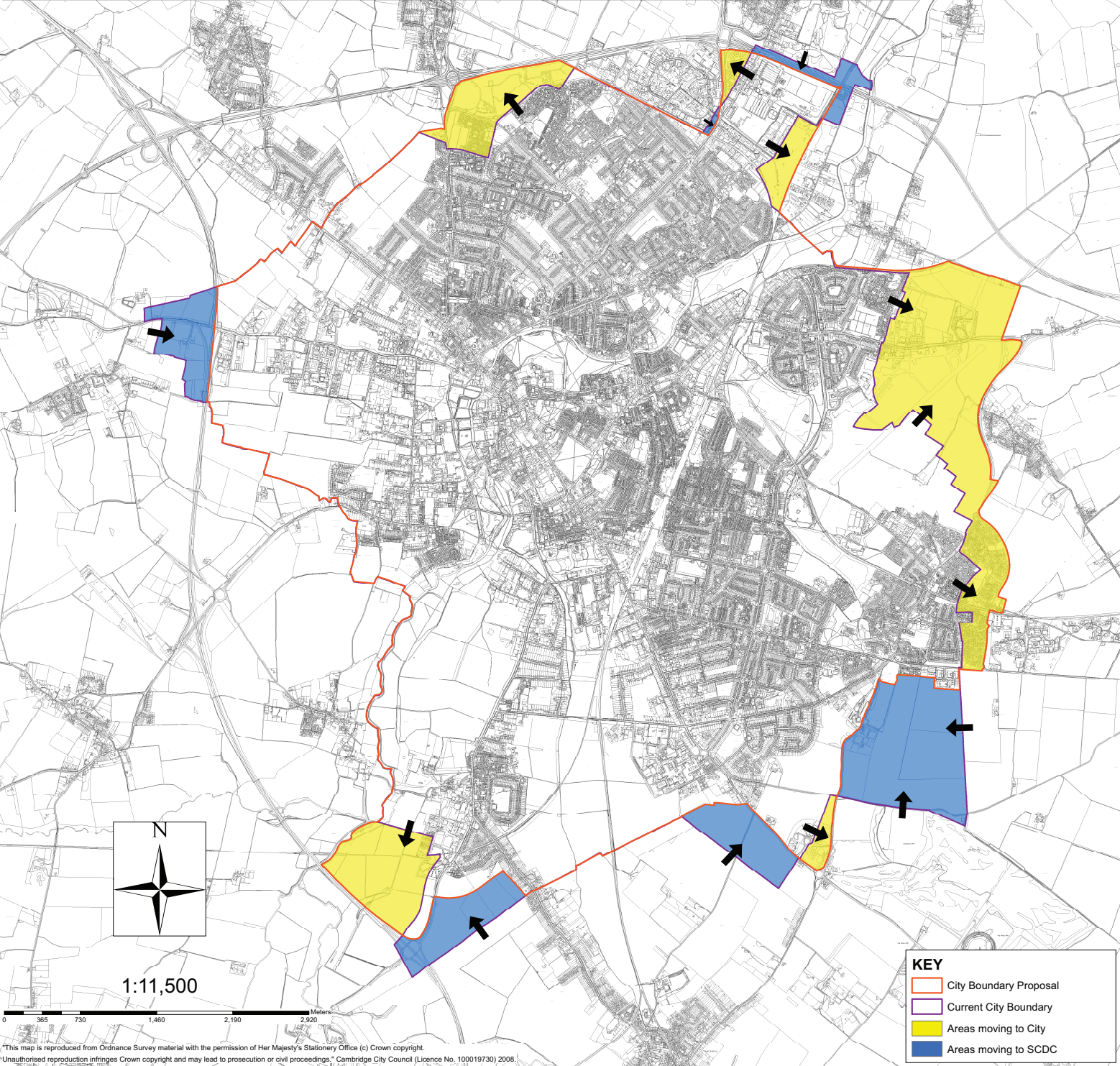
13. None.

Background Papers: the following background papers were used in the preparation of this report: See appendices

Contact Officer: Paul Howes – Corporate Manager for Community and Customer Services
Telephone: (01954) 713351
e-mail: paul.howes@scambs.gov.uk

This page is left blank intentionally.

Cambridge City Council / South Cambridgeshire DC Proposed Boundary Changes



This page is left blank intentionally.

SOUTH CAMBRIDGESHIRE DISTRICT COUNCIL

REPORT TO:	Electoral Arrangements Committee	16 April 2008
AUTHOR/S:	Corporate Manager Planning & Sustainable Communities and Principal Solicitor	

**REVIEW OF THE BOUNDARY BETWEEN SOUTH CAMBRIDGESHIRE DISTRICT
COUNCIL AND CAMBRIDGE CITY COUNCIL**

Purpose

1. To receive an update on the discussions which have taken place between the Chief Executives of SCDC and Cambridge City Council and to make recommendations to Council on a joint submission with Cambridge City to the Boundary Committee for England on a proposal for changes to the administrative local government boundaries between the two authorities.

Background

2. In October 2007 Council authorised the Chief Executive to enter into discussions with the Chief Executive of Cambridge City Council regarding the carrying out of a full District / City boundary review, on the basis that such discussions were to have due regard to the needs of parishes likely to be affected by any such review.
3. Those discussions have now taken place and the Chief Executive has kept the Leader informed of progress. Officers of both Councils are now in a position to request Member approval of the proposals that have been developed. This is in anticipation of a formal request to the Boundary Committee for England and ultimately the Secretary of State for a review of the boundary to be undertaken.
4. Members will recall the response received from interested parties to the parish review consultation last summer which was reported to them by the Principal Solicitor in October 2007. Many of those responses suggested that there should be a review of the boundary between the City and the District to provide more suitable local governance for the communities affected by growth (past, current and future) on the edges of the City. For example, on the northern fringe of the City the new development at Arbury Park sits within the man-made boundary feature of the A14 and is distinct from the settlements of Impington & Histon. The adjacent Meadows Estate has social housing which was promoted by the City and relates logically to the Arbury ward of the City. The community facilities on the estate are provided by the City and yet the area actually lies within the district of South Cambridgeshire. Similarly, at Cherry Hinton, where part of the area lies within the City and part in the District, community facilities are provided by the City Council and much of the social housing within the South Cambridgeshire part of the area was built and is owned by the City.
5. Future development at Trumpington Meadows, for which outline permission has recently been granted, will be dissected by the current boundary with some residents living in the City and some in the district. Some residents would be within a parished area and represented by district councillors whilst others will be represented by City councillors and with different representation at county level. This split jurisdiction may give rise to issues about responsibility for community facilities for example.

6. The proposed changes also have regard to the need to protect the setting and identity of villages within South Cambridgeshire located close to, but outside the edge of the City. The proposals afford the opportunity to incorporate into the district undeveloped land with a rural character currently within the City boundary which will allow the integrity of the Green Belt around the City to be strengthened.

Proposed Changes

7. The principle followed in proposing amendments to the boundary is to extend the City's boundary to the urban residential edge, including the major urban growth sites. In addition, the proposals include transferring several non-urban areas to South Cambridgeshire and the boundary in the area of the Science Park will be regularised.
8. The changes proposed are that the following areas (shown coloured yellow on the attached plan) be included within the City boundary:
- Trumpington Meadows, (where outline planning consent has recently been granted), and the area of Glebe Farm in Trumpington for which residential development is proposed.
 - the Meadows Estate and Arbury Park, by taking the boundary to the A14, but excluding the Science Park as a non-residential site.
 - the "Northern Fringe East" potential development site by extending the boundary to follow the railway line.
 - Cambridge East to include the whole of the proposed development site at Marshall's airport. The boundary currently crosses the airport.
 - The area around Cherry Hinton to include existing urban growth within the City.
9. It is proposed that the following areas (shown coloured green on the attached plan) will transfer into the District:
- a parcel of land adjacent to Milton Parish thereby unifying Milton Parish
 - fields around Lime Kiln Hill and to the south and east of Babraham Road Park & Ride
 - fields north of the M11/A10 junction
 - the non-urban area west of Madingley Road Park & Ride
10. The proposals do not include revisions to include within the City the whole of the North West Urban Extension, as the area is subject to the North West Area Action Plan, which is due to be submitted for approval to the Secretary of State on 19th May 2008. The Boundary Committee will be invited to consider whether changes are needed in the light of the outcome of the planning process.

Process

11. Reviews of local authority administrative boundaries are undertaken by the Boundary Committee, which is a committee of the Electoral Commission. The Boundary Committee may undertake reviews on its own initiative, or at the request of the Secretary of State or of a local authority.
12. In conducting a review, the Boundary Committee must have regard to:
- The need to secure effective and convenient local government; and
 - The need to reflect the identities and interests of local communities.
13. A review is a three-stage process. Firstly, in conducting the review itself, the Committee must consult the councils of the areas to which the reviews relate, along

with other interested councils, including parish councils, and other interested persons. The second stage is the publication of draft recommendations, followed by a period during which representations may be made. This is followed by the submission of final recommendations by the Committee to the Secretary of State. The Committee is not bound by any proposals put forward by the City Council or by South Cambridgeshire District Council. It is then for the Secretary of State to decide whether or not to act upon the Committee's recommendations.

Consultations

- 14. The statutory process required of the Boundary Commission provides opportunity for contributions by interested parties, both at the stage of drawing up draft recommendations and on the draft recommendations themselves. In addition, we are informing the County Council of the proposals.

Options

- 15. It would be open to the Councils not to pursue the proposals for a review.

Implications

- 16. In the event that the Committee follows the recommendation of this report to make a recommendation to Council, Council will need to have additional information on the implications of any boundary change on the housing projections within the Regional Spatial Strategy (RSS). In particular, any boundary change may be accompanied by a formal revision to South Cambridgeshire's Regional Housing Targets. For example, if the effect of the boundary change would be to transfer allocations for say 5,000 new dwellings into the City administrative area the Council would need assurance before agreeing to the boundary change that it's RSS housing target would be reduced by 5,000 dwellings. This assurance has been requested from the Government Office for the East of England but there has been no response at the date of writing this report.

17.	Financial	The boundary changes would have an impact on the amount of Council Tax collected and Government Grant received by the Council, as the tax base and population levels of the district will change, leading to a lower level of funding being received. However, this loss of income will be offset by a reduction in costs and future pressures on the Council for delivering services. At this stage these are not quantifiable, however, financial modelling of the impact of growth on the District has begun, which will be used to assess the implications of the boundary changes to the Council.
	Legal	None
	Staffing	None identified
	Risk Management	None identified
	Equal Opportunities	None identified

Effect on Annual Priorities and Corporate Objectives

18.	Working in partnership to manage growth to benefit everyone in South Cambridgeshire now and in the future	The exploration of the boundary review is a good example of partnership working to address the impact of growth on the communities of South Cambridgeshire
-----	-----------------------------------------------------------------------------------------------------------	------------------------------------------------------------------------------------------------------------------------------------------------------------

Deliver high quality services that represent best value and are accessible to all our community	The proposed changes will allow the Council to focus on meeting the needs of the village communities
Enhance quality of life and build a sustainable South Cambridgeshire where everyone is proud to live and work	The proposed changes to the boundary recognise the need to protect and enhance the setting of the necklace villages

Recommendations

19. That the Committee recommends to Council that Council authorises the submission of a request for a review of the administrative boundary between Cambridge City Council and South Cambridgeshire District Council on the basis of the proposals outlined in this report and shown on the attached plan.

Background Papers: the following background papers were used in the preparation of this report:

The October report to the Electoral Arrangements Committee
 Representations from interested parties

Contact Officer: Gareth Jones, Corporate Manager, Planning and Sustainable Communities
 Telephone: (01954) 713151
 Catriona Dunnett, Principal Solicitor
 Telephone: (01954) 713308

Cambridge City Council & South Cambridgeshire District Council Boundary Changes Project

Demographic work to support Phase 1

Cambridgeshire County Council Research Group, May 2010

Introduction

Cambridge City Council and South Cambridgeshire District Council have made a joint submission to the Boundary Committee asking for a review of their shared administrative boundary in accordance with Section 8 of the Local Government and Public Involvement in Health Act 2007. The request is based on jointly agreed proposals to move the boundary to rationalise existing urban communities and take account of growth sites on the City fringes.

This report presents an initial assessment of the demographic impact of the proposed changes, in terms of population and dwelling stock, now and in the future. The first section of the report summarises the overall impact of the boundary change at local authority level. The second section presents short profiles for each small area potentially affected by the change. Finally, a brief methodology is provided.

Summary

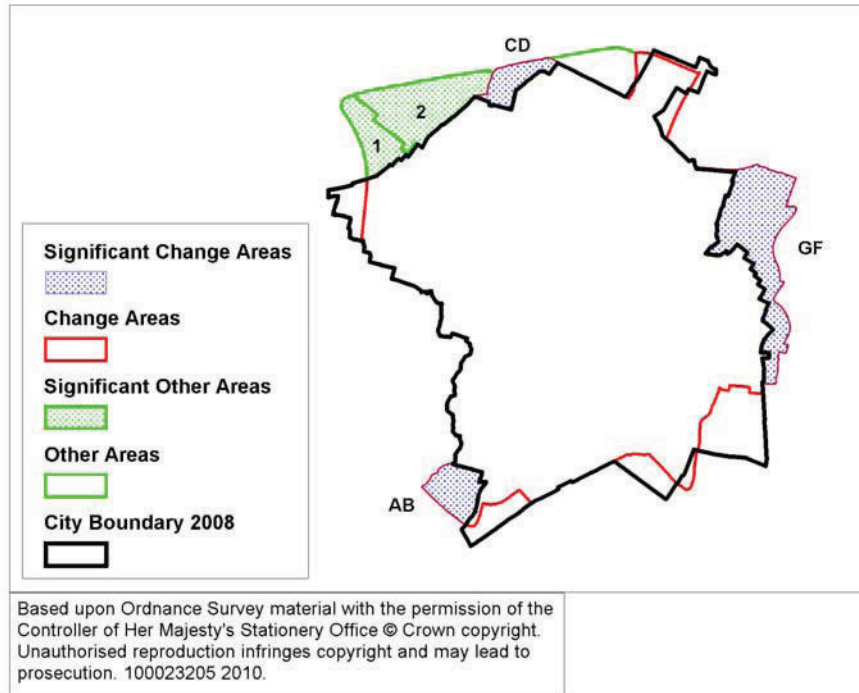
- Of the areas affected by the potential boundary change, just three contain (or will contain) significant dwellings and population – all shaded blue in Figure 1. These are located to the north of the City in the Orchard Park area (area CD); to the east of the City, including parts of Cherry Hinton and the possible Cambridge East development area (area GF); and to the south around the Southern Fringe developments (area AB).
- Together, these areas currently contain around 4,050 people and 2,150 dwellings. By 2013, when the boundary change could be implemented, they are forecast to contain 7,500 people and 3,600 dwellings. By 2023, the population is forecast to have risen to 20,250, with a dwelling stock of 8,700.
- Forecasts produced for this work suggest that, with no boundary change, the City's population would rise by 27% between 2008 and 2023, and South Cambridgeshire's would rise by 25%. With the proposed boundary change, a greater proportion of growth would occur in the City, suggesting a population increase of 44% by 2023 compared to 11% in South Cambridgeshire. In 2023, the City's population would be 170,000, 7% higher than South Cambridgeshire's population of 157,400. At present, South Cambridgeshire's population is 21% higher than Cambridge City's.
- Under the boundary change proposals, South Cambridgeshire would retain a higher dwelling stock than the City, although the difference is forecast to narrow from 25% in 2008 to just 2% in 2023.
- Three other areas have been considered in this report so that data is available should it be needed to inform future discussions, but they do not form part of the joint submission. Of these three areas, only two have or will have significant dwellings and population stocks – shaded green in Figure 1. Details for each area are presented on individual data sheets, but the figures are not included in the district level summaries. In total, in 2008 the population and dwelling stock for all three areas is 1,900 and 750 respectively; at 2013 the forecast total is 2,100 and 800 respectively; and at 2023 the forecast total is 10,200 and 3,350 respectively.

Section 1: Summary of Local Authority Impacts

Projected district level changes resulting from the potential boundary changes are outlined below. The projections draw on the small area data presented in the change area information sheets. In some instances, district level figures have been calculated using different methodologies from those used to calculate change area figures.

Preliminary analysis showed that of the 12 proposed change areas, only three areas would transfer significant population or dwellings. Each of the three involves transfer from South Cambridgeshire to Cambridge (see Figure 1).

Figure 1: Change areas with significant impact



1. Population and dwellings

Combined impact across the change areas

Tables 1 and 2 (below) show the combined population and dwelling stock estimates and forecasts for the three significant change areas, for the period 2008 to 2023. At present, the change areas hold a total population of just over 4,000, and 2,150 dwellings. By 2013, when the boundary change might occur, the population is forecast to have risen to 7,500 and the dwelling stock to 3,600. The 2023 the areas in question are forecast to hold a total of 8,700 dwellings and 20,250 people.

Table 1: Total Change Area Population

Change Area	2008	2013	2016	2018	2021	2023
CD	1,500	2,750	2,750	2,750	2,750	2,750
GF	2,550	3,800	8,550	10,700	13,450	15,950
AB	0	950	1,550	1,550	1,550	1,550
Change	-	3,450	5,350	2,150	2,750	2,500
Stock Totals	4,050	7,500	12,850	15,000	17,750	20,250

Table 2: Total Change Area Dwelling Stock

Change Area	2008	2013	2016	2018	2021	2023
CD	850	1,400	1,400	1,400	1,400	1,400
GF	1,300	1,800	3,700	4,550	5,650	6,650
AB	0	400	650	650	650	650
Change Stock Totals	-	1,450	2,150	850	1,100	1,000
	2,150	3,600	5,750	6,600	7,700	8,700

Impact on local authority populations

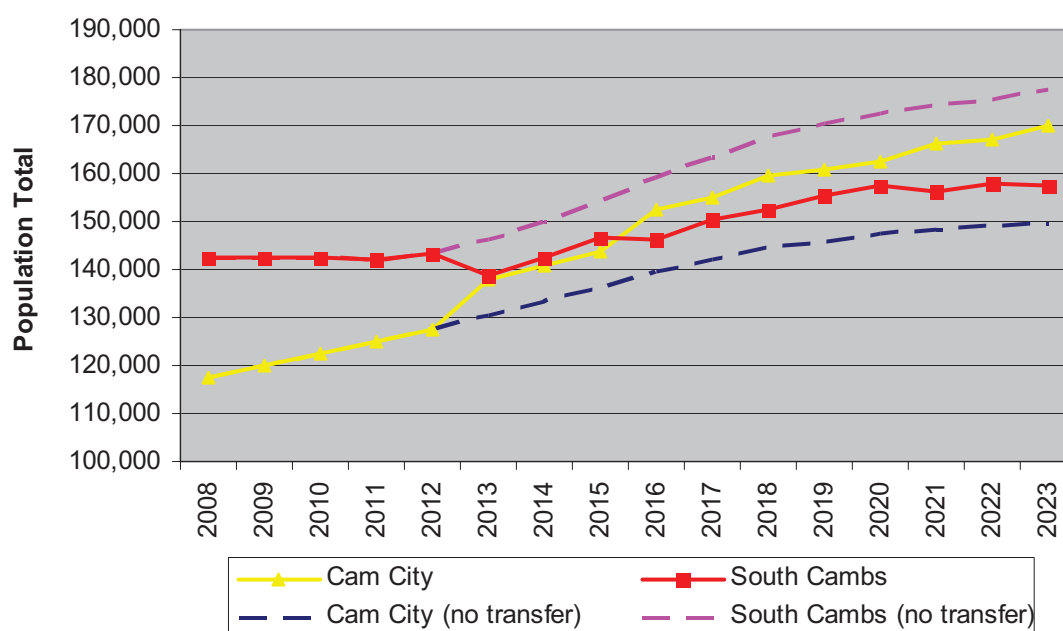
Table 3 and Figure 2 show population forecasts for Cambridge City and South Cambridgeshire. Table 3 presents forecasts for the two authorities based on their current boundaries, together with forecasts assuming that the boundary change is implemented in 2013. These show that if the boundary change took place in 2013, the gap between the authorities' populations would narrow, giving two fairly equally sized populations. By 2016, Cambridge City's population is forecast to have overtaken South Cambridgeshire's, and by 2023 that gap will have increased further. The boundary change moves the majority of future population growth into the City, such that the City's population would grow by 44% between 2008 and 2023, while South Cambridgeshire's would grow by nearly 11%.

Table 3: District Population Forecasts

	2008	2013	2016	2018	2021	2023	Change 2008-23	% Change
Assuming no boundary change								
Cambridge	117,700	130,300	139,400	144,400	148,500	149,700	32,000	27.2%
South Cambs	142,500	146,400	159,000	167,300	174,000	177,700	35,200	24.7%
Assuming boundary change in 2013								
Cambridge	117,700	137,800	152,300	159,400	166,300	170,000	52,300	44.4%
South Cambs	142,500	138,900	146,100	152,300	156,200	157,400	14,900	10.5%

Figure 2: District Population Forecasts

Note: The dotted lines show the respective population forecasts in the event that the boundary changes do not take place.



Dwellings

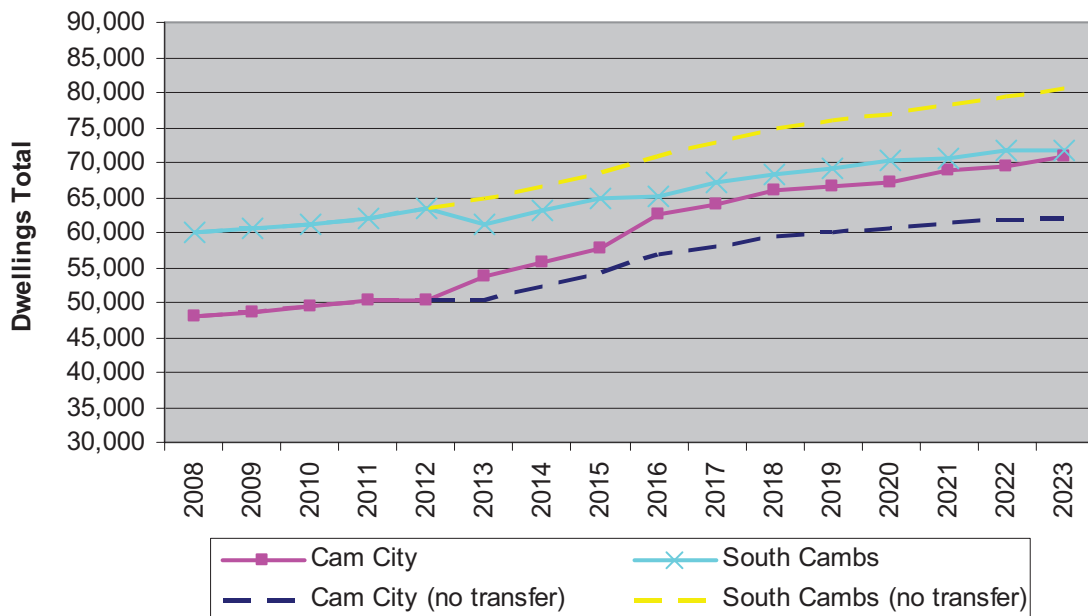
Table 4 and Figure 3 show the dwelling stock forecasts for Cambridge City and South Cambridgeshire. Unlike the population forecasts, Cambridge City's dwelling stock is not forecast to overtake South Cambridgeshire's at all. One reason for this discrepancy is that household sizes in Cambridge are higher than in South Cambridgeshire. This is partly due to the growth in younger age groups (see Age Structure section below) that is expected to follow the movement of young families to the new development sites. It is also partly due to the ageing population in South Cambridgeshire and the associated increase in single person households. Additionally, even though the transfer of new development sites to Cambridge will significantly raise its total expected new building, South Cambridgeshire still expects sufficient building between 2008 and 2023 to keep its overall dwelling stock higher than in Cambridge.

Table 4: District Dwelling Stock Forecasts

	2008	2013	2016	2018	2021	2023	Change 2008-23	% Change
Assuming no boundary change								
Cambridge	48,000	50,200	56,900	59,300	61,300	62,100	14,100	29.4%
South Cambs	59,900	64,800	70,900	74,800	78,400	80,500	20,600	34.4%
Assuming boundary change in 2013								
Cambridge	48,000	53,800	62,700	65,900	69,000	70,800	22,800	47.5%
South Cambs	59,900	61,200	65,100	68,200	70,700	71,800	11,900	19.9%

Figure 3: District Dwellings Forecasts

Note: The dotted lines show the respective dwellings forecasts in the event that the boundary changes do not take place.



2. Age and Gender Structures

Forecasts show a stable gender division in each district across the period 2008 to 2023. Cambridge shows a 51% (male) to 49% (female) split, and South Cambridgeshire is 50%-50%. These proportions are expected hold even after population transfers have been considered.

Tables 5 and 6 show the projected age structures of each district's population, assuming that the boundary changes go ahead in 2013. Table 5 shows that Cambridge City's age distribution is forecast to become younger. This can be seen most clearly in the 0-4 and 5-14 age groups, which will increase by a combined total of approximately 5,000 (around 1.5 percentage points) in 2013. These two age groups will continue to grow as proportions of the population through to 2023, nearly doubling in size between 2008 and 2023. The growth of younger age groups should not be surprising since populations in new developments tend to have younger age structures than those in established areas.

Table 5: Cambridge City Age Structure

	0-4	5-14	15-24	25-44	45-64	65-74	75+	Total
Cambridge City								
2008	6,150	10,250	28,000	36,700	22,500	7,000	7,050	117,700
2013	8,100	12,950	30,100	43,950	26,200	9,000	7,500	137,800
2016	9,400	15,150	32,000	49,350	28,150	10,300	7,900	152,300
2018	10,150	16,400	32,400	52,050	28,800	11,050	8,400	159,400
2021	10,850	18,100	32,750	54,500	28,750	11,900	9,350	166,300
2023	11,050	19,100	33,150	54,700	29,300	12,200	10,300	170,000
	0-4	5-14	15-24	25-44	45-64	65-74	75+	Total
2008	5.2%	8.7%	23.8%	31.2%	19.1%	5.9%	6.0%	100%
2013	5.9%	9.4%	21.8%	31.9%	19.0%	6.5%	5.4%	100%
2016	6.2%	10.0%	21.0%	32.4%	18.5%	6.8%	5.2%	100%
2018	6.4%	10.3%	20.3%	32.7%	18.1%	6.9%	5.3%	100%
2021	6.5%	10.9%	19.7%	32.8%	17.3%	7.2%	5.6%	100%
2023	6.5%	11.2%	19.5%	32.2%	17.3%	7.2%	6.1%	100%

Note: Totals may not sum due to rounding.

Table 6 shows that South Cambridgeshire's age structure will grow older. The populations of all the sub-45 year old age groups are forecast to decrease, both in size and proportionate to the total population. In total, the proportion of sub-45 year olds will decrease, from 56% in 2008 to just over 50% in 2013. By contrast, older age groups, especially 65-74 and 75+ year olds, will increase significantly in 2013, both in total and proportionally, and will continue to grow through to 2023. The total population sizes of sub-45 year old age groups will be generally flat or experience low growth between 2013 and 2023, which will result in proportional declines.

Table 6: South Cambridgeshire Age Structure

	0-4	5-14	15-24	25-44	45-64	65-74	75+	Total
South Cambridgeshire								
2008	8,650	17,800	15,300	38,250	39,300	12,400	10,850	142,500
2013	7,600	16,800	13,850	32,000	39,250	17,000	12,450	138,900
2016	7,550	17,600	14,400	32,250	40,700	19,450	14,250	146,100
2018	7,900	18,100	14,850	33,150	41,900	20,450	15,950	152,300
2021	8,000	18,250	14,800	32,700	42,300	20,950	19,200	156,200
2023	7,800	18,100	14,900	32,150	42,000	20,500	22,050	157,400
	0-4	5-14	15-24	25-44	45-64	65-74	75+	Total
2008	6.1%	12.5%	10.7%	26.8%	27.6%	8.7%	7.6%	100%
2013	5.5%	12.1%	10.0%	23.0%	28.2%	12.2%	9.0%	100%
2016	5.2%	12.0%	9.8%	22.1%	27.8%	13.3%	9.7%	100%
2018	5.2%	11.9%	9.8%	21.8%	27.5%	13.4%	10.5%	100%
2021	5.1%	11.7%	9.5%	20.9%	27.1%	13.4%	12.3%	100%
2023	5.0%	11.5%	9.5%	20.4%	26.7%	13.0%	14.0%	100%

Note: Totals may not sum due to rounding.

3. Council Tax

Table 7 shows the council tax banding structure of properties in each district as at 2008.

Table 7: Council tax banding structure – 2008

	A	B	C	D	E	F	G	H	Total
Cambridge	3,085	10,059	18,321	9,063	5,007	3,257	3,169	594	52,555
South Cambs	2,330	6,685	19,011	11,400	10,400	6,931	3,892	346	60,995
Cambridge (%)	6%	19%	35%	17%	10%	6%	6%	1%	100%
South Cambs (%)	4%	11%	31%	19%	17%	11%	6%	1%	100%

Table 8 shows the approximate council tax bands of properties to be transferred. Figures for 2008 show the existing council tax banded properties in the change areas. Figures for 2013 and 2023 show the estimated council tax structure of existing buildings plus new dwellings built between 2008 and 2013 and through to 2023.

Table 8: Approximate council tax banding of properties in the change areas

	A	B	C	D	E	F	G	H	Total
2008	52	476	982	343	260	20	7	0	2,140
2013	50	800	1,550	700	400	20	7	0	3,600
2023	50	2,000	3,600	1,900	950	20	7	0	8,700

*Notes: Figures for 2008 are unrounded to reflect actual numbers.
Figures for 2013 and 2023 are rounded to reflect confidence except for F and G bands.
Grey indicates year of transfer.*

4. Elector Totals

Table 9 shows forecast elector populations. As with the population forecasts it shows that by 2016 the number of electors in Cambridge will surpass that in South Cambridgeshire.

Table 9: Elector forecast by district (assuming boundary change occurs in 2013)

	2008	2013	2016	2018	2021	2023
Cambridge	89,400	104,650	115,700	121,050	126,300	129,100
South Cambridgeshire	108,050	105,300	110,750	115,450	118,400	119,350

5. Tenure

Table 10 shows total properties by tenure type. Owner Occupied includes those with and without mortgages. Social Rentals includes rentals from housing associations, registered social landlords, and local authorities.

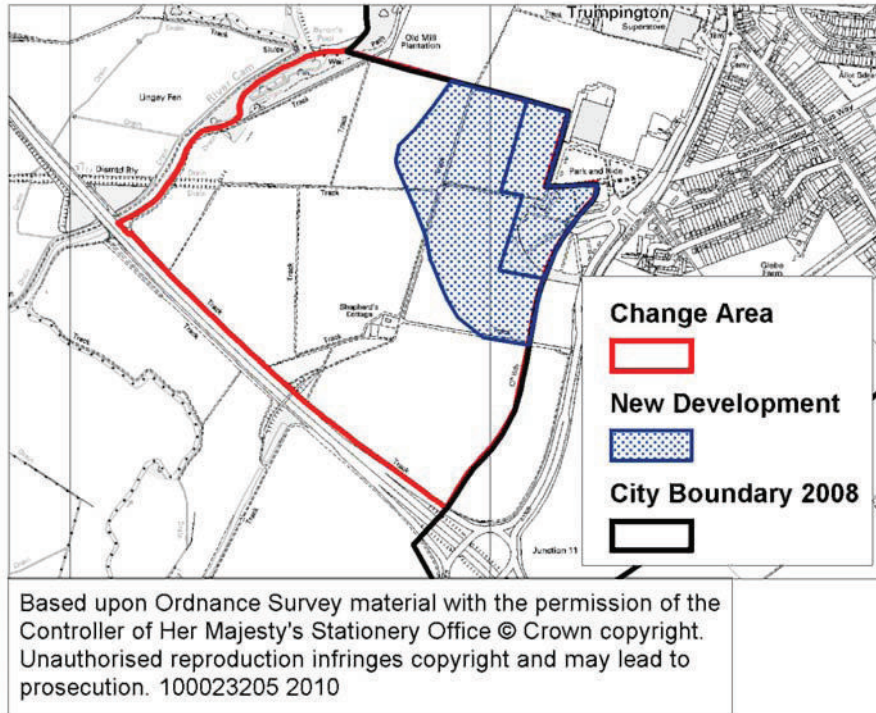
Table 10: Tenure types to be transferred (stock)

	Owner Occupied	Shared Ownership	Social Rental	Private Rental	Total
2008	1,200	50	400	450	2,100
2013	1,850	200	750	650	3,600
2023	4,000	700	2,300	1,500	8,700

Note: Grey indicates year of transfer.

Change Area AB – Moving to City

Change Area AB is situated on the south-western fringe of Cambridge City. It is wholly contained within Haslingfield parish, and contains part of the Trumpington Meadows new development site.



Summary of transfer figures (stock)

	2008	2013	2016	2018	2021	2023	Change '13-16
Population	0	950	1,550	1,550	1,550	1,550	63.2%
Dwellings	0	400	650	650	650	650	62.5%
Electors	0	750	1,200	1,200	1,200	1,200	60.0%

Note: Totals may not sum due to rounding.
 Grey denotes no further dwellings-based population increase.

In 2008 there was no development in this area.

Between 2008 and 2013, 400 new dwellings will be built in this part of the Trumpington Meadows new development site. This will result in population growth of approximately 950. This means that in 2013, when the boundary changes could come into effect, the totals being transferred will be:

Population:	950	Dwellings:	400	Electors:	750
--------------------	-----	-------------------	-----	------------------	-----

Between 2013 and 2016, 250 further dwellings will be built in the change area. This will result in further population growth of approximately 600.

After 2016 little or no further building is currently planned in the change area.

Population change after 2016

Assuming that the building takes place as set out in the trajectory, and that the dwellings are filled as expected, the population is expected to undergo no dwellings-based growth between 2016 and 2023.

Council tax changes

This council tax structure is based on that found in Orchard Park's recent new development. Figures are projected stock totals for the year.

Band:	A	B	C	D	E	F	G	H	Total
2013	0	100	150	100	50	0	0	0	400
2016	0	150	250	150	100	0	0	0	650

Note: Totals may not sum due to rounding.
Figures represent stock.

Age and gender structures

The age structure below shows that the Trumpington Meadows development will have a young age structure. The size of the 0-4, 5-14 and 25-44 age groups reflects the high proportion of young families on new developments. The gender structure will most likely be 50% male and 50% female.

	0-4	5-14	15-24	25-44	45-64	65-74	75-84	85+	Total
2008	0	0	0	0	0	0	0	0	0
2013	100	150	100	350	200	50	0	0	950
2016	150	250	150	550	300	50	50	0	1,550
2008	-	-	-	-	-	-	-	-	-
2013	11%	16%	11%	37%	21%	5%	0%	0%	100%
2016	10%	17%	10%	37%	20%	3%	3%	0%	100%

Note: Totals may not sum due to rounding.
Figures represent stock.

Tenure

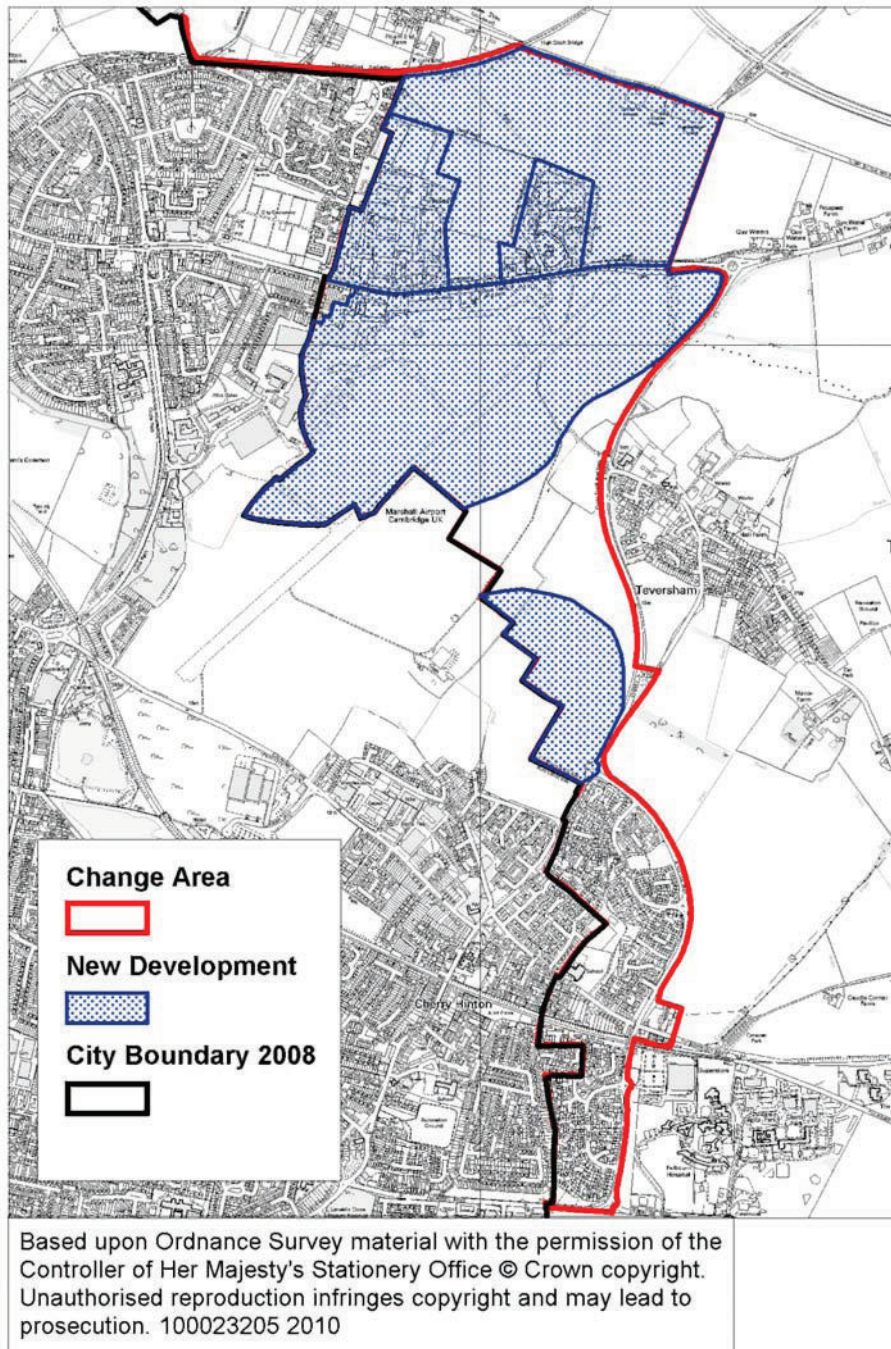
Owner Occupied includes those with and without mortgages. Social Rentals includes rentals from housing associations, registered social landlords and local authorities.

	Owner Occupied	Shared Ownership	Social Rental	Private Rental	Total
2008	0	0	0	0	0
2013	150	50	100	50	400
2016	250	50	200	100	650

Note: Totals may not sum due to rounding.
Figures represent stock.

Change Area GF – Moving to City

Change Area GF is situated on the eastern fringe of Cambridge City. It encompasses sections of Fen Ditton, Fulbourn, and Teversham parishes in South Cambridgeshire, and borders on Abbey and Cherry Hinton wards in Cambridge. The change area contains Cherry Hinton Community Junior School, as well as significant new development sites: North of Newmarket Road, Cambridge Airport, and North of Cherry Hinton.



Summary of transfer figures (stock)

	2008	2013	2016	2018	2021	2023	Change '08-23
Population	2,550	3,800	8,550	10,700	13,450	15,950	496.1%
Dwellings	1,300	1,800	3,700	4,550	5,650	6,650	388.5%
Electors	1,850	2,750	6,200	7,750	9,750	11,550	491.9%

Note: Totals may not sum due to rounding.

Between 2008 and 2013, 500 new dwellings will be built in the North of Newmarket Rd new development site in Fen Ditton parish. This will result in population growth of approximately 1,250. Given this growth, the totals being transferred in 2013 will be:

Population: 3,800	Dwellings: 1,800	Electors: 2,750
--------------------------	-------------------------	------------------------

Between 2013 and 2016, 1,900 new dwellings will be built in the North of Newmarket Road new development site in Fen Ditton parish, and the Cambridge Airport and North of Cherry Hinton new development sites in Teversham parish. This will result in population growth of approximately 4,750.

Between 2016 and 2018, 850 new dwellings will be built in the North of Newmarket Road new development site in Fen Ditton parish, and the Cambridge Airport and North of Cherry Hinton new development sites in Teversham parish. This will result in population growth of approximately 2,150.

Between 2018 and 2021, 1,100 new dwellings will be built in the Cambridge Airport new development site in Teversham parish. This will result in population growth of approximately 2,750.

Between 2021 and 2023, 1,000 new dwellings will be built in the Cambridge Airport new development site in Teversham parish. This will result in population growth of approximately 2,500.

Council tax changes

The council tax structure below combines the known structure for existing residences plus expected new building. The structure for the new building is based on that seen in Orchard Park.

	A	B	C	D	E	F	G	H	Total
2008	52	305	530	191	195	14	1	0	1,288
2013	50	400	750	300	250	0	0	0	1,800
2016	50	850	1,500	750	450	0	0	0	3,700
2018	50	1,050	1,850	950	550	0	0	0	4,550
2021	50	1,300	2,300	1,200	650	0	0	0	5,650
2023	50	1,550	2,700	1,450	750	0	0	0	6,650

Notes: Figures for 2008 are unrounded to reflect actual numbers.

All other figures are rounded to reflect confidence.

Figures represent stock.

Age and gender structures

The age structure of the population in Change Area GF, both current and future, is shown below. Forecasts suggest that the age structure will grow younger over time, with notable growth in the 0-4, 5-14 and 25-44 age groups. This reflects the high proportion of young families that tend to live in new developments.

	0-4	5-14	15-24	25-44	45-64	65-74	75-84	85+	Total
2008	200	300	350	750	600	200	150	50	2,550
2013	350	500	450	1,350	750	250	150	50	3,800
2016	950	1,250	850	3,600	1,300	350	200	100	8,550
2018	1,200	1,600	1,050	4,600	1,550	350	250	100	10,700
2021	1,550	2,050	1,300	5,900	1,900	400	250	100	13,450
2023	1,850	2,450	1,500	7,100	2,200	450	300	150	15,950
2008	8%	12%	13%	29%	23%	8%	6%	2%	100%
2013	9%	13%	12%	35%	19%	6%	4%	1%	100%
2016	11%	15%	10%	42%	15%	4%	2%	1%	100%
2018	11%	15%	10%	43%	14%	3%	2%	1%	100%
2021	12%	15%	10%	44%	14%	3%	2%	1%	100%
2023	12%	15%	9%	44%	14%	3%	2%	1%	100%

Note: Totals may not sum due to rounding.

The gender split in 2008 is 50% male and 50% female. These proportions are likely to remain stable to 2023.

Tenure

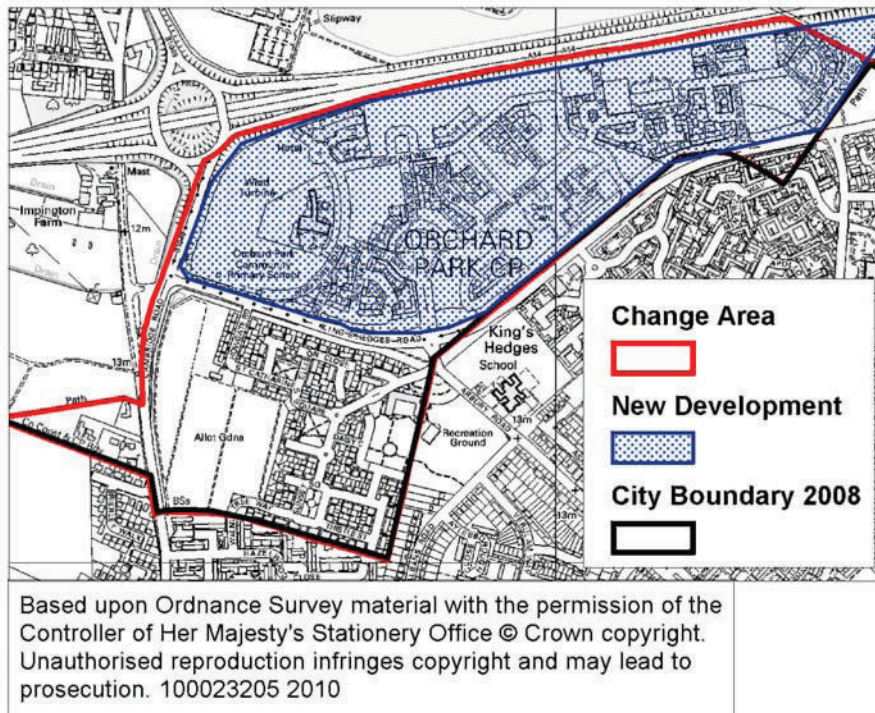
Owner Occupied includes those with and without mortgages. Social Rentals includes rentals from housing associations, registered social landlords, and local authorities.

	Owner Occupied	Shared Ownership	Social Rental	Private Rental	Total
2008	850	0	150	300	1,300
2013	1,050	50	300	350	1,800
2016	1,850	250	850	650	3,700
2018	2,200	350	1,100	800	4,550
2021	2,650	450	1,450	1,000	5,650
2023	3,100	550	1,750	1,150	6,650

*Note: Totals may not sum due to rounding.
Figures represent stock.*

Change Area CD – Moving to City

Change Area CD is situated on the northern fringe of Cambridge City. It encompasses most of Orchard Park parish and a small, urban section of Impington parish that borders Arbury ward in the City. This area is effectively part of the urban extent of the City. Significant sites within the change area include Orchard Park Community Primary School, and the allotments near Walnut Tree Way.



Summary of transfer figures (stock)

	2008	2013	2016	2018	2021	2023	Total	Change '08-13
Population	1,500	2,750	2,750	2,750	2,750	2,750	2,750	83.3%
Dwellings	850	1,400	1,400	1,400	1,400	1,400	1,400	64.7%
Electors	1,150	2,050	2,050	2,050	2,050	2,050	2,050	78.3%

*Note: Totals may not sum due to rounding.
Grey denotes no further dwellings-based population increase.*

Between 2008 and 2013 the population is expected to nearly double, from 1,500 to 2,750. This is due to significant building, with over 550 new dwellings expected. Almost all of the building will take place in the Orchard Park new development site.

The totals that would be transferred in 2013 are:

Population: 2,750	Dwellings: 1,400	Electors: 2,050
--------------------------	-------------------------	------------------------

Population change after 2013

In the absence of further building, the change area's population is not currently expected to experience significant dwellings-based growth after 2013.

Council Tax

This calculation assumes that the council tax band structure associated with recent building will continue to apply to future development.

	A	B	C	D	E	F	G	H	Total
2008	0	171	452	152	65	6	6	0	852
2013	0	300	650	300	100	6	6	0	1,400

Notes: Figures for 2008 are unrounded to reflect actual numbers.

Figures for 2013 are rounded to reflect confidence except for F and G bands.

Figures represent stock.

Age and gender structures

Both current and future populations show predominantly young age structures. The gender split in 2008 is calculated at 51% male and 49% female.

	0-4	5-14	15-24	25-44	45-64	65-74	75-84	85+	Total
2008	175	300	250	600	150	50	25	0	1,500
2013	300	550	450	1,075	300	75	50	0	2,750
2008	11%	19%	16%	39%	10%	3%	2%	0%	
2013	11%	20%	16%	38%	11%	3%	2%	0%	

Note: Totals may not sum due to rounding.

Tenure

Owner Occupied includes those with and without mortgages. Social Rentals includes rentals from housing associations, registered social landlords, and local authorities.

	Owner Occupied	Shared Ownership	Social Rental	Private Rental	Total
2008	350	50	250	150	850
2013	650	100	350	250	1,400

Note: Totals may not sum due to rounding.

Figures represent stock.

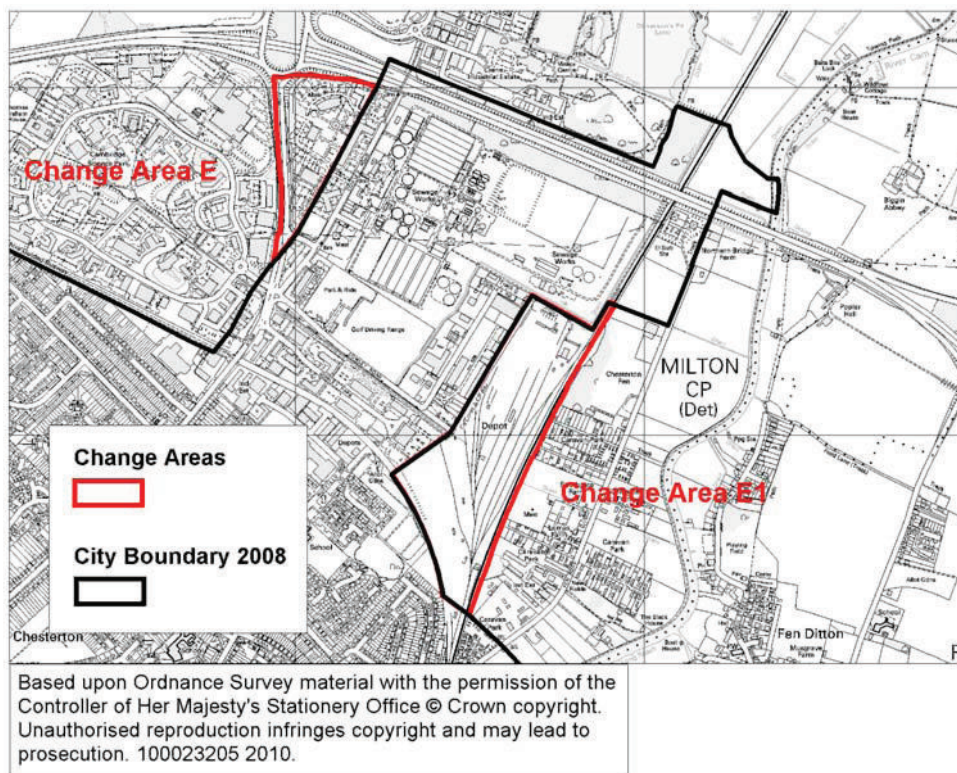
Change Areas E and E1 – Moving to City

Change Areas E and E1 are situated on the north-eastern fringe of Cambridge City. Though geographically unconnected, both areas are currently within Milton parish and border on East Chesterton ward in the City.

According to data supplied by South Cambridgeshire District Council neither area contains electors, dwellings, or significant population that would be subject to transfer.

Change Area E, which is the more northerly site, sits between Cowley Road and the Milton Interchange and contains some offices and work studios. Change Area E1 sits south of the Cambridge sewage works in East Chesterton and west of the Fen Road caravan parks in Milton. It contains some industrial buildings.

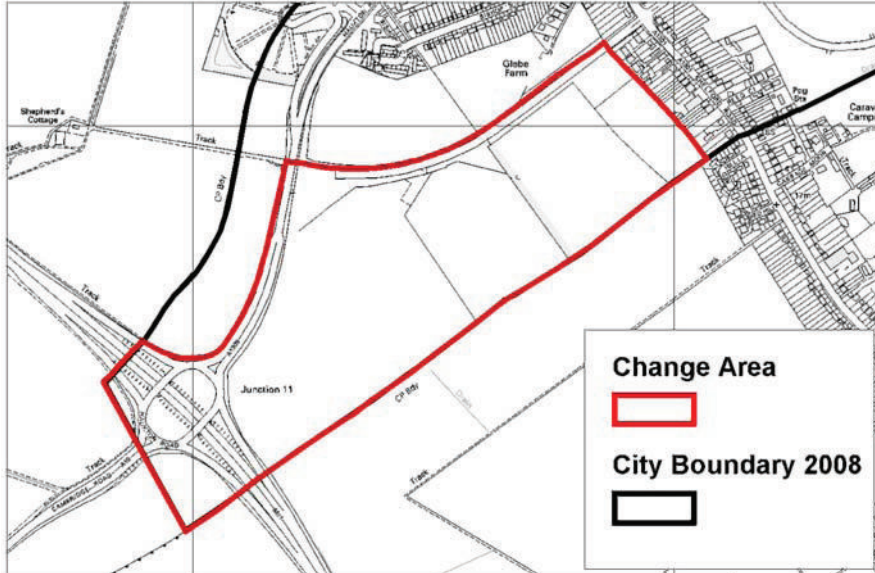
No residential building is scheduled to take place in either change area. Given this, and the current absence of council tax liable properties or residential population, it is unlikely that transferring these areas will have significant demographic or council tax implications for either Cambridge City Council or South Cambridgeshire District Council.



Change Areas J, I1, I2, H1, H2 – Moving to South Cambridgeshire

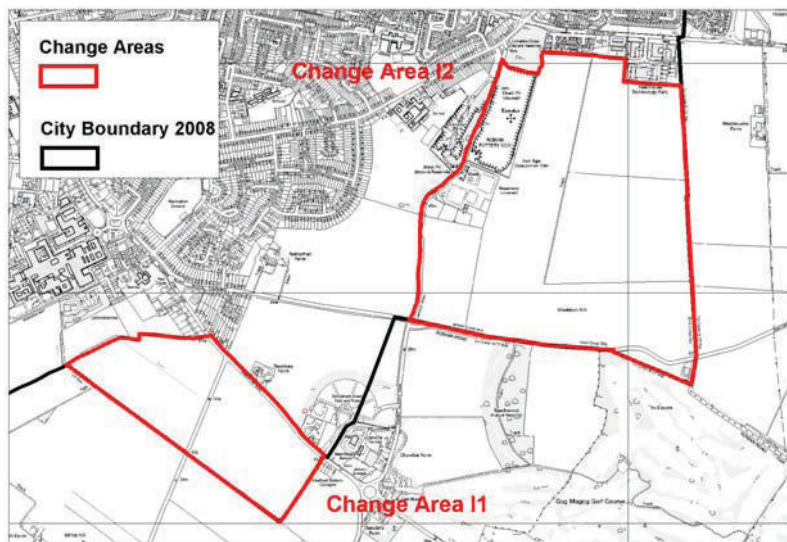
According to data supplied by Cambridge City Council, none of these Change Areas currently contain registered electors, council tax banded properties, or buildings classified 'R' in the BLP classification (i.e. residences). Additionally no new building is currently scheduled to take place within these areas.

Change Area J is situated on the City's south-western fringe within Trumpington ward. It borders much of the Trumpington Meadows new development site.



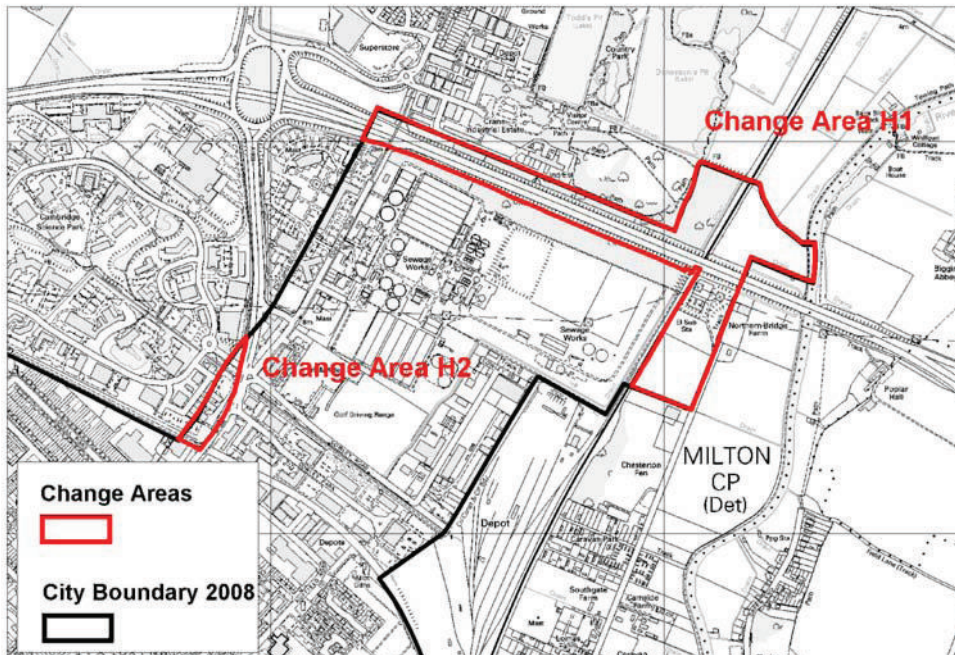
Based upon Ordnance Survey material with the permission of the Controller of Her Majesty's Stationery Office © Crown copyright. Unauthorised reproduction infringes copyright and may lead to prosecution. 100023205 2010

Change Areas I1 and I2 are situated on the City's southern fringe, with Area I1 within Queen Edith's ward and Area I2 within Cherry Hinton ward. Area I2 contains sites of significance, including Cherry Hinton reservoir and some archaeological sites.



Based upon Ordnance Survey material with the permission of the Controller of Her Majesty's Stationery Office © Crown copyright. Unauthorised reproduction infringes copyright and may lead to prosecution. 100023205 2010.

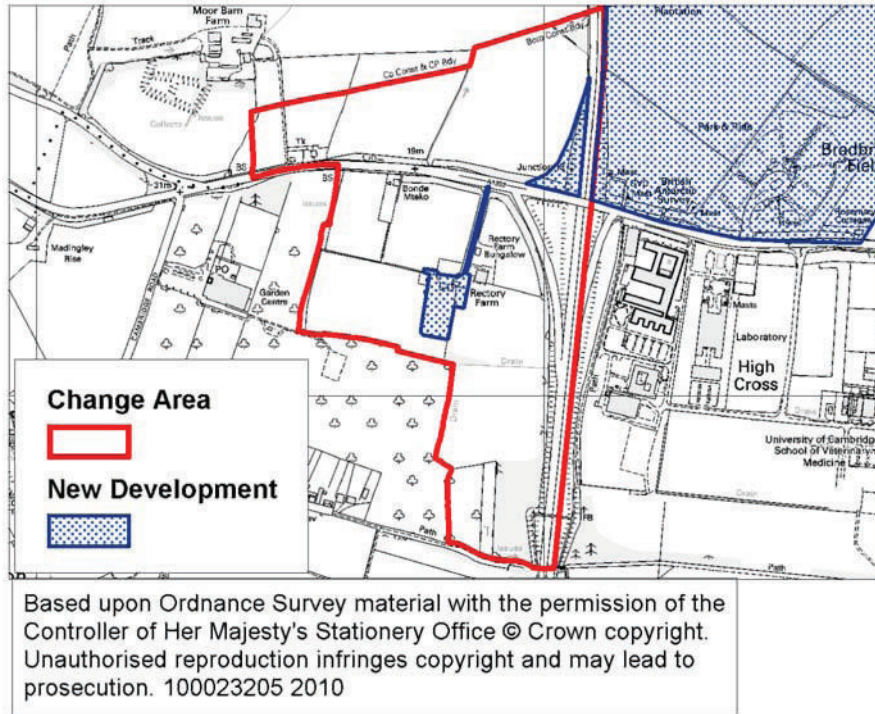
Change Areas H1 and H2 are situated on the City's north-east fringe within East Chesterton ward. Area H1 is the larger of the two and contains an electricity sub-station. Area H2 contains some commercial buildings from within the Cambridge Science Park.



Based upon Ordnance Survey material with the permission of the Controller of Her Majesty's Stationery Office © Crown copyright. Unauthorised reproduction infringes copyright and may lead to prosecution. 100023205 2010.

Change Area K – Moving to South Cambridgeshire

Change Area K is situated on Cambridge City’s north-western fringe, covering small parts of both Castle and Newnham wards. Its eastern border is delineated by the M11. It contains few residences and a tiny population. Aside from one private development at Rectory Farm, the only other scheduled development area is a small triangle of land associated with the large Huntingdon Road/Madingley Road new development site to the east. It is not known how much actual building will take place in that area, if any.



2008

Existing population 2008: 12
 Existing dwellings 2008: 6
 Existing electors 2008: 10

Existing council tax bands 2008:

Band:	A	B	C	D	E	F	G	H	Total
Properties	0	0	2	1	1	1	0	1	6

Even assuming some building in the new development site area, future dwelling and population totals are unlikely to be large. It is therefore considered that transferring this area will not have significant demographic or council tax implications for either Cambridge City Council or South Cambridgeshire District Council.

Change Area M – Moving to City

Change Area M is situated on the southern fringe of Cambridge City, adjacent to the Babraham Road Park and Ride. It is wholly contained within Great Shelford parish.

Change Area M currently contains minimal population or residences.

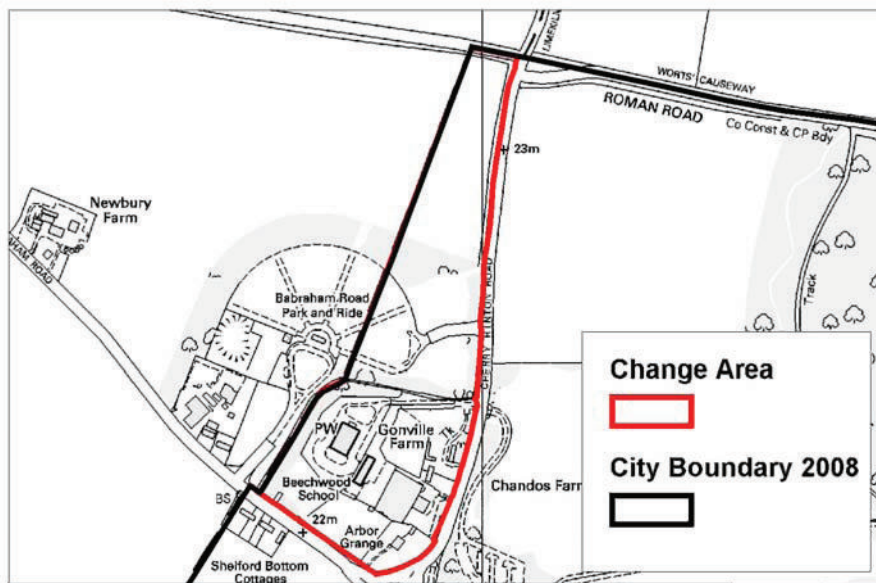
2008

Existing population 2008: 6
 Existing dwellings 2008: 3
 Existing electors 2008: 5

Existing council tax bands 2008:

Band	A	B	C	D	E	F	G	H	Total
Properties	0	0	0	0	2	0	1	0	3

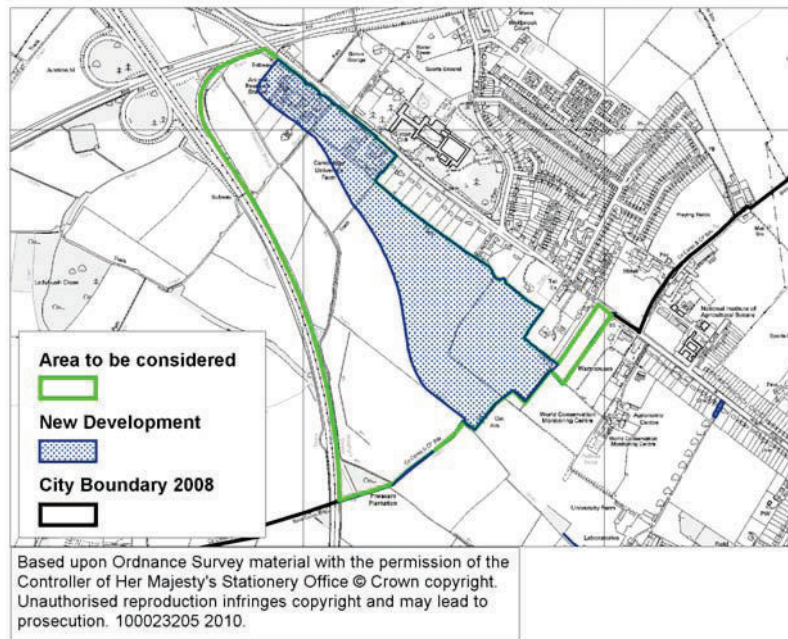
No future building is scheduled to take place within the change area. It is therefore unlikely to experience significant population growth. Transferring this area will not have significant demographic or council tax implications for either Cambridge City Council or South Cambridgeshire District Council.



Based upon Ordnance Survey material with the permission of the Controller of Her Majesty's Stationery Office © Crown copyright. Unauthorised reproduction infringes copyright and may lead to prosecution. 100023205 2010

Area 1 (NW Cambridge)

Area 1 is situated on the northern-western fringe of the Cambridge City, adjacent to Area 2 (NIAB extra) to the east. It is entirely situated within Girton parish, and contains the Northwest Cambridge (University) new development site. It is triangular in shape: its western edge is defined by the M11; the apex is formed by the junction with the A14; and the eastern edge runs along Huntingdon Road. The University development is currently expected to contain 3,000 dwellings, of which 50% will be market housing and 50% key worker housing for University staff. A further 2,000 student units are expected.



Summary of figures (stock)

The change area currently contains minimal housing or population. All future building is scheduled to take place with the Northwest Cambridge new development site, with construction set to start in 2014. Included in the site are 2,000 new student units that are not included in the published dwellings trajectories or the dwellings forecast below. It is assumed that 50% of these will be built between 2016 and 2018, and 50% between 2018 and 2021. None of these dwellings are considered in the council tax or tenure calculations. The high elector totals in 2018 and 2021 reflect the influx of voting-age students associated with the new student units.

	2008	2013	2016	2018	2021	2023	Change '16-21
Population	0	0	1,000	3,500	5,350	5,350	435.0%
Dwellings	0	0	450	1,100	1,450	1,450	222.2%
Electors	0	0	800	3,100	4,650	4,650	481.3%

*Note: Totals may not sum due to rounding.
Grey denotes no further dwellings-based population increase.*

Council Tax

This calculation assumes a council tax band structure similar to that seen in other recent development.

	A	B	C	D	E	F	G	H	Total
2008	0	0	4	3	0	0	0	0	7
2013	0	0	4	3	0	0	0	0	7
2016	0	100	150	100	50	0	0	0	450
2018	0	250	450	250	100	0	0	0	1,100
2021	0	350	600	350	150	0	0	0	1,450

Notes: Figures for 2008 and 2013 are unrounded to reflect actual numbers.

Figures for 2016 onwards are rounded to reflect confidence.

Figures represent stock.

Figures do not include the 2,000 students units, which will be council tax exempt.

Age and gender structures

The future population is expected to show a predominantly young age structure. This is partly because new development populations tend to be younger, and is exacerbated since much of this particular new development will be oriented toward students and post-doc University employees. In particular, 2018 and 2021 show significant increases in the 15-24 and 25-44 age groups as the 2,000 new student units become available.

	0-4	5-14	15-24	25-44	45-64	65-74	75-84	85+	Total
2008	0	0	0	0	0	0	0	0	0
2013	0	0	0	0	0	0	0	0	0
2016	100	50	200	450	200	0	0	0	1,000
2018	250	150	1,200	1,400	450	25	0	0	3,500
2021	325	225	2,075	2,075	600	25	25	0	5,350
	0-4	5-14	15-24	25-44	45-64	65-74	75-84	85+	
2008	0	0	0	0	0	0	0	0	
2013	0	0	0	0	0	0	0	0	
2016	10%	5%	20%	45%	20%	0%	0%	0%	
2018	7%	4%	34%	40%	13%	1%	0%	0%	
2021	6%	4%	39%	39%	11%	0%	0%	0%	

Note: Totals may not sum due to rounding.

Tenure

Owner Occupied includes those with and without mortgages. Tenure (and council tax) in this new development is complex and is particularly difficult to forecast. 50% of all new dwellings will be market housing, some of which will be private rentals. 50% will be let through the University to students and employees. There will be no social housing.

	Owner Occupied	Shared Ownership	Social Rental	Private Rental	Key Worker Housing	Total
2008	0	0	0	0	0	0
2013	0	0	0	0	0	0
2016	150	0	0	50	200	450
2018	400	0	0	150	550	1,100
2021	500	0	0	200	700	1,450

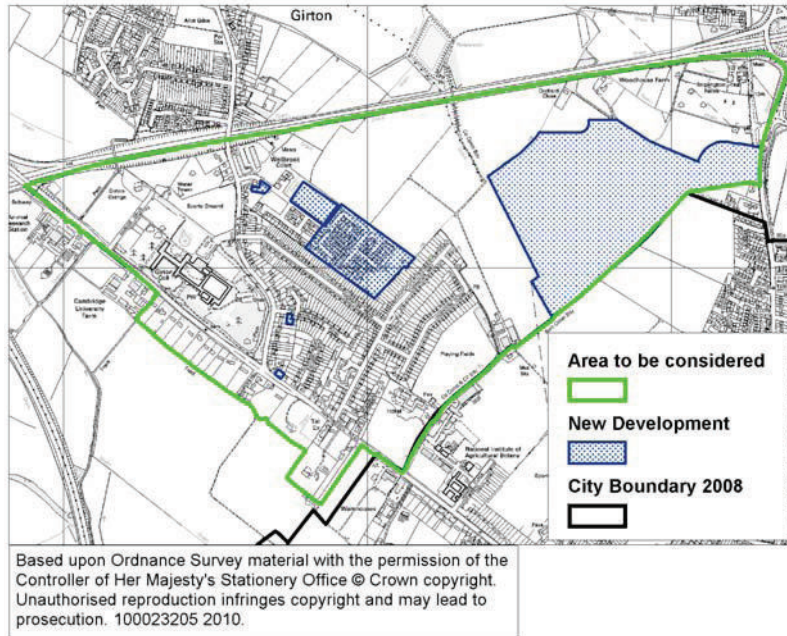
Note: Totals may not sum due to rounding.

Figures represent stock.

Figures do not include the 2000 student units.

Area 2 (NIAB Extra)

Area 2 is situated on the north-western fringe of Cambridge City. It extends into both Girton and Impington parishes and follows the southern edge of the A14 as it extends from west to east across South Cambridgeshire. The area contains the NIAB Extra new development site.



Summary of figures (stock)

Area 2 contains the majority of dwellings and population that are currently extant in the 3 areas to be considered. Its population is complicated to assess as it consists of established (before 2001) dwellings and population, a moderate amount of recent development, and a large resident student population attached to Girton College.

	2008	2013	2016	2018	2021	2023	Change '8-18
Population	1,900	2,100	4,550	4,850	4,850	4,850	155.3%
Dwellings	750	800	1,800	1,900	1,900	1,900	153.3%
Electors	1,600	1,750	3,850	4,100	4,100	4,100	156.3%

*Note: Totals may not sum due to rounding.
Grey denotes no further dwellings-based population increase.*

Between 2008 and 2013 the population is expected to increase marginally as a result of a small amount of new building not associated with the NIAB Extra new development site. Building for NIAB Extra is scheduled to start in 2014.

Forecast totals for 2013 are:

Population:	2,100	Dwellings:	800	Electors:	1,750
--------------------	-------	-------------------	-----	------------------	-------

Council Tax

This calculation assumes that the council tax band structure associated with recent building will continue to apply to future development.

	A	B	C	D	E	F	G	H	Total
2008	2	34	109	87	228	177	53	11	701
2013	2	50	150	100	250	200	50	11	800
2016	2	300	550	350	350	200	50	11	1,800
2018	2	300	600	350	350	200	50	11	1,900

Notes: Figures for 2008 are unrounded to reflect actual numbers.

Figures for 2013 onwards are rounded to reflect confidence, except for columns A and H.

Figures represent stock.

Age and gender structures

The age structure reflects the complex current and future populations. The 2008 age structure shows a large population of 15-24 and 24-44 year olds. A significant portion of this is made up of students. From 2016, when the NIAB Extra new build begins to affect the population, there is a large increase in the number of 0-4, 5-14, and 25-44 year olds. This reflects the movement of young families onto the new development. These age groups will increase in size and proportion of the total population as more new housing becomes available. The 15-24 age group will remain relatively large in size, but will decline dramatically as a proportion of the population. This reflects the static age structure and size of the student population. All older age groups will remain relatively static, both in size and proportion of the total population.

	0-4	5-14	15-24	25-44	45-64	65-74	75-84	85+	Total
2008	50	100	800	500	275	100	75	25	1,900
2013	75	125	825	575	300	100	75	25	2,100
2016	375	525	1,025	1,750	600	150	100	50	4,550
2018	425	575	1,050	1,900	650	150	100	50	4,850
2008	3%	5%	42%	26%	14%	5%	4%	1%	
2013	4%	6%	39%	27%	14%	5%	4%	1%	
2016	8%	11%	22%	38%	13%	3%	2%	1%	
2018	9%	12%	21%	39%	13%	3%	2%	1%	

Note: Totals may not sum due to rounding.

Tenure

Owner Occupied includes those with and without mortgages. Social Rentals includes rentals from housing associations, registered social landlords, and local authorities.

	Owner Occupied	Shared Ownership	Social Rental	Private Rental	Total
2008	550	25	100	50	750
2013	600	25	100	100	800
2016	1,000	100	400	250	1,800
2018	1,050	150	450	250	1,900

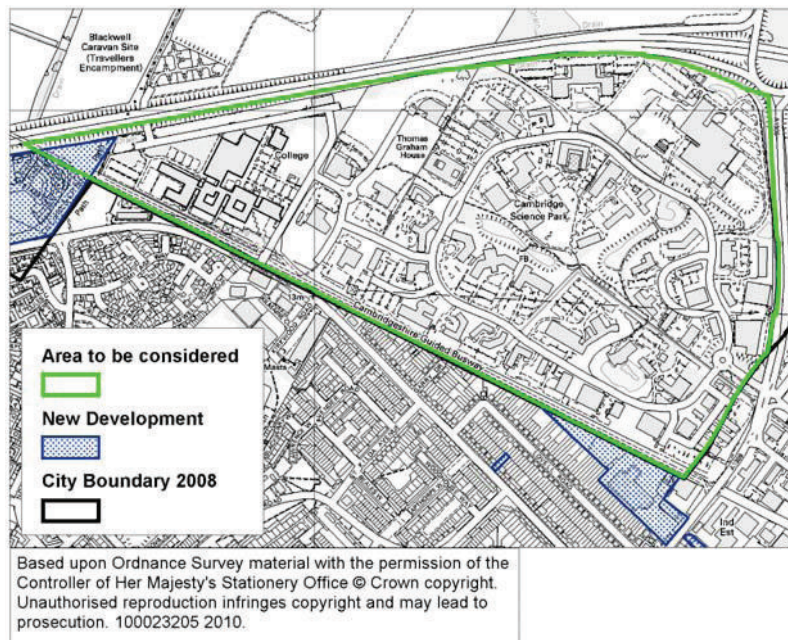
Note: Totals may not sum due to rounding.
Figures represent stock.

Area 3 (Cambridge Science Park)

Area 3 is situated on the northern fringe of the Cambridge City, between Change Areas E and CD. It sits mostly within Milton parish though a small part extends into Orchard Park.

It currently contains the Cambridge Science Park and the Cambridge Regional College, with little or no residential properties, and therefore no significant population.

Almost no building is forecast to take place within the area, except for the small section that extends into Orchard Park, and that is so small that any building that occurs within it will have a negligible effect.



2008

Existing population 2008: 2
 Existing dwellings 2008: 1
 Existing electors 2008: 2

Existing council tax bands 2008:

Band:	A	B	C	D	E	F	G	H	Total
Properties	0	0	0	0	1	0	0	0	1

Even assuming some building in the new development site area, future dwelling and population totals are unlikely to be large.

Cambridge South Cambridgeshire Boundary review Project - Methodology

Project overview

Assessment of the impact of a possible boundary change on the population and dwelling stock of Cambridge City Council and South Cambridgeshire District Council required the production of approximate population and dwelling stock estimates and forecasts for each of the small areas affected by the boundary change. These 'change areas' are non-standard geographies for which official statistics are not available. This section summarises the methods used to calculate these figures.

1. Sources of data

Cambridge City Council (CCC) and South Cambridgeshire District Councils (SCDC) provided the following data. In each case, South Cambridgeshire data was provided for the relevant change areas, while Cambridge City data was provided for the whole authority. The datasets were the most up-to-date available, therefore relating to the end of December 2009 / early 2010.

- Local Land and Property Gazetteer (LLPG) (MapInfo table): used to establish the total number of existing dwellings in each change area;
- Council tax records (MapInfo table): provide an additional check on residential dwelling numbers and show the council tax bands of properties in the change areas;
- Electoral register: shows the number of electors in each change area, serving as an indicator of the relative population size of each change area.

In addition, the Research Group drew from:

- 2001 Census data on population, gender, age structure and tenure;
- The Research Group's mid-2008 population estimates by district, ward and parish;
- The Research Group's 2008-based population forecasts by district and ward;
- Cambridge City Council's and South Cambridgeshire District Council's December 2009 housing trajectories.

2. Small area statistics

Each change area was described in terms of Census output areas. Depending on size, individual change areas comprised groupings of parts of or whole output areas. This allowed the change areas to be linked to published Census data.

For each change area, the following were established using MapInfo:

- Total number of existing dwellings within each change area;
- Council tax banding structure within each change area, i.e. how many band A, B, C etc properties will be transferred;
- Number of electors within each change area.

These counts showed that:

- Transfers from Cambridge to South Cambridgeshire were minimal in terms of population/dwellings and required no further analysis.
- Transfers from South Cambridgeshire to Cambridge were significant in change areas AB, GF, and CD. These required further analysis.

All small area statistics involved two kinds of figures: estimates of demographic and dwelling stock characteristics for 2008, and forecasts of demographic and dwelling stock characteristics for the period 2009-2023.

2.1 Small area population estimates

The basic data source used to estimate the population in each change area was the electoral register, however this only provides a count of those aged 17+ who are registered to vote. Three methods to calculate approximate populations from electorate counts were considered. Method 1 added approximate 0-16 populations to the electorate counts. Method 2 used an adjustment factor derived from the ratio of the electorate to the population at ward level. Method 3 applied a change factor to 2001 Census population figures, based on estimated population change at parish level. Comparison of the three methods indicated that Method 2 provided the most consistent results.

2.2 Small area population and dwellings forecasts

After some consideration, only population change associated with house-building was considered. The population living in the existing dwelling stock was assumed to remain constant. While in reality we might expect some change, the areas are too small to model individually with confidence. Exploratory work indicated that the scale of change would in any case be too small to be significant in the context of this project.

Population forecasts for new development areas were based on dwelling numbers as indicated in the districts' December 2009 housing trajectories. Small area dwellings forecasts were calculated by summing house building scheduled to take place within Census output areas between 2009 and 2023. Since the baseline year was taken to be 2008, and the baseline dwelling stock figures were taken from the LLPG, the 2009 dwellings forecast figure was assumed to be the 2009/10 trajectory figure, the 2010 dwellings forecast figure was assumed to be the 2010/11 trajectory figure etc. This approach may not coincide with other ways of matching years and dwellings figures.

Population change associated with new house building was forecast by applying average household size multipliers to the dwellings forecasts¹. The household size multipliers used varied by new development site, depending on the mix of property sizes and tenures expected. This process provided a population forecast for each output area or part thereof, within each change area, for each year between 2009 and 2023.

2.3 Small area elector forecasts

Elector forecasts were derived from population forecasts by assuming that the ratio of electors to population in 2008 remained constant.

2.4 Small area council tax forecasts

Council tax forecasts in new build areas were based on the council tax structure found in Orchard Park. Elsewhere the council tax structure was assumed to remain constant.

2.5 Small area age structure forecasts

Methodologies for calculating age structures differed depending on the characteristics of individual change areas.

In change area AB (Trumpington Meadows), age structure is based on that expected for a relatively 'balanced' new community with a moderate proportion of smaller units.

¹ For more information on the multipliers used, see the Research Group's paper *Household Size Multipliers for New Developments*, 31.01.09.

Change area GF (East Cambridge) contains a large established population as well as significant new building. Its age structure is calculated based on a combination of the 2008 district-level age structure for the established population, and a 'Cambourne'-based age structure for the new build areas. Cambourne was selected as it contains a high proportion of family houses.

Change area CD combines an established population, a large recent new development area, and ongoing building. Its age structure is based on a combination of NHS data for Orchard Park at present and Census figures for the established population.

All age structures were applied to small area population forecasts.

2.6 Small area gender structure forecasts

Gender structures were based on district level gender structures.

2.7 Small area council tax forecasts

Council tax band forecasts were based on the council tax banding structure found in Orchard Park, which was applied to the small area dwellings forecasts.

2.8 Small area tenure forecasts

Tenure forecasts for new development areas were based on expected proportions of social and shared-ownership housing, which varied between new development sites. Once social and shared housing was accounted for, the remaining housing was divided between owner occupation and private renting based on district-level proportions from the 2001 Census. Tenure for the established dwellings was estimated based on the 2001 Census structure for the relevant output areas.

2.9 Other areas

Totals for 'other areas' 1 and 2 were calculated using the above methods with the following exceptions: 1) 2008 population estimates were based on methods 2 and 3 rather than method 1, which had given anomalous results; 2) the area 1 forecast was affected by the inclusion of 2000 student units and associated population. Special measures had to be taken in calculating age structure as well as council tax and tenure figures.

3. District statistics

Population and dwelling stock figures for 2008 were taken from CCCRG mid-2008 population estimates.

Population and dwellings forecasts for the period 2009-2023 were generated in a special run of the CCCRG forecasting model. The primary input for the run was the December 2009 housing trajectories for Cambridge City and South Cambridgeshire. These forecasts served as a 'base' for each district, which were then adjusted by 'moving' the change area forecasts from one district to another. Since the only transfers of note involved those from South Cambridgeshire to Cambridge City, the adjustments involved subtracting small area totals from the South Cambridgeshire base forecasts and adding them to the Cambridge City base forecasts.

District level age structures and elector totals were calculated on a similar subtraction-addition basis.

Council tax forecasts are simple aggregates of all small area council tax forecasts. It is not possible to forecast council tax structures at district level due to a lack of data pertaining to new development sites not involved in the boundary changes.

This page is left blank intentionally.

SOUTH CAMBRIDGESHIRE DISTRICT COUNCIL

REPORT TO:	Electoral Arrangements Committee Council	7 July 2011 21 July 2011
AUTHOR/S:	Executive Director – Corporate Services / Legal & Democratic Services Manager	

WHITTLESFORD & DUXFORD WARD BOUNDARY REVIEW

Purpose

1. To report the outcome of the Community Governance Review (CGR) Consultation and to decide which option to take.
2. This is a key decision because it is likely to be significant in terms of its effects on communities living or working in an area of the District comprising two or more wards.

Options Available

3. The Electoral Arrangements Committee considered the following options and recommended **Option B** to Council:

Option A	Not to make an Application for a Related Alterations Order and maintain the status quo regarding ward boundaries.
Option B	To proceed with making an application to the LGBC (Local Government Boundary Commission) for a Related Alterations Order to come into force in May 2012. Prepare for a further election in Duxford in May 2012 on the assumption that a Related Alterations Order is granted.
Option C	Not to make an application in 2011 but to review after the May 2012 elections.

Recommendation

4. Council is recommended either to **CONFIRM OPTION B** or to **AGREE OPTION A** or **OPTION C** as the best way forward.

Reason for Recommendation

5. This is not a decision on which officers can make a recommendation, and is a matter which can be decided only by full Council.

Background

6. On 18 August 2010, the Council made an Order cited as the South Cambridgeshire District Council (Reorganisation of Community Governance) Order 2010 relating to the Parishes of Whittlesford and Duxford. The Order came into force on 1 September 2010 and had the effect of moving the Parish Boundary from its position along the centre of Royston Road and Station Road to a new position along the centre of the A505. The Order was made as part of a Community Governance Review conducted

by the Council under the Local Government and Public Involvement in Health Act 2007 in which the residents, the parish councils and the county council were consulted on the proposed change.

7. On the instructions of the former Electoral Services Manager, an application was made to the LGBC on 13 September 2010 for a Related Alterations Order to align the ward boundary separating the wards of Whittlesford and Duxford with the new parish boundary. On 24 January 2011, the application was withdrawn on the advice of the Senior Lawyer because the Community Governance Review conducted last year did not include a proposal to alter the ward boundary and therefore had not been considered by the consultees. It is a legal requirement of the LGBC that evidence of such consultation must be produced before a Related Alterations Order can be made.
6. At its last meeting in April 2011, the Committee resolved to consult and re-consider by 1 October 2011 with a view to making an application to the LGBC for a Related Alterations Order. The LGBC had advised that an application would need to be lodged with them by October 2011 if an Order was required in time for May elections the following year.
7. On 16 May 2011, the Council wrote to the consultees listed below requesting responses by 5pm Friday 1st July 2011. A copy of the letter is with the background papers.
8. To the Occupiers of:
Nos.1,2,3,4,5,7,8,9,10,12,14,16,18,20,24,26 Knights Orchard, Whittlesford, CB22 4AG
Nos.83,85,88,89,90,91 Moorfield Road, Whittlesford, CB22 4PP
Nos.1,2,3,4,5,6 Owls Close, Whittlesford, CB22 4PL
Nos.1,3,5,7,9,11,15,17,19,21,23,25 Royston Road, Whittlesford, CB22 4NW
Nos.2,2A,4,6,10,12,14,16,20,24,26,28,30,32,34,36,38 Station Road, Whittlesford, CB22 4NL
Oast House Flat, 42 Station Road, Whittlesford, CB22 4NL
Red Lion Hotel, Station Road, Whittlesford, CB22 4NL
Nos.1,2,3,4,5,6,7,8,9,10,11,12,14,16,18,20 The Moraine, Whittlesford, CB22 4AH

Mike Parker, Clerk to Duxford Parish Council, 2 Mill Lane, Duxford, CB22 4PT
Ian Skellern, Clerk to Whittlesford Parish Council, Ash House, 1 Owls Close, Whittlesford, CB22 4PL
Councillor Mick Martin, Wingsfold, 17a Hunts Road, Duxford, CB22 4RE
Councillor Peter Topping, Reeds Cottage, 11 West End, Whittlesford, CB22 4LX
Head of Legal Services, Cambridgeshire County Council, Shire Hall, Castle Hill, CB3 0AP
9. The two responses below were received, both from Whittlesford residents. There was no response from any of the other consultees.

(1) "Further to your letter of 16 May 2011, we would like to communicate our support for the proposed boundary change to bring them into line with the new parish boundaries.

We were wholly in support of the parish boundary change, largely for reasons of schooling for our children, as the journey is safer, quieter and more easily made on foot or by bike to the Whittlesford primary school than Duxford. It now seems something of an anomaly to be voting in Duxford for local elections but in Whittlesford for parish council elections. It would also seem to complicate communication at a

local government level if there is confusion over who is supposed to represent the residents of the strip in question on issues of transport services, housing development etc.”

(2) “ We are writing in favour of the ward boundary changes for the area around Station Road, Whittlesford. It will make good sense to have all voting occurring in one location within Whittlesford village and consistent with the new parish boundary. At a practical level access to polling within Whittlesford village will be far easier than driving around the back-lanes of Duxford looking for an address that we are not very familiar with if we wish to vote once in every so many years. This will encourage voter uptake amongst those who often have little spare time after working to look for the polling station before closing time.”

Considerations

- 10. The LGBC’s Guidance states:
“a principal council may decide that it does not wish to propose related alterations to ward boundaries. Where this results in boundaries no longer being coterminous, principal councils will need to be satisfied that the identities and interests of local communities are still reflected and that effective and convenient local government will be secured. Principal councils will also wish to consider the practical consequences, for example for polling district reviews, of having electors voting in parish council elections with one community but with a different community for district and or county elections.”
- 11. If the LGBC decides not to implement the proposed related alterations, then the existing ward boundary remains in force. It has no power to modify any recommendations submitted to it; it may only implement or reject the recommendations.
- 12. The LGBC has advised that an order for related alterations normally comes into force at the next election in the cycle. Where elections are in thirds, there has to be an out-of-turn election to bring about coterminosity. This means cutting short the term of a councillor. Duxford held their election earlier this year in full knowledge that the term of the successful candidate may be cut short should a Related Alterations Order be made mid term. Whittlesford’s election is scheduled for May 2012. Duxford may be required to hold a further election at the same time.
- 13. This case involves some 112 electors in a group of properties “sandwiched” between main roads to their north and south.
- 14. A separate polling district has been created for the 112 electors and if they are content to be in the same parish as their neighbours to their north and in the same ward as their neighbours to their south, then a related alteration to the ward boundary to make it coterminous with the parish boundary may be unnecessary if non-coterminous boundaries do not inconvenience electors. They would continue to visit the Duxford polling station for ward elections and the Whittlesford polling station for parish elections.

Implications

15.	Financial	Further costs to the Council in making the application to the LGBC and extra election in May 2012. Further costs to the political parties of running an extra campaign.
	Legal	As stated.

Staffing	Further burden of running an extra election.
Risk Management	None
Equality and Diversity	None
Equality Impact Assessment completed	No N/A
Climate Change	None

Consultations

16. The result of the Consultation is set out above. Council is being asked to decide whether to proceed with a Related Alterations request in the light of the recommendation of the Electoral Arrangements Committee in response to the two positive representations received and the lack of response from the other consultees.

Consultation with Children and Young People

17. None has been undertaken

Effect on Strategic Aims

18. We demonstrate our commitment to being a listening council by going out to public consultation and taking representations into account before a decision is made on proposed ward change. By consulting on proposed ward change, the Council is allowing affected electors to say which of their neighbours to the north or south they prefer to be with when it comes to electing their district councillor. This promotes engagement in matters affecting them and their villages and demonstrates our commitment to making South Cambridgeshire a place in which residents can feel proud to live.

Background Papers: the following background papers were used in the preparation of this report:

“Guidance on Community Governance Reviews” - guidance issued jointly by Electoral Commission and Communities and Local Government

Consultation letter

Contact Officer: David Lord Senior Lawyer
Telephone: (01954) 713193

SOUTH CAMBRIDGESHIRE DISTRICT COUNCIL

SOUTH CAMBRIDGESHIRE HALL
CAMBOURNE BUSINESS PARK
CAMBOURNE
CAMBRIDGE
CB23 6EA

DX: 729500, CAMBRIDGE 15



**South
Cambridgeshire
District Council**

THE LEGAL OFFICE

CONTACT: David Lord
DDI: 01954-713193
FAX: 01954-713150
E-MAIL: david.lord@scambs.gov.uk

DATE: 16th May 2011

Our Ref: DL/SK/CORPAR.3584
Your Ref:

«Name»
«Address_1»
«Address_2»
«Address_3»
«Post_Code»

Dear «Salute»

Proposed Ward Boundary Change Between Duxford and Whittlesford

On 28th May 2009 the Council received a request from Whittlesford Parish Council to move the parish boundary between Whittlesford and Duxford from its position along the centre of Royston Road and Station Road to the centre of the A505 bypass road. A Community Governance Review involving public consultation was carried out which resulted in the making of the South Cambridgeshire District Council (Re-Organisation of Community Governance) Order 2010 that came into effect on 1st September 2010. A copy is enclosed for your information. The effect of the Order is that residents who formerly resided in Duxford Parish now reside in Whittlesford parish.

On 12th April 2011 the Council's Electoral Arrangements Committee agreed a request by the local district council members for Whittlesford & Duxford to carry out a further Community Governance Review to seek the views of electors and other interested parties about a proposal to make a formal application to the Local Government Boundary Commission to alter the district ward boundary to bring it into line with the new parish boundary. The Committee agreed that the proposal had merit as it would eliminate possible confusion amongst electors when voting in the future. Without a change, those electors who are now in the Whittlesford Parish by virtue of the 2010 Order will remain in the Duxford Ward for District Council elections.

A proposal to alter a district ward boundary as opposed to a parish boundary must be considered by the Local Government Boundary Commission. The role of South Cambridgeshire District Council is to carry out the Review including public consultation, to consider responses and to make the application to the Commission if that is the recommendation. The process is set out in the Local Government and Public Involvement in Health Act 2007.

Consequently, I have been asked to write to all householders likely to be affected by the proposal seeking your views, and anyone else who may have an interest in the review, as part of a six week consultation process. I would be grateful to receive any comments by **Friday 1st July 2010**.

The main reason for the 2009/10 parish boundary review was that the Parish Council considered that the village residents who lived on the south side of Royston Road and Station Road and those on Moorfield Road on the north side of the A505 were isolated from Duxford Parish by the A505 and felt part of Whittlesford village in reality. The parish council was also concerned about the future provision of primary school education following planning permission being granted for new housing development in the area and the potential dangers involved with children having to cross the A505 to go to school in Duxford. The 2010 Order addressed those issues by altering the parish boundary but it did not and could not alter the district ward boundary. Only the Boundary Commission can do this provided there has been full public consultation on the proposal. The Council and the Commission must be satisfied that the identities and interests of the local community are reflected and that effective and convenient local government will be secured. They will also wish to consider the practical consequences, for example for polling district reviews, of having electors possibly voting in parish council elections with one community but with a different community for district elections should the status quo be preserved.

If you do have any representations to make please would you let me have them in writing by 5pm Friday 1st July 2011 to the above address or via email to david.lord@scams.gov.uk

Yours faithfully



David Lord
Senior Lawyer

Encs

To the Occupiers of:-

Nos.1,2,3,4,5,7,8,9,10,12,14,16,18,20,24,26 Knights Orchard, Whittlesford, CB22 4AG

Nos.83,85,88,89,90,91 Moorfield Road, Whittlesford, CB22 4PP

Nos.1,2,3,4,5,6 Owls Close, Whittlesford, CB22 4PL

Nos.1,3,5,7,9,11,15,17,19,21,23,25 Royston Road, Whittlesford, CB22 4NW

Nos.2,2A,4,6,10,12,14,16,20,24,26,28,30,32,34,36,38 Station Road, Whittlesford, CB22 4NL

Oast House Flat, 42 Station Road, Whittlesford, CB22 4NL

Red Lion Hotel, Station Road, Whittlesford, CB22 4NL

Nos.1,2,3,4,5,6,7,8,9,10,11,12,14,16,18,20 The Moraine, Whittlesford, CB22 4AH

Mike Parker, Clerk to Duxford Parish Council, 2 Mill Lane, Duxford, CB22 4PT

Ian Skellern, Clerk to Whittlesford Parish Council, Ash House, 1 Owls Close, Whittlesford, CB22 4PL

Councillor Mick Martin, Wingsfold, 17a Hunts Road, Duxford, CB22 4RE

Councillor Peter Topping, Reeds Cottage, 11 West End, Whittlesford, CB22 4LX

Cambridgeshire County Council, Shire Hall, Castle Hill, CB3 0AP

SOUTH CAMBRIDGESHIRE DISTRICT COUNCIL

REPORT TO: Council 26 May 2011
AUTHOR/S: Executive Director, Operational Services / Corporate Manager, Affordable Homes

COMPULSORY PURCHASE ORDERS - 26 GRANDRIDGE CLOSE, FULBOURN AND 12 FARMERS ROW, FULBOURN

Purpose

1. This report recommends making Compulsory Purchase Orders in respect of 26 Grandridge Close, Fulbourn and 12 Farmers Row, Fulbourn to allow the properties to be demolished and the sites redeveloped for new housing.
2. This is a key decision because:
 - it is likely to result in the Council incurring expenditure which is, or the making of savings which are, significant having regard to the Council's budget for the service or function to which the decision relates;
 - it increases financial commitments (revenue and / or capital) in future years above existing budgetary approvals;
 - it requires the acquisition or disposal of any land or interest in land with a value in excess of Level 4 (£120,000);
 - it is of such significance to a locality, the Council or the services which it provides that the decision-taker is of the opinion that it should be treated as a key decision.

Recommendations

3. The Council is recommended to approve the making of the Compulsory Purchase Orders (attached at **Appendices E & F**) in respect of the site at 26 Grandridge Close, Fulbourn (which site is shaded on the plan attached at **Appendix B**) and in respect of the site at 12 Farmers Row, Fulbourn (which site is shaded on the plan attached at **Appendix C**) pursuant to the provisions of Section 17 of the Housing Act 1985 and the Acquisition of Land Act 1981 to enable the provision of housing accommodation by the Council's partner housing association Accent Nene in respect of the Windmill Estate redevelopment project.

Reasons for Recommendations

4. To obtain authority to make Compulsory Purchase Orders under the Housing Act 1985 for the owner occupied properties known as 26 Grandridge Close, Fulbourn and 12 Farmers Row, Fulbourn, to ensure that the agreed regeneration and redevelopment programme can proceed to the timescales proposed. Detailed reasons for making these compulsory purchase orders are set out in the Statement of Reasons for each property (attached at **Appendices A & B**).

Background

5. The redevelopment of the Windmill Estate is a significant project for the Council, requiring the demolition of 164 homes and the building of around 270 new

replacement homes provided by the Council's partner housing association Accent Nene.

6. The original agreed objectives were to:
 - Provide a sustainable mix of new homes.
 - Improve the quality of life of tenants and owners who had been living in sub standard properties
 - Provide a boost to community cohesion within Fulbourn,
 - Maximise the number of new affordable rented homes
 - Increase the overall housing provision within the district
 - Mitigate the financial cost risks to the Council associated with attempting to maintain the old homes to an acceptable standard despite the design flaws of those properties.
7. The Council decided on 23 November 2006 to commence the redevelopment project.
8. The process has involved transferring land parcels to Accent Nene to enable their comprehensive redevelopment and regeneration programme to proceed. This has involved the demolition of the majority of the homes transferred via the land parcels, including a number of homes that have been purchased through the Right to Buy procedure. Under the arrangements to transfer, Accent Nene agreed to make every effort to purchase the units that had been acquired via the Right to Buy, through agreement with the owners.
9. Prior to the commencement of the redevelopment works, each owner-occupier was contacted, and detailed terms of the financial offer available provided to them for voluntary acquisition of their properties by Accent Nene. These terms ensure that no owner-occupier would be worse off through agreeing voluntarily to sell as opposed to being compulsory purchased. In addition owner-occupiers living on the estate at the time of the proposals were provided with additional options enabling them to buy a new property on a rent-free equity share basis.
10. Compensation payable to owner-occupiers under the relevant legislation includes payment of the market value of the property, a home loss payment of 10% of the value of the property and a disturbance payment for the reasonable costs of moving.
11. Accent Nene need the certainty that they will be able to acquire 26 Grandridge Close and 12 Farmers Row, Fulbourn, where negotiations with the owner-occupiers are still on-going, to enable their redevelopment programme to proceed according to the timetable agreed with local residents and to ensure that development costs do not escalate. The granting of a CPO can take up to 18 months if a Public Inquiry is required.
12. It is the intention of Accent Nene to continue to negotiate to voluntarily purchase interests in these two properties through negotiation with the owners but such agreement has not yet been reached.
13. On 27 January 2011 the Council agreed to reconsider its previous position of not utilising compulsory purchase to acquire properties where agreements had not been reached, and resolved that compulsory purchase powers may be used if there were no alternative way of ensuring the completion of the Windmill Estate project.
14. Government guidance Circular 06/04 on the use of compulsory purchase orders states:

“Before embarking on compulsory purchase, acquiring authorities should seek to acquire land by negotiation wherever practicable. However, although the compulsory purchase of land is intended as a last resort when attempts to acquire by agreement fail, acquiring authorities should consider when the land they are seeking to acquire will be needed and, as a contingency measure, should plan a compulsory purchase timetable at the same time as conducting negotiations. Indeed, given the amount of time which needs to be allowed to complete the compulsory purchase process, it may often be sensible for the acquiring authority to initiate the formal procedures in parallel with such negotiations. This will also help to make the seriousness of the authority's intentions clear from the outset, which in turn might encourage those whose land is affected to enter more readily into meaningful negotiations.”

15. The Council must therefore proceed with making the two compulsory purchase orders now.

Considerations

16. It is considered necessary to obtain compulsory purchase orders as a fall-back position in case an agreement can not be reached with the owners of 26 Grandridge Close and 12 Farmers Row, Fulbourn.
17. If compulsory purchase orders are not obtained for these properties, it is possible that other owners (where agreements have not yet been finalised) could refuse to sell and vacate their property, hence obstructing and delaying the redevelopment works further. In consequence, the redevelopment would look incomplete and a number of affordable homes would not be constructed. This would result in a loss of better quality, affordable accommodation to local residents in housing need.

Implications

18. A compulsory purchase order for each property would be made under Section 17 of the Housing Act 1985 and the Acquisition of Land Act 1981. Government guidance in circular 06/04 provides that a compulsory purchase order should only be made where there is a compelling case in the public interest, sufficient to justify interference with the human rights of those with an interest in the land. The human rights implications are addressed in the Statement of Reasons attached as **Appendix A** to this report.
19. **Appendix E** of Circular 06/04 deals with compulsory purchase orders made under housing powers. Paragraph 3 states that the acquisition must achieve a quantitative or qualitative housing gain and Paragraph 7 states specifically that the acquisition of land for housing development is an acceptable use of Compulsory Purchase powers, including where it will make land available for private development or development by Housing Associations.

20.

Financial	None
Legal	See comments at paragraph 15 and 16 above
Staffing	Additional resources may be required to support officers through the CPO procedure
Risk Management	The main risk associated with the proposed CPO is a delay in the delivery of the overall project, should the owner-occupiers of 26 Grandridge Close and 12 Farmers Row not agree to voluntarily sell. This risk is mitigated by the voluntarily compensation scheme and the proposals for compulsory purchase outlined in this report

Equality and Diversity	Not applicable
Equality Impact Assessment completed	Not applicable
Climate Change	Not applicable

Consultations

21. The decision to proceed with the regeneration of the Windmill Estate was only taken after widespread and lengthy consultation with the local community. All residents were given ample opportunity to contribute to the proposals including the voluntary compensation scheme.

Effect on Strategic Aims

22. The new homes will be better designed to meet the needs of the overall community and there will be an overall improvement in the quality and affordability of the units being constructed. It will also help to address some of the existing demand for affordable housing in Fulbourn.

Background Papers: the following background papers were used in the preparation of this report:

ODPM Circular 06/04 Compulsory Purchase and the Crichel Down Rules

Contact Officer: Schuyler Newstead – Housing Strategy and Development Manager
Telephone: (01954) 713332

Fiona McMillan – Legal & Democratic Services Manager
Telephone (01954) 713027



Statement of Reasons

South Cambridgeshire District Council Statement of Reasons
(Grandridge Close, Windmill Estate, Fulbourn) Compulsory Purchase
Order No. []

1. Introduction

- 1.1 This is the Council's Statement of Reasons for making the The South Cambridgeshire District Council (Grandridge Close Fulbourn) Compulsory Purchase Order 2011. This is a non-statutory Statement provided in compliance with paragraphs 35 and 36 and Appendix R of ODPM Circular 06/2004 *Compulsory Purchase and the Crichel Down Rules*.
- 1.2 This Compulsory Purchase Order ("the CPO") was made pursuant to the provisions of Section 17 of the Housing Act 1985 and the Acquisition of Land Act 1981.

2. Location and Description of Order Land

- 2.1 The order land comprises **26 Grandridge Close, Fulbourn**. The Order Land forms part of the Windmill Estate which is situated near Fulbourn, Cambridge.
- 2.2 The property is a two-bedroomed mid-terrace house which borders Nos.25 and 27 Grandridge Close. It is in the middle of a block of six terraced houses.
- 2.3 It is currently occupied by an owner-occupier, the property being purchased under the Right to Buy scheme. The adjoining properties on both sides, Nos. 25 and 27, are Council-owned properties and are now vacant.

3. The Council's purpose in seeking to acquire the land

- 3.1 The Council's purpose in seeking to acquire the land included within the Order is to facilitate the agreed regeneration and redevelopment programme of Windmill Estate, Fulbourn and provide better quality, affordable accommodation to local residents in housing need.
- 3.2 The Windmill Estate was built in the 1960s and has been undergoing redevelopment for a number of years. The properties are in poor condition having only ever been intended as a temporary buildings. The Windmill Estate re-development scheme ("The Scheme") requires the demolition of 164 homes and the building of around 270 new replacement homes provided by the Council's partner housing association Accent Nene.
- 3.3 The Council resolved on the 23 November 2006 to commence with the redevelopment project. The agreed objectives were to:
- Provide a sustainable mix of new homes.
 - Improve the quality of life of tenants and owners who had been living in sub standard properties
 - Provide a boost to community cohesion within Fulbourn,
 - Maximise the number of new affordable rented homes
 - Increase the overall housing provision within the district
 - Mitigate the financial cost risks to the Council associated with attempting to maintain the old homes to an acceptable standard despite the design flaws of those properties.
- 3.4 The Scheme is a substantial regeneration investment priority for the Council. As well as comprising a significant housing component, the Scheme seeks to achieve transformational change for the benefit of the local community.

- 3.5 The redevelopment will be mixed tenure with re-provision of affordable rented homes together with homes for shared ownership and homes for market sale. The first demolition started in April 2008 and the first 45 homes in phase 1A were completed in October 2009. Of these, four have been market sale and 20 shared ownership sales. A new replacement community centre has also been completed. Phase 1B consists of 74 units which are currently under construction and will be completed in 2010/11. A detailed planning application for Phase 2A has been approved and work has commenced on site.

4. Proposals for the use/development of the land - the Windmill Estate Re-Development Scheme

General Description

- 4.1 In broad terms the Scheme involves:
- (a) the demolition of 164 homes – being homes which are deemed to be of non-decent condition;
 - (b) the construction of up to 270 new, better quality, affordable homes to be available to local residents in housing need;
 - (c) the creation of new community amenities including a community resource centre, library and play area
 - (d) estate environmental improvements
- 4.2 Accent Nene was selected as the Council's preferred development partner. Accent Nene has been successfully negotiating voluntary purchases with the owners of the properties on the estate. They have ensured that no owner-occupier will be worse off through agreeing to voluntarily sell as opposed to being compulsory purchased. Owner occupiers living on the estate at the time of the proposals have been provided with additional options enabling them to buy a new property on a rent free equity share basis.
- 4.3 The scheme will comprise residential and community uses. It will involve changes to the highway layout at Grandridge Close and Dunmowe Way.

Benefits of the Scheme

- 4.4 This Scheme will provide good quality housing for local residents and provide a safe, popular and desirable neighbourhood for them to live in. It will replace outdated accommodation with decent homes where members of the local community will choose to live.
- 4.5 The Scheme will contribute to the community by providing housing of the right quantity, quality, tenure and affordability to help address people's needs locally.

Scheme Construction Programme

- 4.6 The overall construction programme is anticipated to be 5 years. Following the grant of planning permission in 2007 the programme delivery has involved the completion of construction contracts, negotiations with owner-occupiers leading to voluntary sale of the existing properties, and other necessary agreements.
- 4.7 The Scheme will be carried out in 4 phases.
- 4.8 The Scheme represents a number of transfers of land parcels to enable the comprehensive redevelopment and regeneration programme to proceed, through demolition and redevelopment. There has been a significant amount of time and

effort spent by local residents and the Council in developing the project to the point where the first new buildings have now been completed and many people have already been displaced as part of the process.

- 4.9 Extensive consultation exercises have been carried out with the local residents and stakeholders throughout the entire process and expectations raised in that process. The Residents Panel representing both tenants and owner occupiers on the estate continues to meet regularly and play a full role in the progress of the development. The Residents Panel issues a quarterly newsletter to all residents

Compensation

- 4.10 It is the intention of Accent Nene to continue to negotiate to voluntarily purchase interests in properties through negotiation with the two owner-occupiers that to date have not accepted the offers made, although both are in continuing dialogue with Accent Nene and the Council.
- 4.11 Compensation payable to owner occupiers under the relevant legislation includes payment of the market value of the property, a home loss payment of 10% of the value of the property and a disturbance payment for the reasonable costs of moving.
- 4.12 Additionally, owner occupiers living on the estate at the time of proposals were provided with additionally options enabling them to buy a new property on a rent free equity share basis.

5. Justification for use of compulsory purchase powers

- 5.1 The Council has been working towards the redevelopment of the Windmill Estate for a considerable number of years. The Scheme represents a project where the Council and Accent Nene are working together with a view to re-develop the Site by improving the quality of life of those living or otherwise involved in community life of the area.
- 5.2 The decision to proceed with the regeneration of the Windmill Estate was only taken after widespread and lengthy consultation with the local community. All residents were given ample opportunity to contribute to the proposals including the voluntary compensation scheme. Redevelopment has already commenced; land parcels have been transferred to Accent Nene to enable their comprehensive redevelopment and regeneration programme to proceed, which has involved the demolition of a number of homes transferred under such parcels, and a number which have been purchased through the Right to Buy.
- 5.3 It was the Council's policy not to utilise compulsory purchase to acquire properties as part of this scheme, and Accent Nene had agreed to make every effort to purchase the owner occupied properties through negotiating voluntary sales. However, in January 2011 the Council reconsidered its stance on the use of compulsory purchase powers as it considered it necessary to use them if an agreement could not be reached with the owners of 26 Grandridge Close and 12 Farmers Row, Fulbourn.
- 5.4 The owner-occupier of 26 Grandridge Close has yet to agree terms with Accent Nene to vacate his home to enable the site to be cleared. If one block of the existing housing were to be retained in the middle of the redevelopment it would have the following impacts:
- Each home is part of a block of houses that cannot be separated. To leave one home therefore means that a complete block would need to be retained. The masterplan submitted to obtain outline planning permission was finely tuned to

meet planning requirements (including road layouts, distances between buildings, open space provision etc) yet still meet the objectives of the redevelopment. To redesign around just one block would mean that the overall masterplan would not be achieved, and would mean the loss of new homes for Fulbourn including affordable homes.

- The presence of a retained block in the middle of the development is likely to impact upon the market sales of nearby homes as it would make the estate look much less attractive. If market sales of the new units are affected by the presence of retained blocks, the financial viability of the project will be placed in jeopardy. The financial viability of the scheme is dependent upon grant levels from the Homes & Communities Agency (HCA), money from market sales and shared ownership sales and future rental income. Accent Nene are not in a position to subsidise the development from other resources and neither is the Council.
 - The costs of refurbishing any retained blocks is prohibitively expensive. Initial estimates indicate that this could be as much as £100K per unit i.e. £500K for block of 5 and £1m for 10 homes. With very limited capital resources available to the Council to maintain the remainder of the Council houses this level of expenditure could not be justified; this was the underlying reason why the project was started in the first place. Properties would have to be secured and left vacant. A retained and boarded up block could result in anti social behaviour and other management problems and this would also impact upon market sales.
 - Accent Nene require the certainty that they will be able to acquire the property to enable their redevelopment programme to develop according to the timetable agreed with local residents and ensure their costs do not escalate. A big project of this sort cannot be stopped and started easily. Now that the contractors are on site the momentum needs to be maintained otherwise they would have to be stood down to allow them to work on other projects. If this happens then Accent Nene may have to consider their ability to continue as the Council's development partner (their Board may determine that the risk to the association is too great).
- 5.5 If a CPO is not obtained for both 26 Grandridge Close and 12 Farmers Row it is possible that other owners (where agreements have not been finalised) could refuse to sell and vacate their property, obstructing and delaying the redevelopment works further. This would result in an incomplete redevelopment and it would not be possible to construct 17 proposed homes. Consequently, there would be a loss in quality as well as affordable accommodation available to local residents in housing need.
- 5.6 Without a CPO the Council may incur expenditure on renovation of the residual units, which is significant with regard to the Council's budget for the project.
- 5.7 Financial commitments (revenue and/or capital) may increase in future years above existing budgetary approvals.
- 5.8 The new homes will be better designed to meet the needs of the overall community, will be of higher quality and affordability, and will help to address some of the existing demand for affordable housing in Fulbourn.
- 5.9 The redevelopment is of significant public interest, particularly to the locality of the Windmill Estate. It will vastly improve the area economically, socially and environmentally, providing a better way of life for a larger number of people.

- 5.10 A package of financial compensation and support has been made available to all of the owner-occupiers living on the estate including the option of moving into one of the retained units on the edge of the redevelopment. This compensation would meet all of the associated transaction and moving costs and overall would add up to a better financial deal than is likely to be obtained under a CPO order.
- 5.11 In addition, the existing homes are not mortgageable and could only therefore be sold on the open market to cash buyers thus severely limiting the future options open to owner-occupiers if they choose not to accept the financial compensation package being offered to move off site now. Similarly, the valuation for CPO purposes provided by the District Valuer would be at the true market value of the property reflecting the non mortgageability of the homes and would be much less than the notional market value that has been offered to residents as part of the financial compensation package.
- 5.12 In order to complete the Scheme, it is necessary for the Council to compulsorily acquire certain residential property interests. The Council has liaised with many property owners detailing the terms of the financial offer available provided to them for voluntary acquisition of their properties by Accent Nene. The negotiations with and acquisition of 26 Grandridge Close remain to be completed. Consequently the Council has made the Order in order to secure this outstanding interest (“the Order Land”) and thereby facilitate the completion of the Scheme.

6. **Human Rights Act considerations**

- 6.1 The 1998 Act came into force on 2 October 2000. The main articles of the Convention which are of importance in circumstances where the Council is considering making a CPO are Article 8 – the right to respect for private and family life and his/her home and Article 1 of the First Protocol – the protection of property.
- 6.2 Section 6 1998 Act prohibits public authorities from acting in a way which is incompatible with the Convention. Various Convention rights may be engaged in the process of making and considering the compulsory purchase orders, including under Articles 8 and Article 1 of the First Protocol. The approach to be taken to give effect to rights under the Convention is also reflected in paragraph 17 of ODPM Circular 06/2004:-

“A compulsory purchase order should only be made where there is a compelling case in the public interest. An acquiring authority should be sure that the purposes for which it is making a compulsory purchase order sufficiently justify interfering with the human rights of those with an interest in the land affected, having regard, in particular, to the provisions of Article 1 of the First Protocol to the European Convention on Human Rights and, in the case of a dwelling, Article 8 of the Convention.”

- 6.3 The European Court of Human Rights has recognised in the context of Article 1 of the First Protocol that “regard must be had to the fair balance that has to be struck between the competing interests of the individual and of the community as a whole”, i.e. compulsory purchase must be proportionate. Both public and private interests are to be taken into account in the exercise of the Council’s powers and duties as a local planning authority. Similarly, any interference with Article 8 rights must be “necessary in a democratic society” i.e. proportionate. In pursuing a compulsory purchase order, the Council has to carefully consider the balance to be struck between individual rights and the wider public interest having regard also the availability of compensation for compulsory purchase.

- 6.4 Article 8(1) provides that everyone has the right to respect for his/her property but Article 8(2) allows the State to restrict the rights to respect for the property to the extent necessary in a democratic society and for certain listed public interest purposes eg. public safety, economic well being, protection of health and protection of the rights of others.
- 6.5 In considering Article 8 in the context of a CPO it is necessary to consider the following questions:
- (a) does a right protected by this article apply?
 - (b) has an interference with that right taken place or will take place as a result of the CPO being made?
- 6.6 Clearly Article 8 does apply and therefore it was necessary for the Council to consider the possible justifications for the interference (Article 8(2)) as follows:
- (a) is the interference in accordance with law? There is a clear legal basis for making the CPO under section 17 of the Housing Act 1985 and the Acquisition of Land Act 1981.
 - (b) does the interference pursue a legitimate aim? The CPO is necessary to implement the Scheme which seeks overall redevelopment of the Site in accordance with planning permission.
 - (c) is the interference necessary in a democratic society? This requires a balanced judgement to be made between the public interest and the rights of individuals. The CPO is considered to be both necessary and proportionate in that the land to be acquired is the minimum to achieve the Scheme objectives.
- 6.7 The second relevant article is Article 1 of the First Protocol, which provides that:
- (a) every natural or legal person is entitled to the peaceful enjoyment of his possessions
 - (b) no one shall be deprived of those possessions except in the public interest and subject to the conditions provided for by law.
- 6.8 The Council considered the effect of the above articles of the Human Rights and decided that on balance it was in the interest of the community to make the CPO over and above the interest of the individuals affected. Interference with Convention rights is considered by the Council to be justified for the reasons set out in this Statement of Reasons. The council in making this CPO also had particular regard to the rights of the individuals affected to compensation.

7. Planning Position

- 7.1 Planning permission was granted on 17th December 2007 for the scheme.
- 7.2 The affordable housing units will be constructed in accordance with the design and quality standards determined by the Homes and Communities Agency,
- Sustainability
- 7.3 The Scheme is founded on sound sustainability principles. It aims to be environmentally sustainable by:
- a) Developing entirely on brownfield land currently occupied by residential buildings
 - b) Aiming for all the affordable housing units to achieve a minimum of Code Level 3

- 7.4 The Scheme endeavours to develop a sustainable community through the following objectives:
- a) The new estate is to be economically, socially and environmentally sustainable
 - b) It will maintain the strength of the existing community; an estimated 90% of existing households will be moved to the new estate.
 - c) It will retain a balanced community in terms of child density, age profile and income levels
 - d) It will increase the earning potential of estate residents, especially young adults, by providing training and employment experience opportunities within the project processes for estate residents
- 7.5 The Scheme intends to improve the level of resident satisfaction with the Estate by:
- a) Providing a new site layout and dwellings that are of higher quality design than the current Estate, earning a higher Housing Quality Indicator (HQI) than the existing estate
 - b) The new affordable housing dwellings space standards are to be at least as high as existing dwellings
 - c) The new estate is to be visually more consistent with the village vernacular as assessed by a panel of residents and neighbours
 - d) Reducing the cost of fuel and water to residents
 - e) Improving facilities and the estate environment, for example providing facilities for children's play which will reduce conflict with other residents
 - f) Reducing the incidence of crime and the perceived fear of crime
 - g) Providing better accommodation for cars and bicycles to reduce scope for and fear of car crimes
- 7.6 The Scheme aims to enhance the sustainability of the village and help meet existing and future local housing needs through:
- a) Increasing the supply of housing in Fulbourn
 - b) Increasing the supply of social rented and intermediate housing on the estate
 - c) Providing a mix of dwelling types that best reflect housing needs over the long term
 - d) Providing housing that is flexible in its use so as to be suitable for households of different ages and maturity, e.g. complying with Lifetime Homes requirements

8. INFORMATION RELATING TO ANY GOVERNMENT POLICY STATEMENTS

8.1 None

9. SPECIAL CONSIDERATIONS AFFECTING THE ORDER SITE

9.1 None

10. VIEWS EXPRESSED BY GOVERNMENT DEPARTMENTS

10.1 None

11. INFORMATION TO PERSONS AFFECTED BY THE COMPULSORY PURCHASE ORDER

11.1 Compensation payable to owner occupiers under the relevant legislation includes payment of the market value of the property, a home loss payment of 10% of the value of the property and a disturbance payment for the reasonable costs of moving.

Additionally, owner-occupiers living on the estate at the time of proposals were provided with additionally options enabling them to buy a new property on a rent free equity share basis.

12. DETAILS OF ANY RELATED APPLICATION OR APPEAL

12.1 None

13. DOCUMENTS, MAPS AND PLANS

13.1 A list of documents related to the Scheme will be provided in due course and arrangements will be made for them to be available for public inspection at the Council Offices during normal office hours.

14. INQUIRIES PROCEDURE RULES

14.1 This statement is not intended to discharge South Cambridgeshire District Council's obligations under the Compulsory Purchase (Inquiries Procedure) Rules 2007 in the event of a public local inquiry being held.

15. CONTACTS FOR FURTHER INFORMATION

15.1 Any queries in relation to this CPO can be raised with the Council's case officer in respect of the Scheme:-

Schuyler Newstead
Housing Development and Enabling Manager
South Cambridgeshire District Council
South Cambridgeshire Hall
Cambourne Business Park
Cambourne
Cambridge
CB23 6EA

Telephone: 01954 713332

Email: schuyler.newstead@scambs.gov.uk

A copy of this Statement and the CPO is available for inspection on the Council's website at:-

<http://www.scambs.gov.uk>

This page is left blank intentionally.



Statement of Reasons

South Cambridgeshire District Council Statement of Reasons (Farmers Row, Windmill Estate, Fulbourn,) Compulsory Purchase Order No. []

1. Introduction

- 1.1 This is the Council's Statement of Reasons for making the The South Cambridgeshire District Council (Farmers Row Fulbourn) Compulsory Purchase Order 2011. This is a non-statutory Statement provided in compliance with paragraphs 35 and 36 and Appendix R of ODPM Circular 06/2004 *Compulsory Purchase and the Crichel Down Rules*.
- 1.2 This Compulsory Purchase Order ("the CPO") was made pursuant to the provisions of Section 17 of the Housing Act 1985 and the Acquisition of Land Act 1981.

2. Location and Description of Order Land

- 2.1 The order land comprises **12 Farmers Row, Fulbourn**. The Order Land forms part of the Windmill Estate which is situated near Fulbourn, Cambridge.
- 2.2 The property is a two-bedroomed house at the end of a block of three terraced houses and borders No. 13 Farmers Row.
- 2.3 It is currently occupied by owner-occupiers, the property being purchased under the Right to Buy scheme. The adjoining property on one, No. 13 is a Council-owned property and is now vacant.

3. The Council's purpose in seeking to acquire the land

- 3.1 The Council's purpose in seeking to acquire the land included within the Order is to facilitate the agreed regeneration and redevelopment programme of Windmill Estate, Fulbourn and provide better quality, affordable accommodation to local residents in housing need.
- 3.2 The Windmill Estate was built in the 1960s and has been undergoing redevelopment for a number of years. The properties are in poor condition having only ever been intended as a temporary buildings. The Windmill Estate re-development scheme ("The Scheme") requires the demolition of 164 homes and the building of around 270 new replacement homes provided by the Council's partner housing association Accent Nene.
- 3.3 The Council resolved on the 23 November 2006 to commence with the redevelopment project. The agreed objectives were to:
- Provide a sustainable mix of new homes.
 - Improve the quality of life of tenants and owners who had been living in sub standard properties
 - Provide a boost to community cohesion within Fulbourn,
 - Maximise the number of new affordable rented homes
 - Increase the overall housing provision within the district
 - Mitigate the financial cost risks to the Council associated with attempting to maintain the old homes to an acceptable standard despite the design flaws of those properties.
- 3.4 The Scheme is a substantial regeneration investment priority for the Council. As well as comprising a significant housing component, the Scheme seeks to achieve transformational change for the benefit of the local community.

- 3.5 The redevelopment will be mixed tenure with re-provision of affordable rented homes together with homes for shared ownership and homes for market sale. The first demolition started in April 2008 and the first 45 homes in phase 1A were completed in October 2009. Of these, four have been market sale and 20 shared ownership sales. A new replacement community centre has also been completed. Phase 1B consists of 74 units which are currently under construction and will be completed in 2010/11. A detailed planning application for Phase 2A has been approved and work has commenced on site.

4. Proposals for the use/development of the land - the Windmill Estate Re-Development Scheme

General Description

- 4.1 In broad terms the Scheme involves:
- (a) the demolition of 164 homes – being homes which are deemed to be of non-decent condition;
 - (b) the construction of up to 270 new, better quality, affordable homes to be available to local residents in housing need;
 - (c) the creation of new community amenities including a community resource centre, library and play area
 - (d) estate environmental improvements
- 4.2 Accent Nene was selected as the Council's preferred development partner. Accent Nene has been successfully negotiating voluntary purchases with the owners of the properties on the estate. They have ensured that no owner-occupier will be worse off through agreeing to voluntarily sell as opposed to being compulsory purchased. Owner occupiers living on the estate at the time of the proposals have been provided with additional options enabling them to buy a new property on a rent free equity share basis.
- 4.3 The scheme will comprise residential and community uses. It will involve changes to the highway layout at Grandridge Close and Dunmowe Way.

Benefits of the Scheme

- 4.4 This Scheme will provide good quality housing for local residents and provide a safe, popular and desirable neighbourhood for them to live in. It will replace outdated accommodation with decent homes where members of the local community will choose to live.
- 4.5 The Scheme will contribute to the community by providing housing of the right quantity, quality, tenure and affordability to help address people's needs locally.

Scheme Construction Programme

- 4.6 The overall construction programme is anticipated to be 5 years. Following the grant of planning permission in 2007 the programme delivery has involved the completion of construction contracts, negotiations with owner-occupiers leading to voluntary sale of the existing properties, and other necessary agreements.
- 4.7 The Scheme will be carried out in 4 phases.
- 4.8 The Scheme represents a number of transfers of land parcels to enable the comprehensive redevelopment and regeneration programme to proceed, through demolition and redevelopment. There has been a significant amount of time and

effort spent by local residents and the Council in developing the project to the point where the first new buildings have now been completed and many people have already been displaced as part of the process.

- 4.9 Extensive consultation exercises have been carried out with the local residents and stakeholders throughout the entire process and expectations raised in that process. The Residents Panel representing both tenants and owner occupiers on the estate continues to meet regularly and play a full role in the progress of the development. The Residents Panel issues a quarterly newsletter to all residents

Compensation

- 4.10 It is the intention of Accent Nene to continue to negotiate to voluntarily purchase interests in properties through negotiation with the two owner-occupiers that to date have not accepted the offers made, although both are in continuing dialogue with Accent Nene and the Council.
- 4.11 Compensation payable to owner occupiers under the relevant legislation includes payment of the market value of the property, a home loss payment of 10% of the value of the property and a disturbance payment for the reasonable costs of moving.
- 4.12 Additionally, owner occupiers living on the estate at the time of proposals were provided with additionally options enabling them to buy a new property on a rent free equity share basis.

5. Justification for use of compulsory purchase powers

- 5.1 The Council has been working towards the redevelopment of the Windmill Estate for a considerable number of years. The Scheme represents a project where the Council and Accent Nene are working together with a view to re-develop the Site by improving the quality of life of those living or otherwise involved in community life of the area.
- 5.2 The decision to proceed with the regeneration of the Windmill Estate was only taken after widespread and lengthy consultation with the local community. All residents were given ample opportunity to contribute to the proposals including the voluntary compensation scheme. Redevelopment has already commenced; land parcels have been transferred to Accent Nene to enable their comprehensive redevelopment and regeneration programme to proceed, which has involved the demolition of a number of homes transferred under such parcels, and a number which have been purchased through the Right to Buy.
- 5.3 It was the Council's policy not to utilise compulsory purchase to acquire properties as part of this scheme, and Accent Nene had agreed to make every effort to purchase the owner occupied properties through negotiating voluntary sales. However, in January 2011 the Council reconsidered its stance on the use of compulsory purchase powers as it considered it necessary to use them if an agreement could not be reached with the owners of 26 Grandridge Close and 12 Farmers Row, Fulbourn.
- 5.4 The owner-occupiers of 12 Farmers Row have yet to agree terms with Accent Nene to vacate their home to enable the site to be cleared. The impact of having this retained block would have the following impacts:
- Each home is part of a block of houses that cannot be separated. To leave one home therefore means that a complete block would need to be retained. The masterplan submitted to obtain outline planning permission was finely tuned to meet planning requirements (including road layouts, distances between

buildings, open space provision etc) yet still meet the objectives of the redevelopment. To redesign around just one block would mean that the overall masterplan would not be achieved, and would mean the loss of new homes for Fulbourn including affordable homes.

- The presence of a retained block in the development is likely to impact upon the market sales of nearby homes as it would make the estate look much less attractive. If market sales of the new units are affected by the presence of retained blocks, the financial viability of the project will be placed in jeopardy. The financial viability of the scheme is dependent upon grant levels from the Homes & Communities Agency (HCA), money from market sales and shared ownership sales and future rental income. Accent Nene are not in a position to subsidise the development from other resources and neither is the Council.
- The costs of refurbishing any retained blocks is prohibitively expensive. Initial estimates indicate that this could be as much as £100K per unit i.e. £500K for block of 5 and £1m for 10 homes. With very limited capital resources available to the Council to maintain the remainder of the Council houses this level of expenditure could not be justified; this was the underlying reason why the project was started in the first place. Properties would have to be secured and left vacant. A retained and boarded up block could result in anti social behaviour and other management problems and this would also impact upon market sales.
- Accent Nene require the certainty that they will be able to acquire the property to enable their redevelopment programme to develop according to the timetable agreed with local residents and ensure their costs do not escalate. A big project of this sort cannot be stopped and started easily. Now that the contractors are on site the momentum needs to be maintained otherwise they would have to be stood down to allow them to work on other projects. If this happens then Accent Nene may have to consider their ability to continue as the Council's development partner (their Board may determine that the risk to the association is too great).

- 5.5 If a CPO is not obtained for both 12 Farmers Row and 26 Grandridge Close it is possible that other owners (where agreements have not been finalised) could refuse to sell and vacate their property, obstructing and delaying the redevelopment works further. This would result in an incomplete redevelopment and it would not be possible to construct 17 proposed homes. Consequently, there would be a loss in quality as well as affordable accommodation available to local residents in housing need.
- 5.6 Without a CPO the Council may incur expenditure on renovation of the residual units, which is significant with regard to the Council's budget for the project.
- 5.7 Financial commitments (revenue and/or capital) may increase in future years above existing budgetary approvals.
- 5.8 The new homes will be better designed to meet the needs of the overall community, will be of higher quality and affordability, and will help to address some of the existing demand for affordable housing in Fulbourn.
- 5.9 The redevelopment is of significant public interest, particularly to the locality of the Windmill Estate. It will vastly improve the area economically, socially and environmentally, providing a better way of life for a larger number of people.
- 5.10 A package of financial compensation and support has been made available to all of the owner-occupiers living on the estate including the option of moving into one of the retained units on the edge of the redevelopment. This compensation would meet

all of the associated transaction and moving costs and overall would add up to a better financial deal than is likely to be obtained under a CPO order.

- 5.11 In addition, the existing homes are not mortgageable and could only therefore be sold on the open market to cash buyers thus severely limiting the future options open to owner-occupiers if they choose not to accept the financial compensation package being offered to move off site now. Similarly, the valuation for CPO purposes provided by the District Valuer would be at the true market value of the property reflecting the non-mortgageability of the homes and would be much less than the notional market value that has been offered to residents as part of the financial compensation package.
- 5.12 In order to complete the Scheme, it is necessary for the Council to compulsorily acquire certain residential property interests. The Council has liaised with many property owners detailing the terms of the financial offer available provided to them for voluntary acquisition of their properties by Accent Nene. The negotiations and acquisition of 12 Farmers Row Close remain to be completed. Consequently the Council has made the Order in order to secure this outstanding interest (“the Order Land”) and thereby facilitate the completion of the Scheme.

6. **Human Rights Act considerations**

- 6.1 The 1998 Act came into force on 2 October 2000. The main articles of the Convention which are of importance in circumstances where the Council is considering making a CPO are Article 8 – the right to respect for private and family life and his/her home and Article 1 of the First Protocol – the protection of property.
- 6.2 Section 6 1998 Act prohibits public authorities from acting in a way which is incompatible with the Convention. Various Convention rights may be engaged in the process of making and considering the compulsory purchase orders, including under Articles 8 and Article 1 of the First Protocol. The approach to be taken to give effect to rights under the Convention is also reflected in paragraph 17 of ODPM Circular 06/2004:-

“A compulsory purchase order should only be made where there is a compelling case in the public interest. An acquiring authority should be sure that the purposes for which it is making a compulsory purchase order sufficiently justify interfering with the human rights of those with an interest in the land affected, having regard, in particular, to the provisions of Article 1 of the First Protocol to the European Convention on Human Rights and, in the case of a dwelling, Article 8 of the Convention.”

- 6.3 The European Court of Human Rights has recognised in the context of Article 1 of the First Protocol that “regard must be had to the fair balance that has to be struck between the competing interests of the individual and of the community as a whole”, i.e. compulsory purchase must be proportionate. Both public and private interests are to be taken into account in the exercise of the Council’s powers and duties as a local planning authority. Similarly, any interference with Article 8 rights must be “necessary in a democratic society” i.e. proportionate. In pursuing a compulsory purchase order, the Council has to carefully consider the balance to be struck between individual rights and the wider public interest having regard also the availability of compensation for compulsory purchase.
- 6.4 Article 8(1) provides that everyone has the right to respect for his/her property but Article 8(2) allows the State to restrict the rights to respect for the property to the extent necessary in a democratic society and for certain listed public interest

purposes eg. public safety, economic well being, protection of health and protection of the rights of others.

6.5 In considering Article 8 in the context of a CPO it is necessary to consider the following questions:

- (a) does a right protected by this article apply?
- (b) has an interference with that right taken place or will take place as a result of the CPO being made?

6.6 Clearly Article 8 does apply and therefore it was necessary for the Council to consider the possible justifications for the interference (Article 8(2)) as follows:

- (a) is the interference in accordance with law? There is a clear legal basis for making the CPO under section 17 of the Housing Act 1985 and the Acquisition of Land Act 1981.
- (b) does the interference pursue a legitimate aim? The CPO is necessary to implement the Scheme which seeks overall redevelopment of the Site in accordance with planning permission.
- (c) is the interference necessary in a democratic society? This requires a balanced judgement to be made between the public interest and the rights of individuals. The CPO is considered to be both necessary and proportionate in that the land to be acquired is the minimum to achieve the Scheme objectives.

6.7 The second relevant article is Article 1 of the First Protocol, which provides that:

- (a) every natural or legal person is entitled to the peaceful enjoyment of his possessions
- (b) no one shall be deprived of those possessions except in the public interest and subject to the conditions provided for by law.

6.8 The Council considered the effect of the above articles of the Human Rights and decided that on balance it was in the interest of the community to make the CPO over and above the interest of the individuals affected. Interference with Convention rights is considered by the Council to be justified for the reasons set out in this Statement of Reasons. The council in making this CPO also had particular regard to the rights of the individuals affected to compensation.

7. Planning Position

7.1 Planning permission was granted on 17th December 2007 for the scheme.

7.2 The affordable housing units will be constructed in accordance with the design and quality standards determined by the Homes and Communities Agency,

Sustainability

7.3 The Scheme is founded on sound sustainability principles. It aims to be environmentally sustainable by:

- a) Developing entirely on brownfield land currently occupied by residential buildings
- b) Aiming for all the affordable housing units to achieve a minimum of Code Level 3

7.4 The Scheme endeavours to develop a sustainable community through the following objectives:

- a) The new estate is to be economically, socially and environmentally sustainable
- b) It will maintain the strength of the existing community; an estimated 90% of existing households will be moved to the new estate.
- c) It will retain a balanced community in terms of child density, age profile and income levels
- d) It will increase the earning potential of estate residents, especially young adults, by providing training and employment experience opportunities within the project processes for estate residents

7.5 The Scheme intends to improve the level of resident satisfaction with the Estate by:

- a) Providing a new site layout and dwellings that are of higher quality design than the current Estate, earning a higher Housing Quality Indicator (HQI) than the existing estate
- b) The new affordable housing dwellings space standards are to be at least as high as existing dwellings
- c) The new estate is to be visually more consistent with the village vernacular as assessed by a panel of residents and neighbours
- d) Reducing the cost of fuel and water to residents
- e) Improving facilities and the estate environment, for example providing facilities for children's play which will reduce conflict with other residents
- f) Reducing the incidence of crime and the perceived fear of crime
- g) Providing better accommodation for cars and bicycles to reduce scope for and fear of car crimes

7.6 The Scheme aims to enhance the sustainability of the village and help meet existing and future local housing needs through:

- a) Increasing the supply of housing in Fulbourn
- b) Increasing the supply of social rented and intermediate housing on the estate
- c) Providing a mix of dwelling types that best reflect housing needs over the long term
- d) Providing housing that is flexible in its use so as to be suitable for households of different ages and maturity, e.g. complying with Lifetime Homes requirements

8. INFORMATION RELATING TO ANY GOVERNMENT POLICY STATEMENTS

8.1 None

9. SPECIAL CONSIDERATIONS AFFECTING THE ORDER SITE

9.1 None

10. VIEWS EXPRESSED BY GOVERNMENT DEPARTMENTS

10.1 None

11. INFORMATION TO PERSONS AFFECTED BY THE COMPULSORY PURCHASE ORDER

11.1 Compensation payable to owner occupiers under the relevant legislation includes payment of the market value of the property, a home loss payment of 10% of the value of the property and a disturbance payment for the reasonable costs of moving. Additionally, owner-occupiers living on the estate at the time of proposals were provided with additionally options enabling them to buy a new property on a rent free equity share basis.

12. DETAILS OF ANY RELATED APPLICATION OR APPEAL

12.1 None

13. DOCUMENTS, MAPS AND PLANS

13.1 A list of documents related to the Scheme will be provided in due course and arrangements will be made for them to be available for public inspection at the Council Offices during normal office hours.

14. INQUIRIES PROCEDURE RULES

14.1 This statement is not intended to discharge South Cambridgeshire District Council's obligations under the Compulsory Purchase (Inquiries Procedure) Rules 2007 in the event of a public local inquiry being held.

15. CONTACTS FOR FURTHER INFORMATION

15.1 Any queries in relation to this CPO can be raised with the Council's case officer in respect of the Scheme:-

Schuyler Newstead
Housing Development and Enabling Manager
South Cambridgeshire District Council
South Cambridgeshire Hall
Cambourne Business Park
Cambourne
Cambridge
CB23 6EA

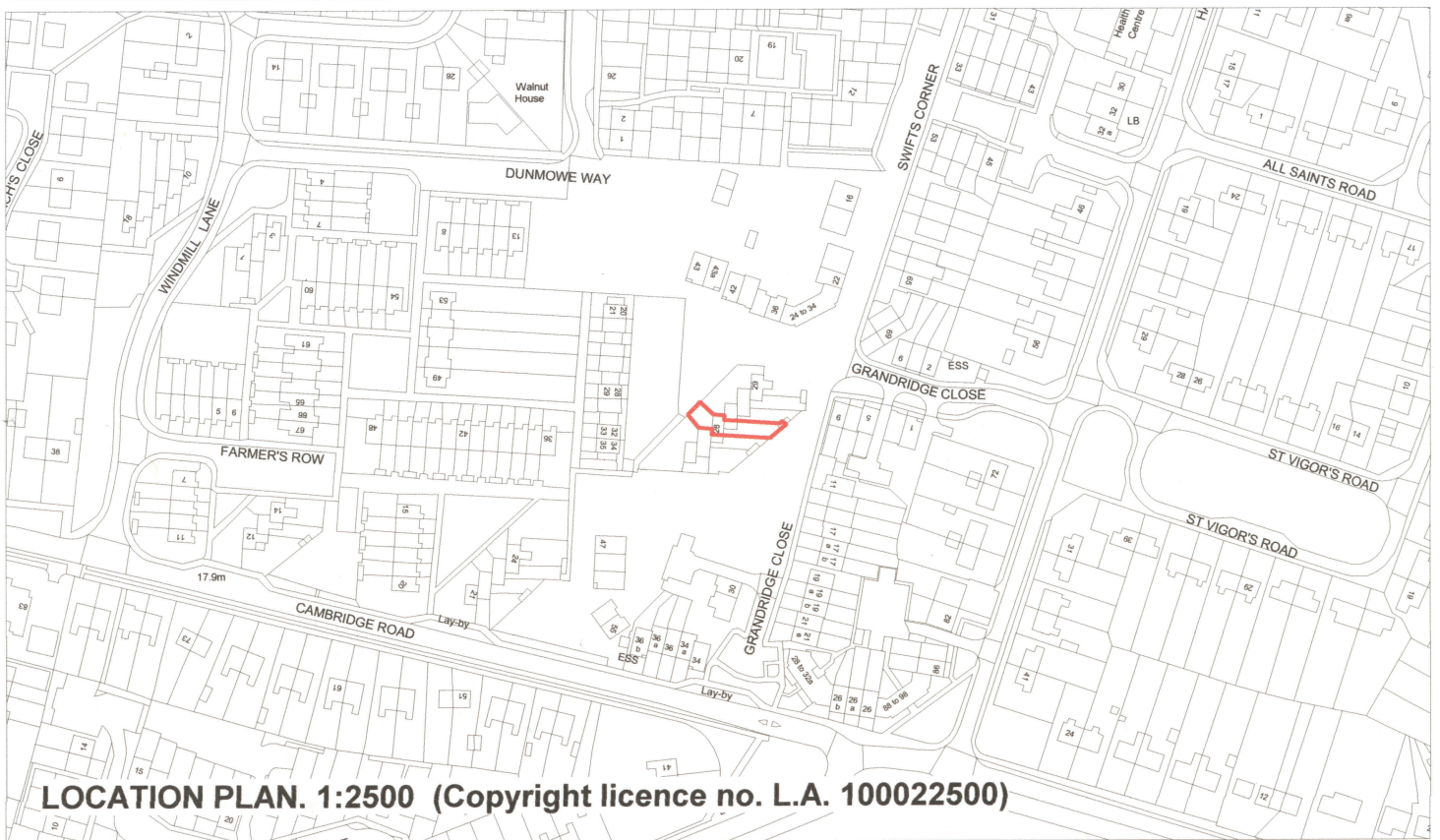
Telephone: 01954 713332

Email: schuyler.newstead@scambs.gov.uk

A copy of this Statement and the CPO is available for inspection on the Council's website at:-

<http://www.scambs.gov.uk>

This page is left blank intentionally.



26 Grandridge Close, Fulbourn

MAP REFERRED TO IN THE SOUTH
 CAMBRIDGESHIRE DISTRICT COUNCIL
 (GRANDRIDGE CLOSE FULBOURN) COMPULSORY PURCHASE ORDER 2011

Date: 13th May 2011

This page is left blank intentionally.

This page is left blank intentionally.

This page is left blank intentionally.

This page is left blank intentionally.

SOUTH CAMBRIDGESHIRE DISTRICT COUNCIL

REPORT TO: Council 21 July 2011
AUTHOR/S: Executive Director (Operational Services) / Corporate Manager (Health and Environmental Services)

FOOD SAFETY SERVICE PLAN 2011/12**Purpose**

1. To seek Council's adoption of a Food Service Plan for 2011/12.
2. This is a key decision because:
 - It is likely to be significant in terms of its effects on communities living or working in all wards of the District.
 - It is of such significance to a locality, the Council or the services that it provides that the decision-taker is of the opinion that it should be treated as a key decision;and it was published in the April 2011 Forward Plan

Recommendation

3. That Council approve of the Food Safety Service Plan 2011/12, which is **attached** to this report.

Reason for Recommendation

4. There is a Food Standards Agency (FSA) expectation that all Local Authorities will take their 'Food Service Plan' to full Council for endorsement. Furthermore, this plan is included within the Policy Framework of the Council and as such the responsibility for agreeing the Food Service Plan lies with the Council.

Background:

5. This report is being presented as it is a requirement of the FSA and they will consider the Food Service Plan as part of any audit of the service.
6. Food Safety aspects of the Council's work have been included within the 2011/12 Health & Environmental Services Service Plan. However, the Food Standards Agency in the Framework Agreement on Local Authority Food Law Enforcement requires the production of a specific Food Service Plan to a common format. The Food Service Plan attached to this report meets this requirement. The latest Local Authorities Coordinators of Regulatory Services (LACORS) guidance has been used this year and consequently the Food Safety Service Plan is laid out differently to previous years. This new format has resulted in a much briefer document that still meets the FSA requirements. Background papers to the Food Service Plan are available in the office of the Executive Director, Operational Services.
7. The Framework Agreement sets out what the Foods Standards Agency expects from local authorities in their delivery of official controls on feed and food law. This agreement has been updated to take account of the Agency's New Vision for food law enforcement, and the FSA Framework for Regulatory Decision Making, which

takes account of the Government’s better regulation agenda and of principles of good regulation.

Considerations

- 8. The FSA has stated the following in their framework documentation:
“... Service plans are an expression of the Local Authority’s own commitment to the development of food service. However, it is also important to consider the use made of the plans by the Food Standards Agency, which will need information about Local Authority food law enforcement activities in a common format to enable it to assess Local Authority’s delivery of the service.”
- 9. Guidelines were then given as to the details and expected content of the Food Service Plan. The Service Plan simply identifies in one single document the work and structure of the service relating to food safety.

Options

- 10. Members can accept, reject or amend the proposed plan. However, failure to adopt the plan would leave the service and the Council open to criticism by the FSA if they choose to conduct an audit.

Implications

11. Financial	Within existing resources and referred to in the body of the service plan. Financial provision has been included within the 2011/12 budgets.
Legal	Adoption of the food safety service plan although not technically a legal requirement makes clear reference to food law enforcement and legal requirements that are to be discharged
Staffing	At this time it is expected that existing staff will meet the fieldwork targets set for the service in the food safety area/
Risk Management	Failure to adhere to the Food service Plan could result in adverse media comment. The FSA could name and shame the Local Authority nationally. In extreme circumstances if we fail to carry out this work the FSA may take over our inspection and enforcement duties and charge the Local Authority for the work.
Equality and Diversity	None specific
Equality Impact Assessment completed	No N/A
Climate Change	None specific

Consultations

- 12. None undertaken

Consultation with Children and Young People
- 13. None undertaken

Effect on Strategic Aims:

14. To make South Cambridgeshire a healthier place to live by ensuring that food and water is safe to consume.
15. To operate in a 'business friendly' manner to assist and encourage compliance in our food businesses

Conclusions / Summary

16. The Food Safety team have achieved 100% of the delivery of last years programme and have through their endeavours achieved a 94.4% broadly compliance rate in the food business in South Cambridgeshire.

Contact Officer: Carol Archibald - Food Control and Health and Safety Team Leader
Telephone: (01954) 713481

This page is left blank intentionally.



South Cambridgeshire District Council

Health & Environmental Services

Food Safety Service Plan 2011/12

This Plan links to the Corporate Aims and Approaches and also the service objectives, which are provided in the Health and Environmental Services Plan



Corporate Manager: Mike Hill
Portfolio Holder/s: Cllr Mrs S Ellington
Approved:



INVESTOR IN PEOPLE

Contents

1.0	Introduction.....	3
2.0	Service Overview.....	5
3.0	National and Local Drivers which shape the service	7
4.0	Service Delivery.....	14
5.0	Review of last years progress and performance.....	19
6.0	Resources	24
7.0	Workforce overview.....	24
8.0	Equality and Diversity	25

Front cover photograph show Gog Magog Butchers who are an 'Elite' rated premises and are the first Butcher in South Cambridgeshire to fully implement the butcher Food Safety Management Pack

1.0 Introduction

South Cambridgeshire food businesses are amongst the best in the country. The high levels of food hygiene and safety and commitment to maintaining standards by local businesses contributes to the high standards of health for people and communities of our District. This Service Plan sets out how SCDC Environmental Health Officers will work with local food businesses over the next year to maintain these high standards and and high levels of public confidence. The hygiene of food businesses is a local and national enforcement priority because of the potential high impact in terms of ill health caused by unhygienic food businesses and the high costs of treatment and care to the economy.

This Service Plan sets out the food safety and hygiene law enforcement activities to be delivered by South Cambridgeshire DC under the Food Safety Act 1990 and associated EU Directives. We work closely with Cambridgeshire CC Trading Standards who are responsible for food standards and descriptions, and controls on animal feedstuffs.

This Service Plan is a comprehensive document covering the entire food hygiene enforcement function set out in accordance with the requirements contained in the Framework Agreement on Local Authority Food Law Enforcement, published by the Food Standards Agency.

All businesses are treated in an equal manner in line with Council's guidance, policies and procedures.

In all our activities, account is taken of the ability of proprietors to understand written and spoken English. Where appropriate, written and verbal translations are provided. Contraventions and recommendations are always phrased in a clear manner.

1.1 Background

1.1.1 Profile of the Authority

The area served by SCDC is approximately 350 square miles, much of which is farmland given to primary production of food, mainly cereals and vegetables. Villages range from small rural settlements to suburban and new village settlements such as Bar Hill and Cambourne. There are no large towns within the district, the largest village currently having a population of 7,060. (census 2001)

There is increasing pressure from development, particularly research and high technology industries and new housing. South Cambridgeshire is part of the Eastern development growth area. The population of approximately 138,000 is rapidly expanding. New build and new villages will take the population to an estimated 170,500 by 2021. The village of Cambourne is continuing to develop and will have a growing population of up to 10,000 persons. Additionally the preparatory work has commenced for the proposed new village of Northstowe. It is currently estimated that when completed the population will be about 15,000 people.

With this projected growth it is anticipated that there will be an increase in the number of food businesses in the District . This increase in business numbers has already started. South Cambridgeshire is one of the largest growth areas in the country at the present time.

2.0 Service Overview

2.1 The service aims and approaches and actions are included in the overarching Health and Environmental Services Plan 2011/12.

2.2 Profile of the Service

The Environmental Health food safety team contributes to the health and wellbeing of South Cambridgeshire's people and communities by ensuring that risks to a person's health through food are properly controlled via education, advice and enforcement. It is the aim of the Authority to ensure that food produced, prepared or sold in South Cambridgeshire is safe and without risks to health and meets appropriate quality standards.

The Authority has regard to the Regulator's Compliance Code and subscribes to the Home Authority Principle, via which we deal with food safety issues centrally for regional and national food producers based within South Cambridgeshire.

2.2.1 The key tasks to deliver these objectives are:

- To maintain a register of all premises where the service enforces food safety legislation.
- To take the most appropriate action to ensure safe food following inspection of relevant food premises including the use of advice, informal correspondence, improvement and prohibition notices, formal cautions and the institution of legal proceedings.
- To educate proprietors of food businesses in food safety matters and their legal responsibilities in relation to their business by the provision of advice, information and training courses.
- To advise on the design of relevant food business premises prior to and during alterations and construction.
-
- Consult and engage with food businesses on the service provided.

2.3 Service Delivery

Service is mainly delivered during office hours from the main Council offices situated at South Cambridgeshire Hall, Cambourne Business Park, Cambourne. The service is delivered proactively through programmed inspections and reactively by responding to complaints and requests received by the Service. Service delivery can take place at any food business or at people's homes or place of work.

Businesses which trade out of hours, at weekends or during evenings only are inspected accordingly. An "Out of Hours" 24x7 emergency service exists for dealing with food hazard alerts and warnings and emergency food related issues. A 'Contact Centre Service' is provided which gives access to the service for the public and businesses 8am to 8pm Monday to Saturday inclusive. A second contact centre based in Blackpool covers the remaining hours of the week. All direct telephone lines to the Food Safety Team are connected to answer machines out of hours which also give details of the out of hours emergency telephone number.

Emergencies such as outbreaks of infectious disease will be responded to on demand.

3.0 National and Local Drivers which shape the service

3.1 National Drivers

3.1.1 The Roger's Review – National Enforcement Priorities for Local Authority Regulatory Service

The Roger's Review clarified the priorities that central government considered mattered most in local regulatory services. Within the five priorities 'hygiene of food businesses' is a national enforcement priority. due to the high cost posed to individuals, their families, damage to business and the costs to the economy as a whole. This plan demonstrates that SCDC recognizes the food safety service as a priority area within the total Environmental Health services provided and support it offer to businesses to have compliance.

3.1.2 Home Authority Principle and Primary Authority Scheme:

The Authority endorses and supports the Home Authority Principle as advocated by L G Regulator. Officers give advice to companies and other food authorities on either a 'Home Authority' (see section 3.4.2 below) or 'Originating Authority' basis. The Authority will liaise with the Home and or Originating Authority of a company whose premises have been inspected and offences noted which are or appear to be associated with the company's centrally defined policies and procedures.

The Food Safety Service currently has no Home Authority arrangement.

The Food Service is also the Originating Authority for one large manufacturers and the cook chill plant and as such receives requests for information and advice from other Local Authorities investigating complaints or wishing to find out details on processes and refer food complaints for investigation and comment.

The estimated staffing resource for delivering the Originating Authority arrangements is approximately 50 hours..

It should be noted that the Regulatory Enforcement Sanctions Act 2008 set up the Local Better Regulation Office (LBRO) which is charged with monitoring the work of Local Authorities in relation to food safety enforcement. This monitoring will be in addition to auditing and monitoring currently being undertaken by the FSA. The LBRO will also be overseeing a regulatory requirement that all Local Authorities should act as a 'Primary Authority' for any locally based businesses, which operates across more than one LA boundary if so requested by that business. A Primary Authority provides a much higher level of advice and support to businesses and liaises on their behalf with other Local Authorities on any policy and enforcement issues. If a Primary Authority relationship is requested it will have significant resource implications for the service. We currently have had no such arrangements with any of our food businesses.

3.2 Local Drivers

3.2.1 Health and Environmental Services Service Plan 2010/11

The Council has signed up to the Enforcement Concordat, has due regard for the Regulator's Compliance Code and has an agreed Health & Environmental services Enforcement Policy. The service operates to the principles of transparency, helpfulness, proportionality and consistency contained within these documents.

3.2.2 Enforcement Policy

The Food safety service follows the published Health & Environmental Services Enforcement Policy acknowledging the Enforcement Concordat and the Regulators' Compliance Code. The Cabinet Member responsible for food safety matters approved the policy.

3.2.3 Liaison with Other Organisations

The established County Officer Food Liaison Group collaborates well. Departmental procedures are shared Countywide to promote consistency. A yearly workplan is produced and followed. The food officer sub-groups share allocated procedural tasks.

A Chief Environmental Health Officers Group functions at a strategic and management level. It approves the workplan of the Food Liaison Group and monitors its work and output.

Liaison with the FSA, CQC, HPA, and Trading Standards exists through the County Food Liaison Group.

Regular updates of food premises registration information is provided to our Trading Standards and HSE colleagues.

Other partnerships with a food safety agenda include: Include these as drivers in the section above.

- The South Cambridgeshire and Cambridge City Improving Health Partnership.
- Both the Cambridgeshire Obesity Group and the South Cambridgeshire and Cambridge City Locality Obesity Group.
- The Cambridgeshire Food and Health Group.

Close liaison exists inter-departmentally with Building Control and the Planning services with reference to food businesses

3.3 Quality Drivers

3.3.1 Performance Measures

In order to achieve the stated performance the service has identified key performance measures as required in the Health & Environmental Services Service Plan:

- The percentage of food safety inspections carried out for high risk premises and the percentage of other risk food businesses carried out including alternative intervention strategies.
- The percentage of complaints and requests for service, which are responded to within 3 working days.

3.3.2 Access to Quality Services

South Cambridgeshire has introduced a set of service standards that aim to put customers first, deliver outstanding services and provide easy access to services and information. They place the customer at the centre of its service delivery and the food service is required to comply with these standards.

The Contact Centre acts as a first point of contact for food safety enquiries. The staffs are trained to answer questions on food and hygiene issues. The service is available 8.00 am to 8.00 pm six days a week.

Customer feedback is encouraged and welcomed. Each year the Environmental Health Service carries out a Customer Satisfaction Survey, the results of which are considered and acted upon to improve customer service.

The needs of “harder to reach” groups has yet to be addressed and it is hoped that the results of further consultation will be incorporated into the strategy in due course.

Various leaflets are also available relating to specific areas of food and infectious disease control.

3.3.3 Quality Assessment

Performance Indicators have been identified within this Service Plan.

Regular team meetings of the specialist food officers take place.

Internal quality monitoring is undertaken in accordance with:

- The Internal Procedure Monitoring Note.
- Food Premises Inspections – Quality Control.
- Checking of correspondence.
- Checking of drafted notices.

3.4 The Food Service

3.4.1 Organisational Structure

- Qualified and competent officers undertake a range of duties including food hygiene, food fitness standards and the investigation of food borne illness.

- Lead Officer, responsible for Food Safety is Mrs Carol Archibald, Food Control and Health and Safety Team Leader
- The Consultant in Communicable Disease Control (CCDC) is currently Dr Bernadette Nazareth, supported by Dr Kate King at the Health Protection Agency.
- The South Cambridgeshire food safety team deals with food safety issues whilst Cambridgeshire Trading Standards deal with food standards work. All Services work closely together on issues, for example dealing with food alerts from FSA and imported food matters.
- Eurofin UK provides Services of the Public Analyst.
- The Food Examiners are the Health Laboratory service at Addenbrooke's Hospital 6th Floor. The HPA laboratories at Collingdale process food samples that we provide from the sampling programme.
- The Product Contamination Liaison Officer who is based at Huntingdonshire Police Headquarters, will investigate any criminal food adulteration .
- Contractors are also used to assist with any shortfall in food hygiene inspections of Category C and D premises. The use of contractors is restricted to an initial inspection. Any follow up action required, e.g. revisits, service of notices, legal proceedings is referred back to the Service.
- The Food Safety Team is organised into three geographical areas due to the rural nature of the area. Inspections are issued on month-by-month basis and officers may inspect premises or carry out other duties in another officers' district. This helps to ensure that our limited resources are flexible. The demands on the service are high and the team strives to achieve its inspection targets.

3.4.2 Scope of the Food Service.

The Food Safety section of Health and Environmental Services provides the following services and key functions:

- Programmed food hygiene inspections of food premises within the District.
- Health and safety inspections and accident investigations in food premises.
- Responding to food alerts.
- Dealing with food and food related complaints and other service requests.
- Carrying out our annual food sampling programme.
- Registering and licensing food premises and mobile vehicles.
- Dealing with imported food and its origin.
- Education e.g. Chartered Institute of Environmental Health, Levels 1, 2 and 3 food hygiene and nutrition courses
- Website information, including 'Scores on the Doors'.
- Investigating cases of food related illness and other infectious diseases.
- Food Safety awareness campaigns e.g. Food Safety Week.
- Securing compliance with the requirements of the Health Act 2006.

To facilitate maximum efficiency the service is delivered through public/private partnerships. External contractors are used, when necessary, to deliver low and medium risk food hygiene inspections, alternative enforcement work and food safety training courses.

In order to maintain the best quality of service, SCDC retains the inspection of high risk premises by its officers to ensure that resources are targeted on the appropriate categories of premises where risks have been identified. This allows for a greater degree of control over these premises and ensures continuity of enforcement activities.

Food Safety Officers also undertake dual food safety and health & safety inspections of Local Authority enforced premises, based on a risk focused inspection programme.

Emergency food safety issues are currently directed initially to a 24-hour out of hour's officer via a Contact Centre. In addition the Council's fully revised website is used to provide information about food safety services for consumers and business and also provides a direct email address for service requests env.health@scambs.gov.uk

In November 2005 the Service launched its 'Scores on the Doors' website. This provides information to the public and businesses on the inspection standards of the food premises. It has been very successful in improving the standards within food businesses in the District.

3.5 Demands on the Food Service

3.5.1 Profile of food premises – April 2010/11.

There are 1,332 local food businesses mainly of retail or catering nature. There are few large food manufacturers located in the District.

Risk Category	A	B	C	D	E	Other	Total
Number of premises	4	30	359	244	651	44	1,332

3.5.2 National Food Risk Category Descriptions.

The visit frequency is the minimum we are required to carry out.

A	High Risk visit at least every 6 months	D	Low Risk visit at least every 24 months
B	High Risk visit at least every 12 months	E	Very Low risk visit every 60 months or use alternative enforcement strategy
C	Medium Risk visit at least every 18 months		

The profile of the district is updated continuously. The growth and development of the district results in significant coding changes. Registered premises on 01/04/2009 numbered 1085 and has now risen to 1332. This indicates a substantial growth in the number of food businesses of **247**.

Currently there is 1 food business authorised under the vertical directive food legislation.

The following specialist businesses are in the district:

- a) A production plant for Premier Foods producing preserves and pickles for national and international export. They also produce dried potato products and peanut butter.
- b) A central production unit (CPU) producing cook-chilled foods for Regional Hospitals, NHS Trusts and Care Homes.
- c) A bottled Water Plant

3.5.3 Further demands (what are these further demands? Size? Risk? Impact?) will be made on the service in 2010/11 due to:

- Increasing numbers of food businesses that are moving to the area to trade in Cambridge City and SCDC.

3.6 Food Safety Incidents

Officers will, on receipt of any food alerts relating to national food scares and issues, respond appropriately and in accordance with:

- The departmental standard operating procedure
- Code of Practice issued under the Food Safety Act 1990
- Instructions issued by the FSA

The majority of alerts issued by the FSA are FAFI which are for information only. The number of Allergy alerts is increasing but are primarily dealt with by Trading Standards Officers. The Food Alerts For Action, whilst requiring immediate action, are not significant in number but can have an impact upon programmed inspections.

Given the nature of food alerts, it is impossible to predict with any accuracy the likely work demand and resources required. However it is estimated that about 80 will be received this year, requiring different levels of action equating to approximately a total of 10 officer hours. If a food safety incident originates from an activity or business operating within the District then additional resources will be required in terms of officer hours.

3.8 Food Safety Promotion

Food safety promotion work is undertaken by the following methods:

- CIEH level 2&3 food safety training courses are run at intervals during the year and on request if a business has more than 12 delegates this can be undertaken off site. Courses for Specialist groups, i.e. care home wardens and caterers whose first language is not English, are run as required
- Talks to pupils of local educational establishments including schools, colleges, and voluntary groups

Food Safety Officers were in attendance at several events over the summer period promoting the service and especially hand washing and Scores on the Doors. This was well received by the public.

4.0 Service Delivery

4.1 Food Safety and Hygiene.

Food Premises – Hygiene Inspections. The Authority follows the priority rating system identified in the Food Safety Code of Practice and aims to inspect 100% of due high risk premises each and every year. Inspections consist of questioning the food business operator to discover their knowledge of food hazards and an inspection of the premises and food prepared there by observing food handling practices and procedures.

Inspection profile for the year beginning 1st April 2011

Risk Category	A	B	C	D	E	Other	Total
Number of premises	4	29	358	244	680	16	1,332
Inspections scheduled	8	29	175	103	74	9	389

Category A premises are those with the highest risk, whether by the nature of the activities carried on there, or because of poor operating conditions. The minimum inspection frequency for the different categories of premises is given at 3.5.2. Special database software package for logging and tracking inspections and other activities is used. Revisions in the FSA Code of Practice provides the opportunity to deal with low risk premises by means other than an inspection; The Food service is continuing to develop a strategy for these premises through the year in consultation with local businesses and partners.

Revisits are made where there are concerns about food safety. The Food Safety Section has a structured risk based criteria to enable revisits to be prioritised. It is anticipated that 10% of premises inspected will be revisited.

In line with the Enforcement Policy, Hygiene Improvement Notices are issued if work detailed on a previous inspection report has not been completed or if there are serious concerns about food safety during a current visit. These legal notices ensure that improvements are made within a reasonable timescale.

Hygiene Emergency Prohibition Notices are used where there is an imminent risk to health. Officers must always contact the team leader if an imminent risk is found. This will normally involve the immediate closure of the premises. The reasons for closing premises are the discovery of pest infestations (mice, cockroaches), the absence of water / hot water; or very poor control over food hazards and / or cleaning.

4.2 Number of formal actions taken in 2010/11.

Number of premises where Improvement Notices were served	14
Number of premises where Emergency Prohibition Notices were served	0
Prosecutions against businesses for poor conditions	1
Prosecutions against businesses for not complying with a notice	0
Formal Cautions issued against businesses for food safety and hygiene offences	0
Voluntary Closures	0

4.3 Food Hygiene Inspection Changes

4.3.1 Scores on the Doors & Information/Advice

SCDC was the First Local Authority to launch this innovative project, using an externally hosted website in November 2005, and the South Cambridgeshire/Southwark 5 star banding scheme. Subsequently 130 other local authorities have joined together on this website and share a common scheme. Evidence from all involved in the scheme strongly suggests that this innovation has had significant impact on businesses to improve their standards and the project is encouraging business proprietors to engage more with Environmental Health Officers to seek better compliance . The authority is seeing an improvement in the star ratings on re-inspections. The SCDC website also had an increased number of 'requests for information' currently running at around 10,000 per month.

The scores on the doors project has been very helpful in focussing resources at poor and/or failing businesses. There were 62 premises in this category on 31st March 2011. Food premises are rated between zero and 5 stars. Those who score 2 stars or less are visited more frequently to improve the standard before they are re rated. However, these additional visits are to poor or failing premises and are therefore in line with Hampton principles and the requirements of the Regulators Compliance Code. Resources are being prioritised into the areas that will have the biggest impact on public health.

In November 2010 ,The National Scores on the Doors User Group, were runners up in the Orange Buisness award, for innovation for business section.

The scheme also allows the public to get access to information about standards of hygiene in premises where they may eat or buy food. The star rating is published on the www.scoresonthedoors.org or via the South Cambridgeshire website. Proprietors are also given a certificate if they achieve a four or 5 star rating. All food businesses that score 2 stars and above are given a window sticker to display their rating in a prominent place in their premises. An app for the I-phone and android phone has now also been introduced.

In June 2010 the food safety team launched the 'Elite Award' to business that had achieved 5 stars on two successive inspections. Sixty businesses were invited to the launch. Any business achieving this will receive an 'Elite' sticker and certificate. The award has been introduced to encourage sustainability of food hygiene and as a result the businesses have a reduced inspection

frequency, which leads to less burden on business, as standards are being achieved and maintained.

Safer Food Better Business is still at the core of our advice and guidance to Food Business Operators.

4.3.2 Alternative Inspection Strategy for Food Hygiene Re-write this section.

The revised Code of Practice, published June 2008, allows authorities greater flexibility in how to ensure compliance with food safety legislation i.e. the use of alternative interventions to inspections, particularly in lower risk premises. However, the use of alternative interventions for Category C premises can only be used when a premises is judged to be “broadly compliant”. This term originates from now removed NI 184 and is based on the specific risk ratings given for compliance using the new statutory code of practice, i.e. how well the operator is complying with food safety standards at the time of the inspection. Alternative interventions can also be used for category D premises. Our current compliance with this is **94.4%**

The alternative methods employed for food hygiene inspections are by postal questionnaire for low risk premises.

The inspection technique and follow up, including post inspection correspondence will relate to the risk to food safety that was identified from the questionnaire.

How does this section fit here?The primary objectives when carrying out inspections are in accordance with the new FSA Food Law Code of Practice, however, a special emphasis is placed on the level of compliance with the new requirements for documented food safety management systems, awareness raising of the South Cambridgeshire Star Award Scheme (‘Scores on the Doors’) Safer Food Better Business, and also staff hygiene training. Specific consideration is also given to whether food samples need to be taken during routine food hygiene inspection work.

4.3.3 Food Complaints

We investigate all complaints concerning food produced, stored, distributed, handled and / or intended for human consumption within the District to ensure that it is without risk to the health or safety of the public. Complaints regarding labelling etc are forwarded to the Trading Standards Department of Cambridgeshire County Council in accordance with a county wide documented protocol.

A documented policy relating to food complaints is adhered to and follows LACORS guidance. This policy has been adopted across the Cambridgeshire food authority district councils. A performance indicator to respond within 3 working days is a service standard.

The scope of the procedure currently covers:

- Receiving food complaints.
- Investigation of food complaints.
- Action to be taken on completion of the investigation.
- Transfer of food complaints.

The team is currently appropriately staffed to meet demand

Most of the complaints received about food relate to food produced outside of the District, although others relate to more freshly made local foods from establishments such as restaurants, takeaways etc. Service standards are set for response times to complaints. Performance against these targets is regularly monitored. In general, complaints will be responded to within 3 working days, however the more urgent the matter, the speedier the response.

All complaints and requests for service are recorded using the Proactive software and a team leader regularly monitors progress.

Number of Complaints about food, premises and personnel			
Year	2010/11		
Number of complaints	45		

Up to 31 March 2011, the service received 32 food complaints and 13 complaints about food premises.

All complaints about food premises were investigated efficiently, with the response deadline of 3 working days being met (100%).

4.3.4 Advice to Businesses

It is a Council agreed action to “support businesses to comply with the law while targeting those who flout it”

While the Authority will utilise its powers to enforce food legislation, it realises that where food businesses break the law it is often due to ignorance rather than intention. As a consequence it is the Authority’s policy to provide advice to businesses in a number of different ways:

- During programmed or other inspections.
- Advisory surgeries on a monthly basis free of charge.
- The provision of advice to any food business proprietor on how to comply with the law and on best practice. This may be prompted by Licensing, Planning or Building Control applications.
- The provision of free advice leaflets.
- The production of Food Safety News newsletters which are sent to all food businesses in the district.
- Information on our website.
- Business links –articles in business newsletters.

In support of the departmental and Council aims, the culture of the food team is to freely offer advice and information when required or when requested. Officers respond positively to requests for advice from proprietors of food businesses within 10 working days. Requests for advice from food businesses currently number approximately 150 per year. It is estimated that 1 hour per enquiry of officer time is necessary to meet this demand. This demand is currently met but is putting pressure on the team due to the high number.

4.3.5 Food Sampling

Microbiological food sampling is carried out to meet 4 main objectives:

- To determine the current state of food safety in the District as part of a structured sampling programme
- To improve the effectiveness of food hygiene inspections.
- To investigate suspected cases of food poisoning where a link with a local business or food is suspected
- To investigate complaints about food.

The formal food sampling plan links with LACORS as well as taking account of local trends and needs. The number of samples taken and submitted for analysis over the last few years has been significantly reduced by a shortage of regional resource. These include water.

Year	20010/11
Number of microbiological samples	46
Number unsatisfactory	16

A total of **46** microbiological samples were taken and submitted mainly to the Hospital Laboratory Services for analysis. The sampling programme formulated by L.G. regulator and the Eastern Region programme, as well as the services' sampling programme was followed. **16** food samples were considered to be unsatisfactory. All failed samples were followed up to ascertain the cause and necessary improvements were put in place to reduce the risk of a recurrence.

48 Food Export Certificates were issued for consignments of food that was manufactured in the district and exported to non-EU countries.

4.3.7 Control & Investigation of Outbreaks, Disease & Food Related Infectious Diseases

GP's across the District report suspected cases of food poisoning to the Consultant for Communicable Disease Control (CCDC) at the Health Protection Agency. The Local Medical Microbiology Laboratory at Addenbrookes Hospital also advises the CCDC of positive results for food poisoning and food/water related illness. The Food Safety Team are then advised and carry out investigations to discover, if possible, the source of the infection and also to minimise the likelihood of secondary cases.

The Authority has a documented procedure for the investigation of incidents of reported or suspected cases of food poisoning and a formal plan to cover the management of the investigation of outbreaks of food borne infectious disease. These documented policies have been developed in conjunction with the Consultant for Communicable Disease Control at the Health Protection Agency, Dr Bernadette Nazareth.

Year	2010/11
Number of individual investigated cases	227

Following a recent review of guidance relating to infectious diseases and enteric disorders, new pamphlets have been drafted and printed and these will be distributed to all infectious diseases / food poisoning cases within the district. A review of how infectious disease investigations are undertaken was undertaken by our CCDC and guidance on approach has now been issued. As a result of the guidance the food safety team no longer investigate sporadic cases of campylobacter.

5.0 Review of last years progress and performance

5.1.1 Review of the Service Plan

The Service Plan will be reviewed March 2012. The review will be facilitated by information from the IT system and will include trend analysis from previous year performance data. Departmental performance indicators are reviewed annually under the Service Planning process.

The Standards for Food Law Enforcement including food policies and procedure notes will be reviewed in accordance with the review timetable in the Internal Monitoring Procedure Note.

5.1.2 Review of Previous Year's Performance against Service Plan

The FSA Framework Agreement requires every local authority to review its previous years performance against its service plan. The review must identify where the authority was at variance from the service plan and, where appropriate, the reasons for that variance. This review details the performance of the food service for the financial year 2010/11 and must outline any significant issues that impacted on the delivery of the service.

At the end of this financial year, the intended actions as specified in the Health and Environmental Services Plan will be compared with what was achieved in the areas relating to food safety. The reasons for any variance identified will be stated and next year's plan will take these into account as lessons to be learnt from the previous year.

Targeted outcomes are reviewed on a three monthly basis.

PERFORMANCE	TARGET	ACTUAL
Number of Food Safety inspections carried out as a percentage of those planned	100%	100%
Number of food safety and hygiene complaints and requests for service, responded to with in the target	100%	100%
Number of Food Premises inspected which are 'Broadly Compliant' with food safety legislation	74%	94.4%

Additional work achieved outside of the food safety service plan

- Piloting and introduction of CIEH on line e-learning food hygiene courses, to give accessibility to micro and SMEs that cannot otherwise engage in food hygiene training. 90 businesses have undertaken training by this route since August 2010.

- Attendance at Safety Zone event in South Cambridgeshire and 250 children received information and guidance on correct hand washing from the team.

5.1.3 Food Premises Inspections

In 2010/11 a total of 653 food business premises required an inspection of which 394 were classed (risk group A B &C) and 259 were risk group D other risk group(E to F) 686 had intervention through low risk questionnaire.

Target 2008/09 was a 100% of High Risk premises, which was achieved. The target for other risk premises was 90%, which was also achieved.

Revisits are carried out on an ad hoc basis to premises where significant remedial work is required or “critical control points” are not adequately controlled.

5.1.4 Advice to Businesses

Officers have continued to give free advice and assistance to both the trade and public throughout the year on food safety and hygiene matters. 261 advice responses were made but this figure is low as advice is often given ad-hoc and not recorded. In addition to advice given during the inspection process various advisory leaflets were produced and distributed.

5.1.5 New Businesses that have opened

Despite the recession businesses continue to open, and in line with the Code of Practice these are visited within 28 days of opening. Last year the team on top of the inspection programme visited **247** new businesses, and this puts pressure on the inspection programme, as these were additional visits and inspections on top of the inspection plan.

5.1.6 Food-related Infectious Diseases

A total of 227 notified cases of food poisoning and suspected food poisoning were received up to 31 March 2010. Investigations were carried out within 24 hours of notification in 98% of cases. In all instances where local food premises were potentially implicated, no conclusive evidence was found to confirm that either the food or the premises was the source of the illness. This reflects the high level of compliance we have in our businesses in South Cambridgeshire.

5.1.7 Liaison with Other Organisations

All existing liaison arrangements have worked successfully throughout the year and there are no planned changes to these systems.

5.1.8 Food Safety Promotion

8 food Hygiene Courses were successfully completed which is the normal number of courses offered each year. This year 2 level 3 course was also held

5.1.9 Staff Development

With officers personal development plans in place, training needs are identified at the beginning of the year. All officers secured the necessary amount of CPD as required by the FSA.

5.1.11 Identification of any Variation from the Service Plan

There were no significant deviations from the Service Plan.

5.2 Summary of service delivery actions for 2011/12

The requirement of the Service Plan is to improve yearly the achieved percentage of identified targets and identify where possible any improvements of a qualitative nature.

Some of the service delivery actions for 2011/12 are outlined as follows:

Objectives	Actions	Target	Suggested Time Scale
Ensuring compliance with Statutory provisions/conditions We scored 100% last year, so what is the improvement issue we're addressing?	To undertake a range of interventions at food businesses prescribed by the Code of Practice, targeting poor performers and giving 'light touch' inspection to better businesses.	To achieve 100% of the intervention target ensuring compliance with the Regulators Compliance Code	March 2012
Ensuring consistency during food safety inspections	Standardisation exercise/peer review to demonstrate consistency of enforcing officers	All officer to have monitored visit and peer review of scoring and take part in consistency exercises	March 2012
To continue to respond promptly and effectively to customer service requests, infectious disease notification, new business registrations and advise	To respond in the set response time for the service request	97%. of the service requests responded to within the stated response time	Monthly monitoring
To continue to maintain contact and work in partnership with other statutory bodies with in the food safety field.?	Membership of: Cambridgeshire and Peterborough Food Liaison group. Liaison with: NSC Health Protection Unit Local Better Regulation Office Trading Standards Cambridge Water Ofstead Commission for Social care Inspection	Attend meetings and participate in joint working	On going
To continue to monitor	To develop and	To carry out a full	On going

the safety of food and water in the district	implement a food-sampling programme to establish the microbiological safety of food sold in the district. To align the programme with Local and National sampling priorities	range of activities specified in the sampling programme	
Raise awareness of the requirements of legislation and promote good practice	To provide written information to businesses as part of all visits and to produce and distribute information through a wide range of media including twitter.	To publish information and advice on the website which is helpful, accurate, and up to date.	On going
To maintain the Scores on the Doors system to improve public access to information.	To continue to provide the public with information about hygiene in businesses via, sticker and certificates the website and apps	Regular updating of the website	On going
To take part in National Food safety Week 2011	To participation in National Food Safety Week, coordinated by the Food Standards Agency. This years topic is:- What goes on behind closed doors? To see what really goes on with food preparation and cooking in peoples homes.	Information and advice to the public.	June 2011
Ensuring compliance with statutory provision/conditions.	To undertake a range of interventions at businesses at intervals prescribed by	To achieve 100% of the intervention/inspection target ensuring compliance with the Regulators	March 2012

	the Code of Practise, targeting poor performers and giving 'light touch' inspections to better businesses where appropriate	Compliance Code	
To respond promptly and effectively to customer service requests, infectious diseases notification, new business registrations and complaints	To achieve set response time for service request	98% of service requests responded to with in the stated response time.	Monthly monitoring
To secure improvement in hygiene standards in poor performing businesses (2 star and below)	Full range of enforcement capabilities to ensure compliance with the law and secure longer term improvements	To visit 100% of 2 star and below businesses and secure improvement in 90%	November 2011
Continue to run level 1,2 and level 3 food hygiene courses in the class room and e-learning on line	Run a minimum of 6 courses		March 2012
Ensure compliance with E coli guidance from the FSA	Work with Food Liaison Group to develop a countywide approach. To take a graded approach with business to gain compliance. Butcher to receive coaching and a pack in conjunction with a project to be funded by themselves and EC funding	To access compliance on delivery of food hygiene inspection programme	On going
To investigate Primary Authority	Thought the Food Liaison Group	To gauge if we have capacity to under take this role and how it would work for SCDC	December 2011

The table above looks like the Food Safety Plan for the year. Could you add in some performance measures and outcome measures?

6.0 Resources

6.1 Financial Allocation

<u>Actual 2010/11</u>	<u>Total</u>
Staffing	155,530
Supplies and Services	32,862
Support Services	37,036
Transport Costs	11,161
Income	- 25,049
Net Expenditure	<u><u>211,540</u></u>

Legal action is pursued within service budgets but with access to consultancy and contingency funds if required. If and when the Courts award costs, these monies are transferred back to the Service budget headings.

7.0 Workforce overview

7.1 Staffing Allocation

The food team currently consists of the Food Control and Health and Safety Team Leader and 3½ full time equivalent Officers, Consultants are employed on an ad-hoc basis to supplement the service offered. The 4 EHO's are all fully qualified and maintain their competence levels. Work relating to the food law enforcement service equates to 3½ full time equivalents.

7.2 Staff Development Plan

All food safety staff are subject to annual performance and development review interviews and a progress review which tracks and identifies training and development needs. Food safety training needs are prioritised in the context of wider Environmental Health requirements identified within the service wide training plan. The training budget allocation for 2009/10 adequate to fund the identified training needs for this year.

All food safety staff completes a training record log and a food safety training matrix to further assist in identifying development and training needs and for monitoring the competency of individual officers. The officers undertaking specific duties, such as dealing with approved premises, are identified and the training requirements assessed accordingly.

8.0 Equality and Diversity – how is this reflected in our Food Law enforcement activities?

SCDC values people from all backgrounds and supports their right to respect and equality of opportunity. The Council is working to eliminate discrimination and prejudice from all it does and ensure that equalities becomes a central and essential element of our service planning and delivery, both as an employer and provider of services.

Our Comprehensive Equalities Policy sets out specific principles and aims that we will follow in order to achieve our Commitment to Equality and the equality dimension of our Corporate Objectives and Values.

The Council has already adopted race and disability equality schemes and is in the process of developing a gender equality scheme. We have a number of relevant Human Resource policies, a strategy for our work with the Traveller community, which is currently being reviewed and other equality target groups.

Our approach to the delivery of our Commitment to Equality will reflect the following strategic objectives:

- Fairness and equity, while recognising that many people fall under more than one of our equality priorities.
- Being non-discriminatory in all areas and activities, including service delivery, staff recruitment and development and the purchasing of goods and services.
- Ensuring that the most disadvantaged and vulnerable sections of our community have equal access to all of our services, particularly those associated with our key equality themes
- Ensuring that elected members and staff at all levels are clear about their responsibility to challenge discrimination, promote diversity and social inclusion, and work towards equality for all members of the community.
- Encouraging ‘real’ participation in local democracy by people who may normally feel excluded from decision-making processes. In doing this, we will ensure that we seek the views of groups who are particularly vulnerable or at risk of social exclusion or have found it difficult to access our services or receive favourable outcomes from them.
- Promotion of community cohesion & good community relations.
- Working with partners in the statutory, voluntary, and private sectors to promote ‘best practice’ equality approaches throughout the community strategy, while ensuring the best outcomes from the strategy for all the people of South Cambridgeshire.
- Working towards a workforce which reflects the working-age population of the district and the county and conforms with ‘best value’ guidelines on staff diversity

The Council has achieved Level 1 of the Equality Standard for Local Government and is taking action to achieve level 2 .

The Council is also implementing a system of Equality Impact Assessments and this service will be the subject of an Equality Impact Assessment by September 2009. The council uses a range of methods to make services as accessible as possible. These include:

- Wheelchair accessible offices with private interview facilities at Cambourne
- Translation and Interpreting facilities where needed
- Induction Loop and minicom for people with hearing needs
- Website and email
- Contact Centre – with flexible and extended hours of operation

The Food Safety Service contributes to Equality and Diversity by:

- Providing literature such as SFBB in some languages
- Correspondance will be provide in the appropriate language where necessary
- Language translators accompany to vists where English is not the first language and there are difficulties with communication

SOUTH CAMBRIDGESHIRE DISTRICT COUNCIL

REPORT TO: Council

21 July 2011

AUTHOR/S: Executive Director (Operational Services)

INSTALLATION OF PHOTOVOLTAIC PANELS AT SOUTH CAMBRIDGESHIRE HALL**Purpose**

1. To seek approval of Council to use capital reserves to invest in the installation of photovoltaic panels at South Cambridgeshire Hall.
2. This is a key decision because
 - it is likely to result in the Council incurring expenditure which is, or the making of savings which are, significant having regard to the Council's budget for the service or function to which the decision relates; and
 - it is not in accordance with the revenue budget, capital programme or borrowing limits approved by the Council, subject to normal virement rules and it was first published in the July 2011 Forward Plan.

Recommendations and Reasons

3. That an increase in the capital programme of up to £190,000 be approved to fund the installation of an array of photovoltaic panels at South Cambridgeshire Hall.
4. That the necessary scheme design and contract award approvals be delegated to the Sustainability, Planning and Climate Change Portfolio Holder in consultation with the Climate Change Working Group.
5. Reasons:
 - (a) The rate of return on the investment made will be around 5.91%, higher than the 2% currently available through investment.
 - (b) The running costs of South Cambridgeshire Hall are expected to reduce by between £14,000 and £15,500 per year over the next 25 years.
 - (c) The installation will contribute to a reduction in CO₂ emissions of 12,855 kg per year for the next 25 years.

Background

6. The Feed in Tariff (FIT) scheme was introduced by Government in April 2010 to promote growth in the installation of solar electricity panels and other small scale generating renewable technology. A fixed rate fee will be paid for each unit of electricity generated plus the payment of a guaranteed rate for each unit of electricity that is exported back into the national grid.
7. One of the key Council actions for 2011/12 is, "E2 We will take advantage of the Government's Clean Energy Cash Back scheme to install appropriate renewable energy technologies within our housing stock and complete key projects from our Climate Change Action Plan to promote renewable energy generation tied to council assets and for the wider community."

8. A feasibility study was commissioned by the Council to evaluate the various options available to benefit from the Feed in Tariff scheme by the installation of solar panels on the property at South Cambridgeshire Hall. A number of suitable design consultants were identified and approached to confirm their suitability and willingness to prepare quotations for the work involved. Four consultants agreed to provide fee quotations and from the submissions made PRP Architects were selected and appointed to carry out the first phase of the project.
9. Their report has now been received and forms the basis of this recommendation.

Considerations

10. The rate of tariff available for installations below 50kWp¹ is set at 32.9p/kWh. The tariff available for those installations above 50kWp is set at 19.0p/kWh. The technical analysis shows that the return on higher levels of generation would not cover cost of the investment required. The optimum proposal is therefore one, which provides for generation at just below the 50kWp threshold.
11. The level of Feed In Tariff for installations below 50kWp is under review and it is expected to be reduced in April 2012 for future installations. However tariffs will be fixed for 25 years for projects that are completed by the end of March 2012. If Council wishes to benefit from the income available at the present tariff rates, approval is required now to allow the detailed design and procurement work to commence at the beginning of August 2011 to ensure that the installation can be carried out and fully commissioned by the end of March 2012.
12. The scheme design will be subject to necessary planning approval.

Options

13. The existing buildings and site conditions have been examined by PRP Architects and the availability of suitable locations for the required plant and equipment assessed. The solar resource for each area has been quantified to determine the potential solar radiation that would be received and the orientation and degree of over shadowing that would be experienced. The physical constraints of the existing buildings have also been examined to determine the full costs of the installation which will include any changes or modifications to the existing structure, fabric and building services required to integrate the equipment.
14. The two large roof areas of the main building on the Northern and Southern wings were found to be suitable and were included in the analysis. A further option of providing an array of panels mounted on a structure within the main car park was also found to be suitable.
15. The option of installing photovoltaic panels on the roof requires less upfront capital investment than the car park options and therefore produces a better rate of return for the Council with a shorter payback period. This option is therefore recommended.

¹ KiloWatt peak (kWp) is the international standard that measures the performance output of a photovoltaic cell or cells. It reflects the potential peak performance of the cell in optimum operating conditions. For comparison purposes, 1 Kilo Watt is the equivalent of the output from one bar of an electric fire.

Implications

16.	Financial	<p>The capital sum required is estimated to be between £168,000 and £190,000. This can be funded from an increase in the capital financing requirement with a charge to revenue in future years over the life of the asset. This financing charge will be offset by the income from the feed in tariff and the reduction in energy costs.</p> <p>The payback period is estimated to be 15 years and the internal rate of return is estimated to be between 5.68% to 5.91%. Based on a discount rate of 5% the net surplus is estimated to generate a net present value of between £14,274 and £16,774. The net surplus generated over 25 years is estimated to be between £184,000 and £200,000.</p> <p>The surplus is expected to be realised from reduced energy consumption and revenue generated from the feed in tariff and the export of surplus energy net of life cycle maintenance and replacement costs over a 25 year period.</p> <p>The annual saving on running costs for South Cambridgeshire Hall is estimated to be between £14,000 and £15,500.</p>
	Legal	<p>Planning approval and building control approval would be required for the proposed installation.</p> <p>Legal scrutiny will be required before any contract is entered into.</p>
	Staffing	None.
	Risk Management	<p>There is a risk that the procurement works will not be completed in time for the Council to benefit from the higher FIT rate. This can be mitigated by tight project management controls. A detailed Gantt chart has already been produced which identifies the key elements of the project to be delivered if a self funded route were to be followed.</p> <p>There is a risk that the Government may withdraw the FIT after the Council has committed its resources. This is a low risk, as any changes to the FIT are unlikely to be retrospective given the scale of the commitments already entered into by private companies, public bodies and individual households.</p>
	Equal Opportunities	None identified

Climate Change	The installation of the photovoltaic cells is estimated to reduce the Council's CO ₂ emissions by between 321,379 and 359,484 kg over 25 years (12,855 to 14,379 kg/year).
----------------	---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

Consultations

- 17. Consultations have been carried out with the Council's Planning section and Building Regulation section to determine the approvals that will be necessary.

Consultation with Children and Young People

- 18. None.

Effect on Strategic Aims

- 19. The adoption of the recommendations of this report will contribute to the Council's agreed Action Plan of reducing CO₂ emissions and will also contribute to the Council's desire to generate additional income and reduce operational costs.

Background Papers: the following background papers were used in the preparation of this report:

PRP Architects South Cambridgeshire District Council (SCDC) PV Feasibility Study, June 2011

Contact Officer: John King – Community Technical Manager
Telephone: (01954) 712901

SOUTH CAMBRIDGESHIRE DISTRICT COUNCIL

REPORT TO: Council

21 July 2011

AUTHOR/S: Executive Director (Corporate Services) / Legal & Democratic Services
Manager

APPOINTMENTS TO THE INDEPENDENT REMUNERATION PANEL (IRP)**Purpose**

1. The purpose of this report is for Council to agree membership of the Independent Remuneration Panel, effective for consideration of the 2012/13 members' allowances scheme and agree the level of expenses payable to members of the Panel.

This is a not key decision, however, Council is required to appoint an independent remuneration panel under the provisions of the Local Authorities (Members' Allowances) (England) Regulations 2003. The item was first published in the July 2011 Forward Plan.

Recommendations

2. Council is recommended to:
 - (a) appoint the following persons to form an independent remuneration panel, with immediate effect:
 - (i) Graham Jagger for a 2-year term of office, with an expiry date of 31 July 2013
 - (ii) Simon Harris for a 3-year term of office, with an expiry date of 31 July 2014
 - (iii) Kevin McIntyre for a 4-year term of office, with an expiry date of 31 July 2015
 - (b) agree the level of expenses paid to individual members of the panel, commensurate with the work carried out by them during their terms of office; the figure to be no more than £200 each per financial year. The final amount payable to be agreed by the Executive Director, Corporate Services in consultation with the Leader of the Council.

Reasons for Recommendations

3. Council is required to make appointments to its Independent Remuneration Panel and agree payment to the members of that panel for their services.

Background

4. On 23 June 2005, Council resolved 'that the Independent Remuneration Panel be appointed on a rolling three year basis starting with the current year.' Since that time, however, it has proved difficult to find replacement members when their term of office expired and two of the three panel members, with the agreement of Council, have

remained members until now. Those two members have indicated that they no longer want to remain on the panel.

5. The remaining panel member was appointed in September 2008 to serve a 3-year term ending 25 September 2011. He has indicated his willingness to serve a further term, subject to Council approval.
6. A recruitment campaign was initiated earlier this year seeking applications from members of the local community to join the IRP. This culminated in an article appearing in the spring edition of the *South Cambs Magazine*. As a result of the advertisement, a number of members of the public requested further information.
7. Alex Colyer, Executive Director, Corporate Services and the remaining panel member, Mr Graham Jagger, subsequently undertook interviews for replacement IRP panellists. As a result of the interview process, it was felt that the candidates recommended at para 2 (ii) and (iii) above would make useful additions to the IRP process.
8. The terms of office were discussed with the current and proposed panel members, all thought a staggered approach was a sensible option and were happy to leave the process to officers to decide the outcome.
9. Following the interview process, the Executive Director, Corporate Services, together with the Democratic Services Officer and two witnesses, drew lots to decide whom and what term of office the individual panel members would carry out. The outcome is given in para 2 (a) above.
10. Up to and including setting Members' allowances for 2007/08, the panel were paid a sum of £200 to cover their expenses. Following government capping of the Council in 2007, the then members of the panel agreed to reduce their out of pocket expenses to £20 per meeting; this was agreed by Council on 31 January 2008. As a result of the economic climate, consideration of Members' allowances for the years 2010/11 and 2011/12 were undertaken via e-mail between all parties and no fee was paid to panel members.

Considerations

11. Council is requested to consider the recommendations made to appoint replacement IRP members and the level of monies payable to those panel members for consideration of Members' allowances for 2012/13, depending on the level of investigation deemed appropriate by the Council.

Options

12. Council can either:
 - a. agree the recommendations,
 - b. make variations to specific elements of the recommendations, or
 - c. reject the recommendations

Implications

13. Financial	Provision for an increase in fees payable to panel members has not been included in the budget, however, provision can be made within the revised estimates
Legal	Council is required to appoint an independent remuneration panel
Staffing	None
Risk Management	None
Equality and Diversity	None
Equality Impact Assessment completed	Not required
Climate Change	Not applicable

Consultations

14. A consultation process was not required in this instance.

Consultation with Children and Young People

15. Not applicable.

Effect on Strategic Aims

16. Not applicable.

Conclusions / Summary

17. Under the provisions of the Local Authorities (Members' Allowances) (England) Regulations 2003, Council is required to appoint members to its Independent Remuneration Panel and pay an allowance to panel members.

Background Papers: the following background papers were used in the preparation of this report:

Council minutes, 23 June 2005, 31 January 2008, 25 September 2008

Contact Officer: Maggie Jennings, Democratic Services Officer
Telephone: (01954) 713029

This page is left blank intentionally.

SOUTH CAMBRIDGESHIRE DISTRICT COUNCIL

REPORT TO: Council

21 July 2011

AUTHOR/S: Executive Director (Corporate Services) / Legal and Democratic Services Manager

APPOINTMENT TO THE STANDARDS COMMITTEE 2011-[?]2015

Purpose

1. To seek Council's co-optation of independent¹ and parish council members to the Standards Committee for up to four years.
2. This is not a key decision but has been brought to Council because only the full Council may co-opt members onto the Standards Committee.

Recommendations

3. That Council:
 - (a) co-opt Mrs Kathleen English and Mr James Williams to the Standards Committee for a further term of up to four years as independent members; and
 - (b) co-opt Councillors Rick Bristow of Cottenham Parish Council and Simon Martin of Teversham Parish Council to the Standards Committee for a term of up to four years as parish council members.

Reasons for Recommendations

4. It is a legislative requirement that at least 25% of the seats on the Standards Committee be filled by co-opted independent (lay) members. Both Mrs English and Mr Williams are happy to continue and, as their original appointments in 2007 were carried out in accordance with the correct legal requirements at the time and they are both currently within their original term, Council can extend that appointment by a further term without having to undertake a further appointments exercise.
5. It is also a legislative requirement that the Standards Committee establish wholly separate panels to undertake the initial assessment of allegations and the review of any allegations for which the initial assessment was to take no further action, and it is also mandatory that a parish council member be present whenever parish council matters are under consideration. The Standards Committee must therefore have at least two parish council members, one to sit on each body.
6. Given the large number of parish councils within South Cambridgeshire, the significant number of allegations about the conduct of parish councillors, and the danger of the Committee being rendered unable to determine any matters if one or both parish council members is unavailable or has / have a conflict of interest, the Committee would run more efficiently with a larger number of parish council representatives.

¹ "Independent" in this context means simply a person who is not a member or officer of the Council or of any parish council within South Cambridgeshire or any other local authority. It has no connotation with political independence from any party or political group.

Background

7. The Localism Bill will bring about significant changes to the Standards regime, and before the end of the 2011/12 civic year, Council will have to determine its own local arrangements for discharging its responsibility to uphold high standards of conduct, including whether or not to continue with a Standards Committee and, if so, its composition and how appointments will be made. Until the Localism Bill becomes law, however, the existing arrangements must continue and Council is being asked to make appointments for *up to* four years, four years being the term length for all current Standards Committee members.

Independent Members

8. In August 2010, Standards for England issued guidance in its Bulletin about the re-appointment of independent members in light of the uncertain future for the Standards regime, and local authorities are required to have regard to any guidance from Standards for England. This guidance states: "In light of the uncertain future of the standards framework we advise that, as long as the original appointment was carried out in accordance with all the correct legal requirements at the time (e.g. approved by full council, after being openly advertised and having assessed the suitability of all the applicants) an authority can extend that term for a further period. This can only be done during the term of office of an existing independent member and by approval from full council. Once the independent member's term has expired the full recruitment procedures must be followed again."
9. Mrs Kathleen English and Mr James Williams are both within their existing terms, which expire on 16 August 2011, and both have stated that they would be happy to continue to serve. Mrs English has been Chairman of the Standards Committee since 2009 and co-presented the Standards Committee's application in London when South Cambridgeshire was shortlisted for the Local Government Chronicle 2010 Award for Standards and Ethics. Mr Williams has served one year as Standards Committee Vice-Chairman and two years as Chairman of the Review Panel.
10. Both Mrs English and Mr Williams were co-opted following an appointment and interview process led by an appointments panel of the Standards Committee, and the vacancies for which they applied originally had been advertised in the local press.

Parish Council Members

11. On 14 April 2011, following a parish council member's resignation from the Standards Committee, Council moved to prevent the Standards Committee from being rendered inquorate and, after consultation with South Cambridgeshire parish councils, agreed to reduce the number of parish council members on the Standards Committee from "at least three" to "at least two", the minimum possible allowed in terms of the legislation.
12. On 3 June 2011 one of the two remaining parish council members resigned from the Standards Committee and the committee became inquorate and unable to discharge its responsibilities. The process for the appointment of parish council members is set out in Article 9 of the Council's Constitution as follows:
 - Parish Member candidates shall be nominated by parish councils at their Annual Meeting, where an election has been held for that parish council, or at the earliest scheduled parish council meeting after the commencement of the appointments process, nominations to include a statement supporting the candidate, not exceeding one side of A4 paper. In the case of more than the requisite number being nominated by the deadline set, the candidates' statements will be sent with a voting paper to all parish councils in the District

and the votes received by the deadline set will determine the candidates to be elected;

- In the event of a tied vote, the successful candidate will be identified by the Monitoring Officer drawing lots;
- The Council will co-opt the candidate elected by the parish councils or identified by the Monitoring Officer drawing lots;
- A clear and strict deadline will be set for both receipt of nominations and, if a vote is required, voting slips. These deadlines will apply equally to all parish councils, including those of existing or retiring Parish Members.

13. Four nominations were received by the deadline of Friday 17 June 2011 and ballots were issued to all South Cambridgeshire Parish and Community Councils. Thirty ballots were received by the election deadline of noon on Friday 8 July 2011. The Executive Director (Corporate Services), on behalf of the Monitoring Officer, counted the ballots and announced the results:

- Rick Bristow, Cottenham Parish Council – 14 votes
- Kate Heydon, Cottenham Parish Council – 5 votes
- Simon Martin, Teversham Parish Council – 8 votes
- Ian Storr, Hardwick Parish Council – 3 votes

Considerations

14. Almost all allegations made to the Standards Committee over the past three years have been about parish councillors, requiring at least one parish council member to be present at every committee and panel meeting. When a conflict of interest arises, as can happen when matters relating to nearby parishes are on the agenda, it has proven challenging to re-schedule a meeting.
15. Standards for England has advised that the Council cannot co-opt temporarily a member of a Standards Committee of a neighbouring authority, nor can it refer matters to another authority without first having adopted joint arrangements. This Council had been working towards joint arrangements with East Cambridgeshire, but this project ceased when it was announced in May 2010 that the Standards regime would be abolished.
16. It would be practical for Council to co-opt at least two of the candidates who sought the parish council member vacancy, to increase the pool of members from which to draw panels. The personal statements submitted by the two candidates who received the highest number of votes are attached at **Appendix A**.

Options

Independent Members

17. To undertake a new appointments exercise before co-opting to the independent member positions on the Standards Committee. This would incur additional costs, as the Council is required by law to publish a notice in at least one local newspaper, at a time when the future of Standards locally is yet to be determined. The last such advertisement cost £918 plus VAT to run once.

Parish Council Members

18. To co-opt only Councillor Rick Bristow, who received the highest number of votes from the parish councils, bringing the total number of parish council members to two. This could leave the Standards Committee at risk of again becoming inquorate or unable to discharge its responsibilities due to a conflict of interests.

19. To co-opt two, three or all four parish councillors who sought appointment on the Standards Committee. If all four parish councillors were appointed, the Standards Committee would be comprised of 21 members, of whom more than 25% would be independent members, meeting the statutory requirements, but also becoming the largest Committee of this authority after full Council.

Implications

20. Financial	There has been no increase to the co-optees' allowance levels since 2008/09: £276 per annum for independent members, to recognise the legislative requirement that independent members must serve as chairmen of the Standards Committee and all its panels, and £220 per annum for parish council members.
Legal	Standards Committees are required by law to be comprised of at least 25% independent members, to have two separate panels established for the initial assessment of allegations and for the review of initial assessment decisions when no further action was to be taken, and to have at least one parish council member present whenever parish council matters were being discussed.
Staffing	None.
Risk Management	If the Standards Committee should be rendered inquorate again due to a resignation, the Council will have to undertake another recruitment exercise and will be unable to determine any matters arising until such time as a co-option is made to fill any vacancies.
Equality and Diversity	None specific.
Equality Impact Assessment completed	No. Not applicable.
Climate Change	None.

Consultations

21. Consultations have been undertaken with:
- (a) Mrs Kathleen English and Mr James Williams, independent members;
 - (b) Councillors Rick Bristow and Simon Martin, prospective parish council members;
 - (c) South Cambridgeshire Parish Councils; and
 - (d) Standards for England.
22. Councillors Bristow and Martin accept the recommendation that Council co-opt both of them to ensure that the Standards Committee does not risk becoming inquorate. [There have been no objections raised by South Cambridgeshire Parish Councils to this proposal.]

Consultation with Children and Young People

23. None.

Effect on Strategic Aims

24. Commitment to being a listening council, providing first class services accessible to all: the Standards Committee has a responsibility to respond to allegations made about the conduct of district and parish councillors. It also has a responsibility to provide guidance and advice on matters relating to ethical standards, and many of its members have accepted invitations to visit and speak to parish councils across the District.
25. Commitment to making South Cambridgeshire a place in which residents can feel proud to live: the Council has a responsibility to uphold high standards of ethical conduct. The Committee also receives requests for dispensations from interests which could otherwise prevent district or parish councillors from taking part in decisions about important local matters, such as the development and maintenance of village facilities. (Dispensations can be granted only if certain criteria are met.)
26. Commitment to providing a voice for rural life: The work of parish councils is done by volunteers and, particularly in rural communities, it is usually the same volunteers who also give their time to other community groups. Parish council members on the Standards Committee represent the hundreds of parish councillors within South Cambridgeshire, ensuring that parish councils' and parish councillors' views are heard when decisions are made. Independent members represent the 'man on the street' and are co-opted on behalf of all South Cambridgeshire residents.

Conclusions / Summary

27. Co-option is a decision reserved to full Council. There will be significant changes in the next year; Council is asked to ensure that, until that time, the Standards Committee will continue to operate efficiently and discharge its responsibilities fairly and in a timely manner.

Background Papers: the following background papers were used in the preparation of this report:

Local Government Act 2000
Local Government and Public Involvement in Health Act 2007
SCDC Constitution, Part 2, Article 9 – The Standards Committee
Council agenda and minutes, 24 May 2007, 18 October 2007 and 14 April 2011
Standards for England Bulletin 48 – August 2010

Contact Officer: Holly Adams – Democratic Services Team Leader
Telephone: (01954) 713030

This page is left blank intentionally.

Supporting Statements from Councillors Bristow and Martin

Councillor Rick Bristow, Cottenham Parish Council

Roderick (Rick) Leslie Bristow

D o B: 16/12/48

Graduate of Law (LLB) Leicester 1970

Entered the world of business August 1970

First of a series of directorships 1978; 1979 - 1995 managing director of several group subsidiaries; main board director of the Plc 1995/1996 post which, and due to the terminal illness of my daughter, chose to resign.

Moved to Cottenham June 1998. Became embroiled in the Travellers dispute of 2003/4, and continue to take a keen interest in Traveller affairs. I was invited to join the Cottenham Parish Council in 2005 and in 2007 started a three year term as chairman. Resigned from the council in July 2010, having been elected for a fourth term, due to a code of conduct complaint which, having taken the time that it did, made it impossible to represent the village in the appropriate manner. Rejoined the PC early in February this year.

Reason for wishing to represent the standards committee: "Having breached the code of conduct, albeit unintentionally, it became necessary to get a fuller appreciation of that code its strengths and its weaknesses. That code is about to change and the interpretation of its replacement will be left to those with a local knowledge. I would like to think that I am sufficiently experienced, open minded and impartial, as to be able to compliment any existing team charged with overseeing the 'enforcement' of both the current and any new code."

Councillor Simon Martin, Teversham Parish Council

I am applying to the Standards committee as a Parish Councillor in the hope that I will be chosen as a member of the committee.

I have lived in Cambridge and the surrounding area most of my life being educated in the City. I attended college to study Art and Design in Preston and then went on to further Study Art back in Cambridge.

I currently run a family business, Teversham Motors, located in Teversham village. We have been in business for over 40 years and are an MoT testing station and vehicle repair shop. This vocation has given me an opportunity to become interested and involved with the village itself. I have been on the Parish Council in Teversham for over ten years and have recently stood down as Chair after 5 years. Running a business or chairing the council are both challenging and interesting. Much of the time I need to use problem solving and analytical skills, which I learnt and used through college, as well as further developing people, management and leadership skills.

My hobbies include playing in bands as well as sound recording and production. Playing as part of a contemporary group is fun and enjoyable, being incredibly rewarding when the team 'pulls it off' and it all goes well. However, often there can be differences of opinion and my ability to remain open to all points of view, coupled with my negotiation skills, have helped to resolve potentially difficult situations. Music production assumes the position of 'leader' whilst dealing with people who are not always willing to be 'led', and my ability to pull everyone together in one direction and to achieve the communal goal, whilst allowing everyone to take credit for their input, has been invaluable.

I am personally pragmatic and creative, which enables me to analyse problems and consider solutions and outcomes that can sometimes be overlooked. I have an ability to understand

arguments from all perspectives and if my role necessitates, I am able to remain objective and magnanimous even though I may not necessarily personally agree with the outcome.

I would like to become involved with the promotion and maintenance of the standards within the district and parish councils, and I fully understand the importance of this function. As set out above, I believe I have the qualities that would enable me to fulfill this role.

Simon Martin

Conservators of the River Cam

The Conservators of the Cam was set up by statute over 300 years ago and its activities and membership are governed by acts of parliament. It is the *Navigation* authority for the River Cam, and its bylaws are mostly to do with keeping the navigation open for craft, originally coming up for trade at the wharves in Cambridge. It owns the Halingway, which is the towing path beside the Cam between Cambridge and Clayhithe. It was financed for many years by a penny rate levied on Cambridge city taxpayers, but this no longer happens. Its investment opportunities are few, because although does not make a profit, it is not regarded as a charity, and it can only invest in cash or properties. Most of its income is from licence fees on craft which are based on the Cam - motor boats, rowing craft and punts, and balancing the burden on these different users is an ongoing challenge. It also owns some properties, which generate rents, as well as its own administration building at Baits Bite Lock (the former lock-keepers office) and the house and workshop at Clayhithe where the River Foreman is based.

The Conservators themselves are City and County councillors and representatives of the Environment Agency, local punt operators and Cambridge University, and those other representatives of groups and individuals with an interest are invited to attend as Observers. It is in this category that the nominee from South Cambs District Council falls.

The issues that have involved work with SCDC have been around replacing the willows along the Cam, many of which are coming to the end of their lives and proving dangerous;

- litter collection along the Halingway, for which SCDC gives an annual stipend;
- pollution from houseboats and passing craft, which can involve Environmental Health;
- maintenance of the ditches beside the Cam, which for years were not dug out, leaving some areas waterlogged. There is also a problem with the culvert where the A14 crosses the Cam, and we are liaising with the Highways Agency and hoping to get that cleaned out.

The headline-grabbing issues are often things which the statutes give the Conservators no power to change:

- they have no power to move wildlife off the river (Mr Asbo), though they have a general assumed duty of care to rowers,
- they have no power to limit the number of registrations of punts on the middle Cam, though they have a general assumed duty of care to punters.

This is a brief overview, which I hope will help members understand the headlines when they appear.

Hazel Smith

This page is left blank intentionally.