

South Cambridgeshire Hall  
Cambourne Business Park  
Cambourne  
Cambridge  
CB23 6EA

t: 03450 450 500  
f: 01954 713149  
dx: DX 729500 Cambridge 15  
minicom: 01480 376743  
[www.scambs.gov.uk](http://www.scambs.gov.uk)



14 January 2015

To: Chairman – Councillor Ben Shelton  
Vice-Chairman – Councillor James Hockney  
Members of the Partnerships Review Committee – Councillors David Bard,  
Andrew Fraser, Jose Hales, Roger Hall, Janet Lockwood, Tony Orgee and  
Neil Scarr

Quorum: 5

Dear Councillor

You are invited to attend the next meeting of **Partnerships Review Committee**, which will be held in the **Swansley Room A and B - Ground Floor** on **Thursday, 22 January 2015 at 2.00 p.m.**

Members are respectfully reminded that when substituting on committees, subcommittees, and outside or joint bodies, Democratic Services must be advised of the substitution ***in advance of*** the meeting. It is not possible to accept a substitute once the meeting has started. Council Standing Order 4.3 refers.

Yours faithfully  
**JEAN HUNTER**  
Chief Executive

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<b>AGENDA</b>		<b>PAGES</b>
<b>1. Apologies</b> To receive apologies for absence from committee members.		
<b>2. Declarations of Interest</b>		
<b>3. Minutes of the Previous Meeting</b> To authorise the Chairman to sign the Minutes of the meeting held on 20 November 2014 as a correct record.		<b>1 - 4</b>
<b>4. Public Questions</b>		
<b>5. Housing update</b> The Director of Housing will be in attendance to provide an update on housing services.		<b>5 - 14</b>

- 6. Reports from Members appointed to outside bodies** **15 - 48**  
To consider update reports from Members appointed to represent the Council on outside bodies.

- 7. Work Programme 2014/15** **49 - 58**  
To consider the Partnerships Review Committee's work programme for 2014/15.

At its meeting on 10 July 2014, the Executive Management Team (EMT) proposed a number of potential items for future scrutiny by the Partnerships Review Committee, a number of which the committee has since looked at. Further items suggested by EMT, which the committee may wish to consider are:

- Review of the joint procurement of a Cambridgeshire Handy Person Scheme
- Making Assets Count

The Council's Forward Plan is also attached for the committee to consider the items contained in this for possible future scrutiny.

- 8. Dates of Future Meetings**

- Thursday 19 March 2015, 2pm
- Thursday 28 May 2015, 2pm (please note this proposed date has been changed from the originally scheduled 7 May 2015 meeting which clashes with the elections)

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"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."

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.

## **OUR LONG-TERM VISION**

South Cambridgeshire will continue to be the best place to live, work and study in the country. Our district will demonstrate impressive and sustainable economic growth. Our residents will have a superb quality of life in an exceptionally beautiful, rural and green environment.

## **OUR VALUES**

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

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

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# Agenda Item 3

## **SOUTH CAMBRIDGESHIRE DISTRICT COUNCIL**

Minutes of a meeting of the Partnerships Review Committee held on  
Thursday, 20 November 2014 at 2.00 p.m.

**PRESENT:** Councillor Ben Shelton – Chairman  
Councillor James Hockney – Vice-Chairman

**Councillors:** Andrew Fraser  
Roger Hall  
Alison Elcox

Jose Hales  
Janet Lockwood  
Bunty Waters

**Officers:** Adrian Ash  
Mike Hill  
Jean Hunter  
Paul Quigley  
Steve Rayment  
Victoria Wallace

Shared Waste Service Programme Manager  
Director of Health and Environmental Services  
Chief Executive  
Environmental Services Manager  
Head of ICT and Facilities Management  
Democratic Services Officer

### **1. APOLOGIES**

Apologies for absence were received from Councillors David Bard and Tony Orgee. It was noted that Councillor Alison Elcox was in attendance as a substitute for Councillor Orgee and Councillor Bunty Waters as a substitute for Councillor Bard.

### **2. DECLARATIONS OF INTEREST**

Councillor James Hockney declared a non-pecuniary interest as a law student and member of the Law Committee at Anglia Ruskin University.

### **3. MINUTES OF THE PREVIOUS MEETING**

The minutes of the meeting held on 9 July 2014, were **AGREED** as a correct record.

### **4. INFORMAL NOTES OF THE 18 SEPTEMBER 2014 MEETING**

Informal notes from the discussions which took place on 18 September 2014, with representatives from the East of England Ambulance Trust and East Anglian Air Ambulance, were noted.

### **5. PUBLIC QUESTIONS**

No questions from the public had been received.

### **6. CONNECTING CAMBRIDGESHIRE PARTNERSHIPS PROJECT**

Steve Rayment, Head of ICT and Facilities Management, presented an overview of the progress of the Connecting Cambridgeshire project. This was a partnership project between Cambridgeshire County Council, BT and South Cambridgeshire District Council.

Discussion and questions ensued:

- Members were informed that there had been some criticism of BT as the

- provider, however this was being managed and the project was on track.
- Infrastructure for the Cambridgeshire Public Services Network (CPSN) was queried. Members were informed that the Virgin Media contract for this stood until 2018, with some circuits extended to 2019. Where Virgin Media cables were not in place, such as in some rural locations, BT infrastructure was used but connectivity remained contracted with CPSN.
  - Councillor Hales raised an issue regarding Melbourn Library who had been advised that it would not be possible to connect the library to the CPSN. The reasons for this were unclear and the Head of ICT and Facilities Management would investigate this.
  - Councillor Waters informed the committee that she had attended the Lolworth Parish meeting, at which disappointment had been expressed that Lolworth had not yet received broadband. The Head of ICT and Facilities Management informed members that the Connecting Cambridgeshire website provided an interactive map detailing where and when broadband services would become available, and advised that Lolworth Parish Council be directed to this website.
  - Councillor Fraser raised the location of BT cabinets as an issue in some villages however members were informed that the Council had little control over this.
  - Members were informed that a full and rigorous tender process had been carried out with BT.
  - Members queried whether there was a role for the Council's Planning department to ensure new developments would have broadband. The Chief Executive informed members that she had had extensive discussions with developers to ensure the best possible digital infrastructure was invested in new communities, and that the district was doing well with this.
  - Councillor Elcox raised the issue of slow broadband connections in the Bourn ward. Bourn village still did not have superfast broadband and the installation of this was not looking possible for much of Upper Cambourne, despite the ward winning BT's Race to Infinity for superfast broadband. This was noted by the Head of ICT and Facilities Management who would look into this.
  - Councillor Elcox informed the committee of other experiences in Bourn ward of poor broadband connections being experienced by residents who previously had a good connection. The Head of ICT and Facilities Management explained that circuit contention could be an issue; with increasing numbers of households coming onto high speed broadband, it was possible that existing speeds of existing regular broadband connections were reduced.
  - The committee was informed that a broadband voucher scheme applied to small and medium sized businesses in Cambridge and South Cambridgeshire with up to 249 employees. This included businesses based at home. Up to £3000 was available per voucher, to support businesses to get online. Voucher application could be made via the Connecting Cambridgeshire website, subject to appropriate postcode checking.

The Committee **NOTED** the progress of the project.

## **7. JOINT WASTE SERVICES**

The Director of Health and Environmental Services introduced Adrian Ash, the Joint Waste Service Programme Manager, and provided an update on the Joint Waste Services project.

Members were informed that both South Cambridgeshire District Council and Cambridge City Council had agreed to progress with this shared service in October 2014. £400,000 of savings were projected to be delivered by South Cambridgeshire's

Waste Service in 2014/15 due to changes in bin collection routes in South Cambridgeshire. A shared waste service would enable both Council's to reduce costs further whilst protecting frontline services and staff. Any savings would be shared equally between the two councils. The shared service would also include trade waste.

A Governance Board was being set up, members of which would be South the relevant Portfolio Holders from South Cambridgeshire District Council and Cambridge City Council, as well as the Director of Health and Environmental Services, the Environmental Services Manager and the Joint Waste Programme Manager. South Cambridgeshire was the lead authority to deliver the service.

Members were informed that Cambridge City's waste fleet, based at Mill Road depot, would relocate to South Cambridgeshire District Council's Waterbeach depot. The Mill Road depot would be sold with the proceeds going to Cambridge City Council. A garage was also based at Mill Road, servicing all City Council waste vehicles and providing private MOTs. Members were informed that a separate workstream was underway to work out a business case for the garage and determine what was best to do with it, which would be presented to both Councils in March 2015.

The issue of assisted bins being missed since the new South Cambridgeshire bin routes had started, was raised. The Director of Health and Environmental Services assured members that drivers were becoming familiar with their new routes, assisted bins had been reviewed and the assisted bins list had been updated.

The Director of Health and Environmental Services clarified that there was no basis for the assertion that had been put forward at the Council's Scrutiny and Overview Committee meeting in November 2014, that the County Council would incur costs due to increased landfill with the reduction in green bin collections. The committee was informed that there was no evidence to suggest this would happen and the Council would be monitoring weights of green and black bins from December- February 2015, to establish whether there was an effect on these weights. The data would be shared with the County Council. The Director of Health and Environmental Services agreed to come back to the committee in March or April 2015, once these figures had been monitored.

The Shared Service would supersede any Service Level Agreements (SLAs) for the Southern Fringe and North West Cambridge developments. A shared service agreement had been signed with the City Council for the North West Cambridge underground bin scheme. This would operate from 2016 when the first properties would be occupied.

The Council's separate collection of paper for recycling was discussed. It was clarified that paper was part of the Council's recycling target. Members were informed that the paper contract ended in 2015 and all options would be looked at, including the financial viability of separate paper collection.

It was confirmed that monthly meetings had been taking place with the trade unions and that they were supportive of the shared waste service.

Members were informed that single crewed trade waste vehicles had been operating since 1 September 2014. This was in line with the Council's commercial competitors and Health and Safety had been reviewed. Drivers had been individually assessed and risk assessments had been submitted to the unions, who were happy with these.

Trade waste had been identified as a commercial opportunity for the Council. Members advised officers that issues may need to be considered in future, to ensure the service remained commercially competitive.

Progress on the Joint Waste service would be reported back to the committee in April 2015.

The Chief Executive informed the committee that the trade unions had praised the Director of Health and Environmental Services and his team, for their work on this project.

The Committee **NOTED** the update and thanked the officers for their work.

#### **8. REPORTS FROM MEMBERS APPOINTED TO OUTSIDE BODIES**

The committee **NOTED** the update reports that had been received from Members appointed to represent the Council on outside bodies.

Councillor Roger Hall informed the committee that the archives would transfer from Shire Hall to Ely next year. He would look into what damage had occurred at the archives.

#### **9. WORK PROGRAMME 2014/15**

The committee **AGREED** the January 2015 meeting would look at the following:

- Homelink
- The Home Improvement Agency
- The Mears contract performance review

#### **10. DATES OF FUTURE MEETINGS**

It was noted that all future meetings would be at 2pm. The next meeting would take place on 22 January 2015 at 2pm.

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**The Meeting ended at 3.35 p.m.**

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# Agenda Item 5

## Partnership Review Committee 22 January 2015 Housing Services

### Introduction

Partnerships are key to the delivery of housing services both operational and strategic. Examples include:

- The fitting of 2,000 council homes with solar panels in partnership with Savills Solar.
- Homelessness prevention achieved in partnership with King Street Housing and the CAB
- New affordable homes on rural exception sites achieved with Cambridgeshire ACRE and partner housing associations
- Housing fraud intuitive achieved in partnership with Huntingdonshire DC and the Home Office.

Much of the partnership working is overseen by the Cambridge sub Regional Housing Board (CRHB). This group meets once a month and has representatives from all of the Cambridgeshire district council as well as two from west Suffolk. The County Council and partner housing associations are also represented. CRHB acts as the 'parent body' for other groups including Homelink and Cambs HIA.

Each year CRHB agrees an action plan for the forthcoming 12 months which is monitored by the group. A copy of the 2014 action plan is attached for your information. This provides an indication of the type and range of issues engaged with as part of the partnership working within strategic housing.

**Homelink** partnership – delivering the Council's Choice Based Lettings function

- This partnership has been running since 2008. It is a shared service between all of the five Cambridgeshire local authorities as well as the two West Suffolk councils. Around 30 housing associations are partners in the service.
- The partnership funds a manager and an administrator both posts managed by South Cambridgeshire and based at Cambourne. The Homelink management board is chaired by the Director of Housing at South Cambs.
- Since 2008 Homelink has successfully allocated over 20,700 homes.
- Most customers access the service online (90%) and special arrangements are in place to assist those who cannot do this for whatever reason.
- There are no operational concerns at present but procurement rules require the partnership to re tender for the IT service that underpins the

operation. The current suppliers Locata are likely to bid again and we are anticipating bids from at least two other companies who also provide this service nationwide.

- The procurement process is expected to be completed in March 2015 and if there is a new supplier the 'go live' date for the new contractor will be April 2016.

**Mears** partnering contract – providing a responsive repairs service to council tenants

- This contract was awarded in 2011 and went live in April 2012. It is a five year contract (up to March 2017) with an option to extend for up to a further five years.
- Mears carry out repairs to the value of around £3m per year making it one of the biggest of the Council's contracts and at the heart of the housing management service.
- Operational performance management of the contract includes a quarterly board meeting which includes elected members, members of the TPG as well as officers.
- A full review for the contract was started during 2014. This includes an in depth examination of the tenant experience being carried out by the Tenant Scrutiny Panel. A report to the Housing Portfolio Holder detailing the findings of this review is scheduled for March 2015.

**Cambridgeshire Home Improvement Agency** (Cambs HIA) – project manages repairs, improvements and adaptations to enable people of all ages to continue to live independently. Customers are guided to access Disabled Facilities Grant (DFG) and Home Repairs Assistance discretionary grants or loans from their local council. Home Improvement Agency services vary across the country and can include a range of related services.

- DFG money is provided by central Government (and local authorities also contribute) to pay for necessary disabled adaptations to the homes of people with disabilities. This is a mandatory statutory function. The current local arrangements are to retain one officer responsible for signing off the grant payments. A full description of the Cambs HIA service is available on their website [www.cambshia.org](http://www.cambshia.org)
- The Cambs HIA is a shared service which went live in April 2012. It provides the Home Improvement Agency Service as specified in the terms of the partnership agreement for Cambridge City, Huntingdonshire and South Cambridgeshire. The staff team of 14 have their main office based at Cambourne, with IT support from Huntingdonshire and managed by Cambridge City (as the lead council in the partnership)

- Cambs HIA provides general advice to members of the public, their family carers or other representatives about ensuring their home is safe and suitable for their needs. People may consider moving as well as works to their current home. They work with private sector and housing association tenants but not council tenants as they have separate arrangements. All DFG cases currently require receipt of a referral from an Occupational Therapist. The team will then help the customer with the DFG application process, project manage the works preparing the schedule of works, obtaining quotes and inspecting the works on completion.
- Grant work to the value of around £3.3 m is carried out each year. In 2013/14 nearly 500 households were assisted.
- The introduction of the shared service has reduced the overall operating costs improved the resilience of the service, and improved the consistency of the service received across the three districts while retaining local discretion on grant policy.
- The Care Act 2014 places new statutory duty upon local authorities to link together the work on social care, health and housing. The Cambs HIA is a good working example of how that duty can be met. Foundations (the National Body for HIAs and Handyperson services) regard CHIA as a model of good practice. For example, Hertfordshire and Warwickshire have been seeking information from us to inform their reviews of their own arrangements.
- Two of the current priorities identified for Cambs HIA are::
  1. To monitor and the length of time it takes from the point of referral to the completion of the works for typical jobs. It is important that people with disabilities do not have to wait unduly for adaptations to their home to be made. The Council funding available each year is, however, cash limited so a service that went too quickly would simply mean that the Council would run out of money and delay help to those that apply later in the year. This performance is monitored through a series of key performance indicators approved by the CHIA Board covering.
  2. To investigate the possibility of East Cambridgeshire District Council joining the partnership. The Housing Portfolio Holder has given permission for a full business case to be prepared and it is anticipated that this will come back for a Cabinet decision around July 2015

Stephen Hills- Director of Housing

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Priority and objectives	Action	Output	Target date	Lead	Impact	No
<b>1. Deliver new homes to support economic success</b>						
Delivery of new homes including affordable tenures	Publish CLIP 2014 including our prioritised plan for 2014-15+	CLIP 2014 updated Funding secured	Sep-14	Housing enablers	Ready to support provider bids for funding Overcome barriers	1.
	Support development of new council housing in Cambridge and South Cambridgeshire	New council homes developed in SCDC and Cambridge	Apr-15	City and SCDC	New council housing delivered	2.
Strengthen links between housing and the economy via the LEPS	Identify housing and infrastructure priorities by contributing to Cambridgeshire and Peterborough 'Strategic Spatial Priorities'	Strategic Spatial Priorities document reflects the housing needs of our sub-region	Apr-14	CRHB	Spatial priorities include housing	3.
	Ensure housing is part of our LEPS Strategic Economic Plans	SEPs include housing issues and impacts	Apr-14	CRHB and JSPU	Housing included in strategic economic plans	4.
	Create a report for the housing sub-region combining <ul style="list-style-type: none"> <li>■ effect of housing on GDP</li> <li>■ number of jobs created and skills / apprenticeships gained through housing construction and through housing management and maintenance</li> </ul>	Identify multipliers and apply to plans for homes in our sub-region Look to create a "ready reckoner"	Nov-14	CSHG with NHF input	Clear link between housing and economic indicators	5.
Assess potential of private rented housing on new sites	Hold an event focussing on links and partnerships between housing and the economy at Alconbury Enterprise Zone. Present the combined new development survey results	Event	Nov-14	CRHB, RICS NHF and LEPS	Event. Shared learning.	6.
	City and SCDC commission report from Hometrack on market rented potential	Reports for City and SCDC	Jun-14	City and SCDC	Report for City and SCDC Shared learning	7.
	CRHB evaluates the report and members decide if want to roll out for the sub-region	Commission further reports from Hometrack	Jul-14+	CRHB	Shared learning & possible roll-out across sub-region	8.

Priority and objectives	Action	Output	Target date	Lead	Impact	No
<b>2. Enable better health and well-being through housing, affordable housing, housing-related support and options and support for older people</b>						
Strengthen the case for housing by linking housing investment with health and care savings, and improved wellbeing	Housing projects which integrate housing health and care agendas, submitted to Better Care Fund	Projects submitted which support the agreed outcomes for the Better Care Fund	Apr-14	CRHB	Funding secured for priority projects	9.
	Contribute to the Older Peoples Procurement exercise	Ensure housing is a key consideration in procuring older peoples services for Cambs and Peterborough	Aug-14	CRHB	Better understanding of housing contribution by commissioners. Improved integration of services for customers	10.
Plan for our sub-region's changing demography particularly the growing number of older people	Deliver one new Extra Care scheme as per Cambridgeshire's Extra Care Commissioning Strategy 2011	Support progress of Extra Care Strategy group. Support delivery of five new Extra Care Schemes over 5 years. At end of the current strategy, review need for extra care housing; identify or clarify support for both capital and revenue expenditure from especially county council and health partners.	Mar-15	Extra Care Strategy Group	Pipeline of extra care schemes agreed, to deliver 5 extra care schemes over 5yrs across the county New need and pipeline set out for 2015+	11.
	Help identify need for other specialist and supported housing across the sub-region	Map existing provision, creating an updateable model which identified existing provision and helps project / predict future needs	Mar-15	CSHG / SHMA	Plan for other supported housing need and pipeline for next 5 years	12.
	Contribute to new Cambridgeshire-wide Older Peoples Strategy, to ensure housing is integral	Strategy incorporates housing needs and issues, and highlights how housing saves cost and improves outcomes to residents and to health and care partners	Mar-15	CSHG	Housing included in Cambridgeshire's new strategy for older people	13.
<b>3. Create mixed and cohesive communities</b>						
Support vibrant and sustainable communities especially in our villages and market towns	If wanted, roll out profiling project across sub-region Assess usefulness to partners (RPs, CLTs, ACRE, PCs)	Sub regional housing profiles Feedback, evaluation, refinement	Jun-14 Sep-14	CCCRG / SHMA CCCRG / SHMA		14. 15.

Priority and objectives	Action	Output	Target date	Lead	Impact	No
Help build links between housing and community safety agenda	Attend Domestic Abuse governance board	Update report	May-14	CRHB (TR)	Shared learning	16.
	Contribute to potential Cambs domestic abuse strategy		Dec-14	CRHB (TR)	Housing incorporated in DA strategy	17.
Support delivery of mixed, cohesive communities	Continue to gather evidence and promote concept of mixed tenures and property sizes on new housing developments	Investigate need for updated guide to sizes and tenures of affordable homes needed to support Chapter 14 of SHMA 2013	Mar-15	SHMA	Clear guidance on need and role of mixed tenure and size housing developments	18.
<b>4. Improve standards in existing homes, and encourage best use of all housing stock</b>						
Support initiatives enabling vulnerable people to remain living in their own homes	ECDC and FDC to decide whether to join the shared HIA service with HDC, SCDC and City	Decision to be made by ECDC and FDC	Mar-15	CRHB	Agreement on key partners in CambsHIA	19.
	Work with county and health colleagues on joint commissioning handyperson service in 2014/15	Scheme specified and plan in place for 2015+	Mar-15	Task & finish group led by Cambs County	Re-commissioned partnership scheme	20.
	CRHB members support roll out of underoccupation project Encourage sign up and encourage partners to sign up to the protocol	Increase number of partners signed up	Mar-15	Underoccupation group	1/4ly meetings and info sharing More partners signed up	21.
<b>5. Extend housing choice and meet housing need</b>						
Ensure Home-Link is fit for purpose and runs as efficiently as possible	Investigate cost-benefit of shared service for parts of Home-Link process	Upshot of cost-benefit analysis of shared service shared with CRHB	By Mar-15	HLMB	Efficient choice-based lettings service across sub-region	22.
	Gather together tenancy strategies and policies in one web space to ease comparison	Page on Insight provides links	Apr-14	SB	Easy access to strategies and policies	23.
Identify impact of tenure and welfare reforms	Evaluate effectiveness of tenancy strategies <ul style="list-style-type: none"> <li>Gather baseline data to inform revision of tenancy strategies</li> <li>Complete an evaluation of effectiveness</li> <li>Districts consider refreshing Tenancy Strategies</li> </ul>	Report to CRHB	By Dec-14	CSHG / CCCR	Shared learning and baseline for revision of strategies for 2015+	24.

Priority and objectives	Action	Output	Target date	Lead	Impact	No
<b>6. Prevent and tackle homelessness</b>						
Continue to support implementation of the sub-regional homelessness action plan, to:	Deliver a <ul style="list-style-type: none"> <li>sub-regional single homelessness service, to open to partners from Feb 2014</li> <li>local lettings agency (Town Hall Lettings) from Jan 2014</li> </ul>	Two new pilots up and running Pilots reviewed one year after first procurement	Nov-14 By Mar-15	Homelessness strategy group (DG)	Quick and effective housing solutions for single people whose housing and life chances may otherwise deteriorate.	25.
	Reduce use of bed and breakfast accommodation and cut down on emergency provision costs	Report on use and costs of temporary accommodation and any effect on use of empty homes.	Nov-14	Homelessness strategy group (DG)	Lower numbers in B&B Lower cost of emergency provision Empties back into use	26.
	Refresh the accommodation protocol with Cambs County Council for 16/17 year olds	Revised protocol and monitoring plan	Nov-14	Homelessness strategy group (SC)	Revised protocol launched and monitored	27.
	Assess opportunities for discharging homelessness duties in the private rented sector through Town Hall Lettings	<ul style="list-style-type: none"> <li>Shared protocol for use of properties to discharge duties</li> <li>Where needed, new discharge of duty policies in place</li> <li>Learn from other LA on how they have used the private sector to discharge duty.</li> </ul>	Nov-14	Homelessness strategy group (JC & TH)	Quick and effective housing solutions for single people whose housing and life chances may otherwise deteriorate.	28.
	Develop a sub-regional supported lodgings scheme	Assess feasibility of extending Suffolk supported lodgings scheme to Cambridgeshire	Nov-14	Homelessness strategy group (JV)	Report on feasibility	29.
<b>7. Promote the benefits good housing and partnership working can bring to related issues</b>						
Understand and explain our local housing market(s) and strengthen housing/planning links via the SHMA	Review spec for SHMA in light of new NPPF and guidance, working closely with planners	New brief for 2014+ agreed between CRHB and CPOs	By Mar-15	SHMA project team	SHMA successfully withstands challenges in the formal plan process	30.
	Continue to produce and improve our housing market bulletins	Four bulletins each year	Jun-14 Sept-14 Dec-14 Mar-15	SHMA project team	Regular review of market signals	31.
Build partnership and increase communication	Continue to consider potential for shared services and other efficiencies to help improve service resilience	Reviews as opportunities arise Ad hoc reports to CRHB	Mar-15	CRHB	Increased service efficiency	32.



Priority and objectives	Action	Output	Target date	Lead	Impact	No
<i>Build partnership and increase communication</i>	Understand, apply & communicate key policy changes & impacts as they arise;; devise new ways to communicate impacts across the sub-region	Ad hoc reports	Mar-15	CSHG	Key stakeholders better informed about impact of housing policy and market changes on their services	33.
	Extend and review communication channels for CRHB and our "networks"; further develop housing pages on Cambridgeshire Insight	Data more accessible Documents easier to find & housing pages act as a summary of our strategy and partnerships	Mar-15	SB	Increased numbers of visits Increased, use of CI housing pages, time on page & traffic to and from other pages	34.
	Help overcome differences in terminology and language	Devise a cross-silo jargon buster or dictionary	Apr-14	CSHG	"The Jargonator"	35.

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# Agenda Item 6



**REPORT TO:** Partnerships Review Committee

22 January 2015

**LEAD OFFICER:** Legal and Democratic Services Manager

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## REPORTS FROM MEMBERS APPOINTED TO OUTSIDE BODIES

### Purpose

1. To consider update reports from Members appointed to represent the Council on outside bodies.

### Recommendations

2. That this report be noted.

### Background

3. The District Council appoints Members to a range of external bodies, known as outside bodies, so that the authority's views can be represented when they meet. The most up-to-date list of outside bodies and the Members appointed to represent the Council on them is attached to this report at **Appendix A**, for information.
4. The status of some outside bodies can change without the Council being informed. Members are encouraged to report any changes to the outside bodies set out in the appendix, or any outside bodies they think are missing, to Democratic Services.

### Considerations

5. Update reports on outside bodies used to be submitted to meetings of full Council, or Cabinet for those Cabinet Members appointed to outside bodies.
6. In considering how information is reported back from the outside bodies that Members are appointed to, the Civic Affairs Committee on 5 December 2013 agreed that:  
*“all Members appointed to an outside body should submit a written update report to each quarterly meeting of the Partnerships Review Committee, instead of Council, with the exception of those Members who already report to Cabinet.”*
7. This report provides the Partnerships Review Committee with those update reports received from Members appointed to represent the Council on outside bodies. Updates from outside bodies will feature as a standing agenda item for meetings of the Partnerships Review Committee in accordance with the Civic Affairs Committee's decision.

### ***Update reports from Members***

8. Councillor Nick Wright has provided an update report on Papworth Hospital. This is attached at **Appendix B**.
9. Councillor Caroline Hunt has provided an update report on the Cambridge International Airport Consultative Committee. This is attached at **Appendix C**.
10. Councillor Peter Johnson has provided documentation to update Members on the Farmland Museum. This is attached at **Appendix D**.
11. Councillor Peter Johnson has provided documentation to update Members on the Waterbeach Level Internal Drainage Board. This is attached at **Appendix E**.

### **Implications**

12. In the writing of this report, taking into account financial, legal, staffing, risk management, equality and diversity, climate change, community safety and any other key issues, there are no significant implications.

### **Consultation responses (including from the Youth Council)**

13. No consultation has taken place on the content of this report.

### **Effect on Strategic Aims**

#### **We aim to engage with residents, parishes and businesses to ensure we deliver first class services and value for money**

14. Requiring update reports from those Members appointed to outside bodies will provide the Council with valuable information on the work of external organisations.

### **Background Papers**

No background papers were relied upon in the writing of this report.

**Report Author:** Graham Watts – Democratic Services Team Leader  
Telephone: (01954) 713030

## APPENDIX A

### List of Outside Bodies

<b>Name</b>	<b>Representative(s)</b>
Cambridgeshire County Council Health Committee	Sue Ellington Andrew Fraser (Substitute)
Age Concern	Charlie Nightingale
Association of Impington Action for Sport (IMPACT)	Jonathan Chatfield
Bassingbourn Village College Centre Management Committee	Nigel Cathcart
Cambridge Airport Consultative Committee	Caroline Hunt
Cambridge and County Folk Museum Committee of Management	Neil Scarr
Cambridge & District Citizens' Advice Bureaux Management Committee Trustee Board	Neil Scarr
Cambridge City, South Cambs & County Council Strategic Transport & Spatial Planning Group	Pippa Corney Sebastian Kindersley Tim Wotherspoon Ray Manning (sub)
Cambridge Marriage Guidance Council (Relate)	Val Barrett
Cambridgeshire & Peterborough Association of Local Councils (CPALC)	David McCraith
Cambridgeshire & Peterborough Waste Partnership	Mick Martin
Cambridgeshire Historic Churches Trust Advisory Council	Roger Hall
Cambridgeshire Museums Advisory Partnership	Aidan Van de Weyer
Cambridgeshire Water Forum	Tim Wotherspoon
Carers Trust Cambridgeshire	Bridget Smith
Comberton Village College Governing Body Sub-Committee	Alison Elcox
Community Wellbeing Partnership (Health and Wellbeing District Members Forum?)	Sue Ellington
Conservators of the River Cam	Tim Wotherspoon
Cottenham Village College Sports Centre Management Group	Simon Edwards
County Advisory Group on Archives & Local Studies	Roger Hall
East of England Local Government Association	Ray Manning
Emmaus Cambridge Community	Hazel Smith
Farmland Museum Trustees	Peter Johnson
Francis John Clear Almshouses, Melbourn	Val Barrett
Friends of Milton Country Park	Jonathan Chatfield
Gamlingay Village College GVC Leisure Ltd	Bridget Smith
Linton Voluntary Community Business and Premises Group	Henry Batchelor
Mepal Outdoor Centre	Simon Edwards
Natural Cambridgeshire	Tim Scott
Needingworth Quarry Liaison Committee	Brian Burling
North Herts & District Citizens Advice Bureau	Val Barrett
Old West Internal Drainage Board	Simon Edwards

	Ray Manning Tim Wotherspoon
Over & Willingham Internal Drainage Board	Ray Manning
Papworth Hospital NHS Foundation Trust	Nick Wright
Responsive Repairs Partnership Management Board	Richard Barrett Neil Scarr
Sawston Patient Reference Group	David Bard
Shifting Offered Furniture Around (SOFA)	Janet Lockwood
South Cambs Crime & Disorder Reduction Partnership Group	Ben Shelton
South Cambs Local Health Partnership	Sue Ellington
Swaffham Internal Drainage Board	Robert Turner
Swavesey Byeways Advisory Committee	Robert Turner Sue Ellington
Swavesey Internal Drainage Board	Brian Burling Sue Ellington
Swavesey Village College Community Committee	Nick Wright Sue Ellington
Waterbeach Level Internal Drainage Board	James Hockney Peter Johnson

## **APPENDIX B**

### **Update from Papworth Hospital**

#### **Papworth Hospital announces acquisition of land for a new hospital in Cambridge**

Land for the new Papworth Hospital has been bought on the Cambridge Biomedical Campus in preparation for work to start in the New Year.

This news comes just weeks after it was confirmed that Papworth Hospital has gained planning permission for the bespoke 310-bed cardiothoracic hospital to be built on the world-class biomedical hub in Cambridge.

Work will begin on the site, which is over 7-acres in size and centrally located on the campus, once the project has reached financial close in early 2015.

The purchase of the land where the New Papworth Hospital is set to be built on the Cambridge Biomedical Campus means that once financial close has been reached, Skanska can immediately begin working on site.

The New Papworth Hospital is set to open in Cambridge in early 2018 and will form part of the UK's largest biomedical campus. The hospital will be located alongside some of the world's leading healthcare companies, hospitals and education & research establishments.

Cllr Nick Wright

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## **APPENDIX C**

### **Cambridge International Airport Consultative Committee - notes from meeting held on 26th November 2014**

New terms of reference were reviewed and agreed. There were no major changes just titles of various board members.

Schedule airlines operate out of the airport between 8am and 8pm. There are no plans at the moment for more airlines to operate out of Cambridge, but this could change.

There is now a new link on the website which allows people to make complaints as well as by the existing telephone complaint line.

A recent local newspaper report implied that the airport was not working in a safe way. This is a serious accusation and untrue. Marshall takes matters of safety very seriously and invests a lot of time and money into it. The accusation has been dismissed by the CAA.

Work on the runway has commenced. A booklet has been produced explaining what is being done and a copy given to Teversham Parish Council. Leaflets have also been delivered to homes in Teversham and other areas affected.

The next meeting will be on Wednesday 13th May at 10.30am

Cllr Caroline Hunt

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## APPENDIX D

### Trustees of the Farmland Museum Chairman's Report for meeting November 5<sup>th</sup> 2014

#### 1. Trustees and Staff

Bridget Yates' resignation will be a great loss to the museum she has been a Trustee for very many years and has given us the benefit of her vast experience of the museum sector. Part of her reason for resigning is due to the long distance she has to travel and she also has some health problems. It is a great shame we shall not be able to say good bye to her in person at the meeting but she was given an important hospital appointment which she did not want to miss.

Earlier this year we contacted Linda Brooklyn about becoming a Trustee and she did express an interest. However she now feels that she does not have time and that day time meetings in particular would be difficult for her. She also travels quite a lot. This means that she feels that she cannot commit to becoming a Trustee. She has however offered to help in other ways and I have asked if she might be able to help with informal HR advice and to let us know if she can think of any appropriate people who might be approached to be trustees.

I have talked to Gordon Chancellor to see whether he has any ideas for new trustees (though we aren't alone in trying to recruit) and I have asked Sarah Clover who has recently left Amey Cespa whether she might be interested, She has not immediately said 'no' and has asked for more information which I have sent her and we await her response. I am also following up another very tentative lead.

Ann has now put out advertisement on Reach, on the Cambridge Volunteers website and on our own website and if anyone can think of people who might be interested it would be good to sound them out to see if they might be prepared to get involved.

#### 2. Possible new New Town

With this report I am circulating a draft Statement of Common Ground between RLW Estates and the Waterbeach Trust who are the developers for a proposed New Town on the Waterbeach Barracks site (owned by the Defence Infrastructure Organisation), English Heritage (as a statutory consultee) and the Farmland Museum. The Statement has been drawn up by LDA Design who have been doing the research into the land surrounding the scheduled ancient monument area which includes not just the Denny Abbey the Farmland Museum site but adjacent land as well.

Protecting the setting of the Scheduled Ancient monument will be a key aspect of plans for the new town which is why English Heritage is a statutory consultee.

It is almost by chance that the Farmland Museum has come to been included in discussions as to how the character of the Abbey, Museum and surrounding land area might be protected and used as a major asset for the new town as well as maintaining the historic significance of the Abbey and its setting. Initial documents made no reference to the Museum and suggested that the more recent farm buildings which make up the Museum were detracting from the setting of the Abbey and should be removed. It was

clear when we first met representatives of LDA that they had done found out very little about the museum and its relationship with Denny Abbey but since we made ourselves known the subsequent draft of the Setting Study does make reference to us.

Ann and I were invited to a meeting On 31<sup>st</sup> October with members fo LDA Design, RLW Estates, ( the partnership of landowners who own a large part of the land which has been identified in the Draft Local Plan as a New Town. Ann was unable to go but I went.

The purpose of the meeting was to discuss a draft of the Statement of Common Ground and mainly concentrated on where the proposed boundary would be between the New Town built area and the area of land to be left open so as to protect the setting of Denny Abbey, and English Heritage's input was of prime importance. However, I was able to reiterate once again the importance of a non-vehicular approach to the Abbey site ideally using the old causeway route because it would maintain an important link with perhaps 2000 years' of history. I also took the opportunity once again to say to the assembled body that though our buildings may not contribute to the setting of the Abbey as it was five and a half centuries ago they nonetheless are an important part of the story of the local area.

A revised draft of the Statement of Significance will be circulated within the next few weeks and we are on the provisional list of signatories.

I am circulating the draft Statement of Common Ground which we discussed and the two long documents which are relevant to this which provided the basis for the Statement .These are a Setting Study and an Appraisal Study (the former is shorter and covers most of the ground of the Appraisal study so it might be easier to skim that first). They are very interesting but you can just skim and also search for references to the Farmland Museum in particular if you don't want to read everything.

If you aren't able to be at the meeting on Wednesday when I hope we can discuss it I'd be grateful for any comments about the Statement of Common Ground which I can feed back to the other parties.

### **3. Landbeach Tithe Barn**

Plans to save the Tithe Barn in Landbeach are ongoing if a suitable use cannot be found for it it will be sold by South Cambridgeshire District Council who own it. There are plans to set up a charitable trust to find funding to restore it and find a sustainable use for it. It has been suggested that I should be a trustee but I am resisting for a number of reason this as there could be potential conflicts of interest but I have attended several meetings when a potential way forward is being discussed. It is another very historically significant building

### **4. Meeting with Lord Lieutenant**

Ann and I met Hugh Duberley on 22<sup>nd</sup> September. He agreed that if our LHF bid is successful then he would be happy to be involved at the Museum in July. He also thought he might be able to get the Duke of Gloucester to open the project when it was completed!

If our HLF application is not successful then we will have to rethink our development

plans and will talk to him about how he might be able to help with an alternative fundraising programme

5. **Friends.**

I continue to attend the Friends meetings. The plans for a jazz concert in the summer next year are ongoing. Ann' report covers their activities. The small number of active members have made a big contribution this year and they are beginning to think more strategically about fundraising activities.

6. I have continued to try to come to the museum each Wednesday to have coffee with volunteers and a weekly meeting with Ann. The Wednesday team seems to have grown quite a lot and is a lovely group of people who carry out some important tasks, a very visible example of this is the newly cut hedge along the entrance drive.

JRW 1.11.2014

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East of England  
Terrington House  
13-15 Hills Road  
Cambridge CB2 1NL

Telephone  
01223 224870  
Facsimile  
01223 224871

Textphone  
020 7591 6255  
Website  
www.hlf.org.uk

10 December 2014



Ann Wise  
Museum Manager  
The Farmland Museum  
Ely Road  
Waterbeach  
Cambridge  
CB25 9PQ

*Dear Ann,*

### **The Farmland Museum - A Sustainable Future**

We have now completed our assessment of your application and it was presented for a decision by our Committee for the East of England on 27 November 2014.

We have decided not to offer a first-round pass and development grant award to your project. I know this will come as disappointing news to everyone who has been involved in developing it so far, and I have set out our reasons below.

We considered that your project did qualify for support and the Committee recognised that the project aimed to create a sustainable future for the museum through new income generation. However, there were concerns about future sustainability. The business case was considered unconvincing because it was not clear how the project sat within the wider context of the Denny Abbey site as a whole, or that the product proposed within the grain store presented enough to attract sufficient visitors to achieve the desired 'step change'.

While the clear need for investment was acknowledged Members had concerns that the project vision did not appear adequate to address the identified need. With regard to the planned interpretation and visitor experience, it was thought that a more far-reaching approach was required incorporating the most interesting parts of the site, wider interpretation across the entire site and input from a professional design team.

If you wish to reapply, we would be happy to discuss your proposals with you. Please contact us. We expect to continue to receive more good applications than we can support, and any reapplication would, once again, be subject to the same competitive assessment process as new applications.

I am sorry that we have been unable to support your project on this occasion but I hope that this explanation is helpful. If you would like us to return any of the hard copy information sent in with your application, please write to us by 11 January 2015. Please note that we do not keep paper records for longer than one year from the date of this letter.

*Yours sincerely*

*Suzie Spence*

Suzie Spence  
Grants Officer  
Direct Line: 01223 224 875  
Email: [suzies@hlf.org.uk](mailto:suzies@hlf.org.uk)

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## APPENDIX E

# WATERBEACH LEVEL INTERNAL DRAINAGE BOARD

**ENGINEER: ANDREW NEWTON**  
**CLERK: JEAN HEADING**

DRAINAGE OFFICE  
MAIN STREET  
PRICKWILLOW  
CAMBS. CB7 4UN  
TEL: ELY (01353) 688296  
FAX: (01353) 688561

24<sup>th</sup> October 2014

Dear Sir/Madam,

I confirm that the Annual General Meeting of the Board will be held at the Drainage Office in Prickwillow on **Friday 7<sup>th</sup> November, 2014 at 2.30 p.m.** to consider and deal with the following Agenda:-

1. Apologies.
2. Appointment of Chairman and Vice Chairman.
3. Minutes of 12<sup>th</sup> May 2014, as annexed, and matters arising, if any.
4. Engineer's Report to 30<sup>th</sup> September, 2014, as annexed.
5. Approval of Pensions Discretion Policy, as annexed.
6. Internal Auditor's Report for 2013/14 and Audit Plan for 2014/15, as annexed, and ancillary matters.
7. Great Ouse Branch of ADA – 17<sup>th</sup> March, 2015 - Appoint Representatives.
8. Planning applications
9. Water Resources.
10. Financial Report.
11. Schedule of payments for inclusion in the record of the meeting.
12. Administrative matters:-
  - a) Consents granted.
  - b) Arrange date of next meetings (suggested dates:- 10<sup>th</sup> February, 11<sup>th</sup> May and 6<sup>th</sup> November 2015).

Any other business which may arise.

Yours faithfully

Clerk

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**MINUTES of the HALF YEARLY MEETING of the  
WATERBEACH LEVEL INTERNAL DRAINAGE BOARD held at the  
Drainage Office in Prickwillow on Monday 12th May 2014 commencing at 2.30 p.m.**

Present

T. Reynolds, Esq., in the Chair

C. Brown, Esq.,  
W.L. Forbes, Esq.,  
J. Hockney, Esq.,  
G. Lock, Esq.,  
I. Palmer, Esq.,  
Mrs. S.A. Smart,  
O. Wade, Esq.,

C. Bryant, Esq.,  
P.S.W. Hatley, Esq.,  
P.T. Johnson, Esq.,  
J.S. Martin, Esq.,  
K.H.E. Petherick, Esq.,  
R. Stevens, Esq.,  
A. Palmer, Esq.

In attendance: Mr. A. Newton, Engineer to the Board.  
Mrs. J.E. Heading, Clerk.

**APOLOGIES**

Apologies for non-attendance were received from Messrs. C. Brown, G. Lock and B.H. Sanders.

**MINUTES**

The Minutes of the meetings held on 8th November, 2013 and 4th February, 2014 were presented as circulated, approved and signed by the Chairman. Regarding the November meetings, Mrs. S.A. Smart pointed out that it was requested that comments/objections be noted on the planning lists and this had not been done. The Clerk reported that this would be rectified. Mrs. Smart also reported that Anglian Water had started work, today, on the problems at Bannold Road. The Engineer reported that he had not yet dealt with the boat at the Toll House but would be doing so shortly. There were no other matters arising.

**ENGINEER'S REPORT**

The Engineer presented his report as circulated.

After suitable discussion, the Board unanimously agreed, to accept the report and further agreed that Diana Ward be invited to attend a Board meeting to give a presentation on conservation, that an Open Day be held for the Cam Pumping Station in the Autumn (perhaps on a Saturday to attract a wider audience) and that the Environment Agency are allowed to release elvers into the watercourse at the pump (in connection with the new fish friendly equipment).

The Engineer reported on a problem with pollution at Chittering. The Environment Agency had taken samples and it appeared the problem originated from an existing potato store. The EA were working with the owners of the site to clean up the same and put in place precautions to prevent the problem reoccurring.

The Chairman, on behalf of the Board, thanked the Engineer for his report.

**WAGES – Working Foreman**

It was Resolved on the proposition of Mrs. S.A. Smart, seconded by Mr. J.S. Martin, to increase the Working Foreman's wages, with effect from week beginning 31<sup>st</sup> March, 2014 by a 1% increase (to £26,288.08) in line with the recommendation from the Chairmen's meeting and the Lincolnshire payscale.

**ACCOUNTS - 31 March 2014**

The Accounts of the Board for the period ended 31<sup>st</sup> March 2014 together with the Annual Return (including the Annual Governance Statement) were presented and approved, on the proposition of Cllr. P.T. Johnson, seconded by Mrs. S.A. Smart, subject to audit in due course and the Chairman authorised to sign the same.

The Engineer informed Members of the rise in Superannuation for the forthcoming year which would take employer's contributions up to 30%. He pointed out that the cost of the scheme was now such that consideration would need to be given to alternative arrangements for any new employee to the Board in the future.

**COMPENSATION SCALE**

The Board approved the compensation scale for 2014/15 as follows:-

Coverage of uncropped land £618 per hectare (Approx £250 per acre)  
Land taken into watercourse during removal of  
Overburden and/or widening £14,827 per hectare (Approx £6,000 per acre).

**A.D.A. ANNUAL CONFERENCE**

Messrs. B.H. Sanders (in his absence) and C. Bryant were appointed as representatives to attend the Annual Conference in London on 12<sup>th</sup> November, 2014.

**PLANNING APPLICATIONS**

A schedule of planning applications received and dealt with, was presented as annexed.

**INVOICES**

The Board received and approved the schedule of payments made since the last meeting for inclusion in the record (annexed).

**CONSENTS GRANTED**

Consent had been granted as follows:-

F.C. Palmer and Sons in respect of the infill of a ditch between fields 71 and 72 as per the plan supplied with the application.

**DATE OF NEXT MEETING**

It was confirmed that the next meeting of the Board would be the Annual General Meeting on 7th November 2014 at 2.30 p.m.

**ANY OTHER BUSINESS**

Mr. O. Wade informed Members that this was his last meeting as he was resigning from the Board as from the end of May.

## **WATERBEACH LEVEL INTERNAL DRAINAGE BOARD**

### **Schedule of planning applications received and dealt with:-**

FCP Solar Limited – Land north of Chittering Farm, Stretham – Amendment to solar farm  
Byblis Limited – Land at Radical Farm, Chittering Drove, Waterbeach – Variation of condition  
FCP Solar Limited – Land north of Chittering Farm, Stretham – Discharge of conditions  
Mr B Clark – The Acacias, Ely Road, Chittering – Erection of two replacement warehouses  
Downing Ventures Ltd – Land at Bannold Road & Bannold Drove, Waterbeach – Development of  
57 houses, public open space, roads, access and associated infrastructure  
Ede & Ravenscroft – Denny End Industrial Estates, Pembroke Avenue, Waterbeach – 139 car  
parking spaces, new access, landscaping etc.  
F C Palmer & Sons – Stowbridge Farm, Green End, Stretham – 20mw PV installation

09.05.2014

## WATERBEACH LEVEL INTERNAL DRAINAGE BOARD

### List of payments to 30<sup>th</sup> April 2014:-

Wages	383.79	PG Ford Vehicle Repairs	40.00
Wages	376.50	J Breheny Contractors Ltd	115,226.18
E-On	328.42	Hannah Reed & Assoc. Ltd	8,724.78
Npower	2,292.81	Ovivo UK Ltd	9,804.46
Wages	376.30	G & J Peck Ltd	186.48
E-On	7.15	Mr R Sheppard	34.20
Excell Network Solutions Ltd	196.66	Shoebridge Engineering Ltd	7,432.80
Wages	376.30	EMG Anglia Ltd	354.71
Inland Revenue	507.92	Excell Network Solutions Ltd	63.50
Cambs. County Council	710.80	Wages	378.96
Shelford Energy	1,730.84	Wages	378.96
Johnsons Apparelmaster	25.20	Inland Revenue	494.80
Peter White	567.90	Cambs. County Council	730.80
Local World Ltd	316.80		
Ovivo UK Ltd	75,825.50		
G & J Peck Ltd	16.57		
Bedford Pumps Ltd	117,718.95		
Middle Fen & Mere IDB	3,047.28		
Middle Fen & Mere IDB	6,586.40		
Wages	373.30		
Wages	376.50		
Wages	376.30		
E-On	372.04		
Npower	2,991.91		
E-On	20.64		
Excell Network Solutions Ltd	65.42		
Wages	376.30		
Middle Fen & Mere IDB	11,630.79		
Cromwell Fire Ltd	45.97		
Hargrave Agriculture Ltd	13.00		
Johnsons Apparelmaster	31.50		
Environment Agency	105.00		
Swaffham IDB	50.22		
G & J Peck Ltd	148.22		
Littleport & Downham IDB	623.00		
Ely Tool Hire Ltd	90.00		
Old West IDB	28.00		
Riverfen Farms Ltd	168.00		
Burnt Fen IDB	4,273.75		
Wages	376.30		
Inland Revenue	634.95		
Cambs. County Council	888.50		
Natwest Commercial Cards	222.50		
Wages	379.16		
Wages	378.96		
E-On	64.14		
Npower	1,947.73		
Johnsons Apparelmaster	25.20		
Information Commissioner	35.00		
Towergate Insurance	6,196.05		
Pitstop Auto Factors	81.33		

**GERRY WHITFIELD  
INDEPENDENT INTERNAL AUDITOR  
4 METCALFE WAY  
HADDENHAM  
ELY  
CAMBS  
CB6 3UP**

**To- Members of the Ely Group of Drainage Boards**

**Internal Audit Report for the year ended 31 March 2014**

I can formally report the completion of the internal audits of the ten Internal Drainage Boards that constitute the Ely Group of Drainage Boards for the financial year 2013/ 2014. The statutory provision for an internal audit service is determined within the Accounts and Audit Regulations 2003, subsequently updated and replaced by the 2011 regulations that governed the 2013/2014 accounts. I have complied with these guidelines in reviewing the adequacy of the levels of internal controls that underpin the financial systems and records of the Internal Drainage Boards.

The audit approach followed the guidelines of the Audit Regulations and the adoption of an approved risk based audit programme, appropriate for authorities, such as the Ely Group of Drainage Boards, to comply with the best practices guidance set out in the Governance and Accountability in Internal Drainage Boards in England, a Practitioners Guide 2006 (Revised November 2007).

The results from the testing undertaken have given me the required assurances to form the opinion that the Drainage Boards within the Group are overall compliant in all the key objective areas of financial control. As a result unqualified opinions were issued in May 2014 as set out in Section 4 of the Annual return.

As a result of the compliance work undertaken, I am able to confirm that the Sage software for the main accounting and feeder systems is sound and services sound financial control. SAGE is a good commercial software package with the facility to produce numerous report generators, but not specifically tailored for Drainage Board needs. There is unfortunately no standard recognised accounting IT options but SAGE can be guaranteed to produce accurate financial and management information.

SAGE does provide regular accounting documentation together with cash and budgetary monitoring reports which are presented on a timely basis to the individual Boards. The mechanics of the budgetary mechanism are working satisfactorily allowing Members to be made aware of financial variances on a prompt and informative basis. Members also receive half yearly very comprehensive reports from the Engineer which contain considerable technical and financial data on both revenue and capital programmes.

As a result of the adverse audit report on the Caldicot and Wentlooge Levels Internal Drainage Boards, DEFRA wrote to all Internal Drainage Boards advocating a review and where appropriate revision to corporate government arrangements affecting the entity's operations. The opportunity was taken by the Group to overhaul its financial regulations which are now complete and in accordance with good practise principles and reviewed on an annual basis and reported upon by each Board. The Boards also undertook an annual assessment of its financial risks which are prioritised and reported upon to the individual Boards.

Compliance testing was undertaken on the key component elements, of the financial regulations from which I was able to conclude that payments are properly supported by good supporting invoice documentation and properly authorised by the Boards; the ordering system was sound and where appropriate quotes and tenders were properly sought in accordance with the threshold levels determined within the Financial Regulations. Income was properly recorded and banking procedures were secure.

The Group maintains an asset portfolio, with a value of £10.3m (approx.) at 31 March 2014, comprising pumping stations and equipment, plant, machinery and property. The control is exercised through individual Boards assets register which are updated regularly and valued in accordance with insurance schedules. Linked to this each Board has in place as already referenced above, a comprehensive risk management strategy, which is reviewed annually reported upon to the Board meeting. Examination showed that there were no high risk areas for the Boards attention.

The annual estimates and the budgetary control mechanisms in place were found to be satisfactory, which is fundamental in demonstrating that close control is maintained of the Board's finances. A strong budgetary control system underpins the Board's corporate governance and ensures that the financial levels are sound with adequate reserves in place.

At the 31 March 2014, the financial position of the Group overall was sound with net assets in excess of £2.5m. I commented in 2012/2013 on the revenue deficits incurred due to very wet weather conditions impacting on abnormal energy charges which could not have been predicted when the base budgets were set. Burnt Fen particularly was a financial casualty in 2012/2013 but measures have been put in place to build up reserves for the future and at 31 March, 2014, the revenue balance exceeded £1.6m.

The group has controlled investment wisely, despite the presence of low interest rates and the few opportunities offered by financial institutions. The use of fixed term bonds has been a wise investment and the future is being carefully monitored.

A significant number of issues were identified during the course of the audit work and discussed at the conclusion of the final accounts work. I am pleased to inform you that such matters were satisfactorily resolved in discussions with the Clerk/RFO and there are no material matters to bring to the attention of the Group or individual Boards.

A series of interim visits has proved to be the correct approach for the audit and I will continue this arrangement in 2014/2015. A suitable programme, a copy of which is enclosed will be



discussed with the Clerk /RFO for her comments prior to the commencement of any work. I would like to invite comments from members on the content of the plan and would be pleased to discuss any specific points raised.

I would again also like to place on record my thanks and appreciation for the help and cooperation afforded by Jean and for the professional manner in which she has executed her duties.

This report should be presented to the next meetings of the individual Boards, but if there are any matters that you wish to discuss in further detail please do not hesitate to contact me.

GA WHITFIELD

30 September 2014

## ELY GROUP OF DRAINAGE BOARDS

### DRAFT INTERNAL AUDIT PLAN 2014/2015

Appended below is a suggested audit plan for the Ely Group of Drainage Boards, which constitute ten boards, varying in size from the larger ones such as Middle Fen and Mere to smaller ones such as Cawdle Fen. While the systems are the same throughout the group, the major assurances for the audit opinion will be obtained from the work undertaken on the larger Boards but it is necessary to undertake compliance testing for each Board as there is a separate audit opinion for each of the Boards.

1. Ideally interim visits should be undertaken throughout the year, the timing of the visits and the extent and nature of work to be discussed in advance with the Clerk/RFO. The final visit will be made on completion of the accounts being produced and take an overview of the work carried out at the interim visit, with suitable compliance testing devised.
2. Specific areas of work should be specified at each visit. In accordance with good practice requirements, the work to be undertaken has to accord with the Practitioners Guide and viewed on risk basis. Because of the state of the programme it is also appropriate to decide whether the work forms part of an annual or cyclic programme review. Key fundamental systems by their nature should be subject to an annual review, whereas feeder and smaller systems can be reviewed as part of a rolling programme of work.
3. The specific proposals for the programme for the 2014/2015 could incorporate the following areas of work and I am interested in seeking out members views as to what they consider as priority tasks for the Drainage Boards.

#### INCOME

- 1 An analysis of the procedural controls for each major item head of income. Major accounting systems to be reviewed annually; feeder systems to be covered as part of a cyclic programme
- 2 Compliance testing against each of the major budget heads (see comments above as to the regularity, e.g. Drainage rates, special levies and rechargeable works, being the largest sources of income will be tested on an annual basis).
- 3 Ensuring fees ( other than those specifically quoted in 2 above) reviewed on a regular basis
- 4 Control procedures for collection and banking of income.
- 5 Security for holdings, including monies held overnight
- 6 Recovery procedures for unpaid debts
- 7 Review of insurance covers, particularly fidelity guarantee. This is normally undertaken annually by each Board as part of their risk assessment analysis.

## **EXPENDITURE**

- 1 Procedures in place for approval of expenditure and correctness of coding against budget
- 2 Ordering System; delegated arrangements
- 3 Compliance with financial regulations for quotes and tenders for goods, materials and services
- 4 Delegated powers and virement procedures
- 5 VAT accounting and reclaims of VAT

## **PAYROLL**

- 1 Correctness of pay levels/grades. Approvals correctly in place as authorised by personnel committee
- 2 Additional payments are properly authorized. Variations to terms and conditions properly approved.
- 3 PAYE/NIC properly deducted and payments promptly paid to HMRC
- 4 Contracts of Employment. Separation of duties and control of payroll payment

## **RISK MANAGEMENT**

- 1 Review of Boards minutes for substantial and material matters of interest relevant to the audit.
- 2 Review of standing Orders and financial Regulations in terms of completeness, compliance, changes in procedures
- 3 Review of Risk Management documentation with evidence in place to support the work undertaken.
- 4 Review of Asset Register and valuations.
- 5 Estimates and Budgetary Control. To ensure (not detailed checking) that the content is complete and approved by the Boards. Budgetary control is controlled on a timely basis.
- 6 Cash and Bank Reconciliations are undertaken regularly and there is no evidence of imbalance /incomplete entries.
- 7 Insurances are reviewed annually for degree and values of cover. Link insurances to asset register work.

## **FINAL ACCOUNTS**

- 1 Correct accounting procedures have been undertaken. From work undertaken during the interim visits, form an opinion on the accuracy of the data produced for final accounts.
- 2 Clear audit trails to support the final accounts and the Annual Return.
- 3 Compliance testing on the major areas of the final accounts.
- 4 By comparison with previous year ensure no significant errors or omissions from the accounts.

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# WATERBEACH LEVEL INTERNAL DRAINAGE BOARD

## REPORT TO 30<sup>th</sup> SEPTEMBER, 2014

### 1. PUMPING HOURS AND RAINFALL SCHEDULE

Note: Rainfall recorded at Stretham

<u>MONTH</u> 2014	<u>RAINFALL</u> <u>M.M.</u>	<u>CAM</u>		<u>HOLT</u> <u>FEN</u>	<u>CAM</u>			<u>LOCKS</u>
		<u>DIESEL</u>			<u>ELECTRIC</u>			
		<u>A</u>	<u>B</u>		<u>1</u>	<u>2</u>	<u>3</u>	
APRIL	9.0	0	0	2	4	4	119	4
MAY	84.6	0	0	30	17	17	12	14
JUNE	46.1	0	0	33	29	33	1	2
JULY	65.8	0	0	57	40	31	0	38
AUGUST	149.5	8	8	86	93	111	0	154
SEPTEMBER	<u>19.8</u>	<u>1</u>	<u>1</u>	<u>3</u>	<u>28</u>	<u>18</u>	<u>1</u>	<u>49</u>
TOTALS	374.8	9	9	211	211	214	133	261

- 1.1. It has been another variable summer with a dry start and end to the period, but some very wet weather in between, causing flooding around the country.
- 1.2. April was a very dry month with only 9mm of rainfall. Due to the dry March, we had already started to raise water levels for irrigation and we continued to build them up during the month.
- 1.3. May was a variable month, with a dry start, followed by heavy intense rainfall events later on in the month. These events seemed to be the pattern for the rest of the year.
- 1.4. June was a relatively dry month, with the majority of the rainfall received over two days at the start of the month.
- 1.5. Temperatures rose in July, creating intense storms in the second week of the month when we received 43.1mm of rainfall over a seven day period. Little pumping was required, as levels were retained to meet irrigation demand.
- 1.6. Monthly totals for August were dominated by the rainfall event of the 8<sup>th</sup>-9<sup>th</sup>, when we received 94.2mm at Stretham. One Environment Agency rain gauge to the west of Cambridge recorded 140mm on the 8<sup>th</sup>, with 60mm falling in one hour. There was extensive flooding throughout Cambridgeshire, with the rain causing problems along Bannold Road again.
- 1.7. Levels were dropped and extensive pumping was employed. As part of the Cam Pumping Station project, the existing electric pump was away for refurbishment. Therefore, on 9<sup>th</sup> August, we ran the diesel pumps for eight hours to help control levels. This event was the first test of the new pumps and we did experience

problems with the control systems. The pumps cut out after two hours of operation. When investigated, it was discovered that there was not enough ventilation in the control panel. This caused the control panel to overheat and cut the pumps out as a safety feature. The problem has now been rectified and the pumps are functioning correctly.

- 1.8. Total pumping hours across all sites were 460 hours, significantly more than for the same month in 2013, when we recorded 24 hours.
- 1.9. September was another contrasting month. We only recorded 19.8mm of rainfall. The Environment Agency have stated that it was the tenth driest September since records began. We had calls to raise the levels to aid irrigation in the District.
- 1.10. It has been a challenging year! We have had to try and balance the needs of abstractors and provide land drainage within the District. Over the period we have recorded 374.8mm of rainfall, compared to 226.9mm in 2013.

## **2. PUMPING PLANT**

- 2.1. The existing electric pump was removed from site on 18<sup>th</sup> June for refurbishment. The project was undertaken by Shoebridge Engineering of Spalding, who were awarded the work following a competitive tender. The cost of the project was £15,844 and the pump was returned for duty on 3<sup>rd</sup> September.

## **3. DRAINS**

### **3.1. Weed Control**

- 3.1.1. Weedcutting started on 28<sup>th</sup> August and was completed by 23<sup>rd</sup> September. The work was undertaken by the Middle Fen and Mere 360° excavator.

### **3.2. Maintenance**

- 3.2.1. The maintenance programme detailed in my Report dated 23<sup>rd</sup> April, 2014 will be completed when weedcutting is complete within the Group.

### **3.3. Conservation**

- 3.3.1. Group Operatives have received training from the Board's Conservation Consultant on maintenance working practices to help protect them from possible prosecution.

## **4. ABSTRACTION/WATER SUPPLY/IRRIGATION**

- 4.1. The period has been one of extreme changes.
- 4.2. A dry period from March into early May saw the need to raise levels to provide a source of abstraction for some crops.
- 4.3. From then on, it rained in varying amounts, resulting in the need to balance the supply of water and the need to pump for land drainage.
- 4.4. September was very dry which made a late requirement for irrigation.

## **5. MAIZE POLLUTION AT WATERBEACH AIRFIELD**

- 5.1. Pretoria Energy have been fined £20,200 after being found guilty of polluting the Board's Winfold and Bannold Main Drains.
- 5.2. The prosecution was brought by the Environment Agency and was held at Cambridge Magistrates Court on 14<sup>th</sup> August.
- 5.3. The penalty consisted of a £10,000 fine, £10,000 legal costs and a £200 victim surcharge.

## **6. BANNOLD ROAD, WATERBEACH**

- 6.1. Flooding occurred again during the heavy rainfall of 8<sup>th</sup> August, with sewers overflowing.
- 6.2. Cambridgeshire County Council, as the Lead Local Flood Authority, have taken the lead on this problem. They have informed me that the Highway Department have jettted culverts and cleared ditches since the flooding problems first started. There is uncertainty about the ownership of a roadside ditch (whether it is the householder or Highways Department) which is causing problems. I am awaiting an update.
- 6.3. I have also asked Anglian Water if they ever adopted the surface water sewer that runs from the Morris Homes Estate to Bannold Drain.

## **7. DEVELOPMENT SITES, WATERBEACH**

- 7.1. A development site that the Board objected to has been given planning permission following an appeal.
- 7.2. The site to the north of Bannold Road, along with another to the west of Cody Road, was given permission in a landmark ruling. The original rulings were overturned by the Planning Inspector, who concluded that South Cambridgeshire District Council had not met its requirements to provide a "five year supply" of housing units.
- 7.3. Though the Bannold Road development has been given permission, the developer still requires the consent of the Board to discharge into our system. The Board's consent will not be given until a sustainable solution is found to dispose of surface water from the site.

## **8. PROPOSED NEW SETTLEMENT – DENNY ST FRANCIS**

- 8.1. As reported at the last meeting, the Water Cycle Strategy for the proposed new town has been completed.
- 8.2. In relation to surface water disposal, the study recommended the strategy for surface water management consists of:-
  - Limiting surface water run-off to 1.1l/s/ha.
  - Reducing current run-off rates from the barracks.

- The use of Sustainable Urban Drainage (SUDs).
- Include a storage reservoir that could possibly provide summer irrigation water.

8.3. The MOD have appointed Urban and Civic as the development manager for the site, whom I understand are tasked with maximising the value of the site.

## **9. WATER CONTROLLERS**

9.1. We have been in liaison with the Shropshire Group, who have developed a modification for existing water controllers. I believe this modification is the most appropriate and safest way forward and can be fitted to the majority of the controllers in the District.

9.2. Shropshires have already trialled the design on some of their existing controllers and they are working well.

9.3. The estimated cost for each controller is £1,797.45, including handrails, but not fitting. We have 19 water controllers within the District, so the total cost of the project would be £38,000 if an allowance of £200 is made for fitting.

9.4. This is a significant cost compared to our own initial designs. However, this would be a long-term solution to the issue of operating dams safely. The Group is investigating how the controllers can be made more cheaply.

9.5. It has been agreed at previous meetings that the Board would pass this cost on to the licence holders within the District.

## **10. ENVIRONMENT AGENCY MEETINGS**

### **10.1. Dredging**

10.1.1. Following the events in Somerset, DEFRA asked the Environment Agency to identify areas where it was felt that dredging was necessary. Local Agency Officers asked me to meet with them to seek the Boards' opinion on where works were required.

10.1.2. I identified the following rivers that could affect this Board:-

- Ely Ouse/Ten Mile
- River Cam
- Relief Channel
- Tidal River

10.1.3. It was interesting to note that the Officers were in agreement as they had already identified the same rivers.

10.1.4. The Agency estimates the cost of dredging as highlighted is £10.3 million. The total estimated cost for the Great Ouse Catchment is £15.95 million.

10.1.5. There is no guarantee that this work will get funding and go ahead. Any works would still have to meet DEFRA's spending rules.



## 10.2. Local Choices Meeting

10.2.1. The precept that that Board pays to the Environment Agency should be spent in the area that it is raised.

10.2.2. From this year, the Agency is inviting Boards to propose where they would wish to see monies spent and on what projects.

10.2.3. In August, the Agency provided a spreadsheet listing works to be undertaken and asked for our ideas on projects. All Boards in the Central Area produced a list, but when we all met with the Agency in September, it was clear that the precept is being used to offset the lack of government funding for maintenance. Boards had focused their projects on channel conveyance and we were told by the Agency that works including grass cutting would not be undertaken if Boards did not review their proposals. At the time of writing, we are due to meet with the Agency again to review projects/maintenance works.

10.2.4. The fundamental issue is that the Agency is not receiving enough maintenance funding. I would welcome the Board's view on how the precept should be spent.

## 10.3. Area Flood Risk Manager

10.3.1. Paul Burrows has been appointed as the Central Area Flood Risk Manager. He replaces Peta Denham, who has moved across to the Eastern Area to be Operations Manager. Paul has worked for the Agency for a number of years in the Central and Anglian Region.

10.3.2. Please see attached at Appendix A further background information on Mr Burrows.

## 11. DEFRA CONSULTATION ON SUSTAINABLE DRAINAGE SYSTEMS IMPLEMENTATION

11.1. DEFRA are consulting on an alternative to the approach for delivering SuDS set out in the Flood and Water Management Act (FWMA).

11.2. Schedule 3 of the FWMA, had it been implemented, required construction work with drainage implications to have its drainage systems for managing surface run-off approved before construction could begin. The FWMA made provision for a SuDS Approving Body (SAB) to be established in unitary or county local authorities to approve and where appropriate, adopt SuDS.

11.3. The FWMA required the Government to publish National Standards on the design, construction, operation and maintenance of SuDS and in order for drainage applications to be approved, the SAB was to ensure that the applicant has designed the SuDS in accordance with the National Standards. Once approved, the SAB was to adopt and maintain properly functioning SuDS that serve more than one property. The FWMA also made the right to connect surface run-off to public sewers, conditional upon the drainage system being approved by the SAB.

11.4. The new proposals abandon the SABs in favour of an approach using the planning system that would involve local planning authorities giving "increased weight to the

provision and maintenance of sustainable drainage systems for the management of run-off, alongside other material considerations” and setting requirements for SuDS through planning conditions.

- 11.5. Under new proposals, the planning policy to require sustainable drainage systems only applies to ‘major developments’ (10 or more houses) “with drainage implications”.
- 11.6. The proposals leave the decision on adoption and maintenance largely to the developer. Water companies are presented as an option, but options also include a management company, individuals or charitable trusts. Local Authorities “may” wish to adopt SuDS but will have to charge for maintaining them. If the developer does not come up with a viable maintenance option, the local planning authority cannot put a planning condition for SuDS on the permission.
- 11.7. The consultation also says that “Where the cost of on-going maintenance would impair the deliverability of the development, the planning authority may consider that a condition requiring the implementation of a sustainable drainage system is not appropriate”.
- 11.8. The consultation states that the Government “intends to ensure that the cost of maintaining sustainable drainage systems does not add to household bills or, when paid for upfront, to the costs of building and buying a new home” and the maintenance regime will be “acceptable to homebuyers”. It is silent on the potential costs to householders and those downstream of them, from surface water flooding as a consequence of not installing and maintaining SuDS.
- 11.9. ADA will respond to the DEFRA consultation on behalf of all Boards in the country.

## **12. NEW SECRETARY OF STATE**

- 12.1. On 15<sup>th</sup> July, 2014, Elizabeth Truss was appointed as the Secretary of State for Environment, Food and Rural Affairs. She is the MP for South West Norfolk, which covers the Downham Market Group of IDBs, with whom we have a close working relationship. Mrs Truss has been quite critical of the Environment Agency and DEFRA policy regarding flood risk management in rural areas, so it will be interesting to see if any changes are made before the general election next year.

A Newton  
Engineer to the Board  
Middle Fen and Mere Internal Drainage Board

21<sup>st</sup> October, 2014

# Flood & Coastal Risk Manager for Cambridgeshire & Bedfordshire Area

**Paul Burrows, MCIWEM CWEM CEnv**

Dear partners and customers: ..... I am delighted to be taking over from Peta Denham as Flood & Coastal Risk Manager from 1<sup>st</sup> September 2014, by way of introduction.

I started my career at the Environment Agency over 15-years ago and spent seven of my foundation years working in flood risk focussed on the Great Ouse catchment. Since 2009 I have been working regionally, firstly focussed on our strategic overview role and implementation of the Floods & Water Management Act, and then leading the investment programme on behalf of the three 'Anglian' Flood & Coastal Committees. Latterly I have been working nationally shaping our organisational change and on the development of the 2015/16 – 2020/21 investment programme. I also have practical experience of managing incidents including as recovery manager following the 2001 floods and being base controller during the recent tidal surge.

The flood risk and incident management landscape is constantly evolving and there are fantastic environmental opportunities and significant risks within our area that we need to continue to embrace in partnership. I have worked with a number of you over the years, so am looking forward to re-connect and also building new relationships with those of you I haven't yet worked with.

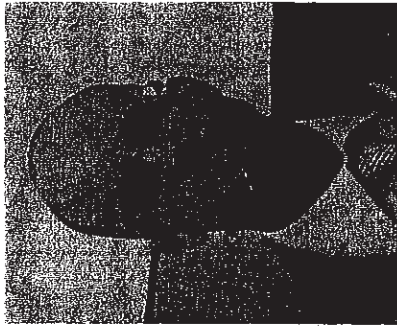
I will speak to you all in due course, but please feel free to make contact to book us some time if you have an immediate opportunity or issue you would like to discuss, or if you just wish to have a 'catch-up'.

Email: [paul.burrows@environment-agency.gov.uk](mailto:paul.burrows@environment-agency.gov.uk)

Phone: 07824431597

PA: Samantha Lewin - 01480 483853

Feel free to connect with me on LinkedIn: [uk.linkedin.com/pub/paul-burrows/3a/a27/271/](http://uk.linkedin.com/pub/paul-burrows/3a/a27/271/)



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## NOTICE OF KEY DECISIONS

### To be taken under the Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012 between 17 December and 23 April 2015



Notice is hereby given of:

Key decisions that will be taken by Cabinet, individual Portfolio Holders or Officers

Confidential or exempt executive decisions that will be taken in a meeting from which the public will be excluded (for whole or part)

A Key Decision is a decision, which is likely:

(1) (a) to result in the authority 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; or

to be significant in terms of its effects on communities living or working in an area comprising two or more wards

(2) In determining the meaning of 'significant' for the purposes of the above, the Council must have regard to any guidance for the time being issued by the Secretary of State in accordance with section 9Q of the 2000 Act (guidance).

A notice / agenda, together with reports and supporting documents for each meeting will be published at least five working days before the date of the meeting. In order to enquire about the availability of documents and subject to any restriction on their disclosure, copies may be requested from Democratic Services, South Cambridgeshire District Council, South Cambridgeshire Hall, Cambourne Business Park, Cambourne, Cambridge, CB23 6EA. Agenda and documents may be accessed electronically at [www.scamb.gov.uk](http://www.scamb.gov.uk)

Formal notice is hereby given under the above Regulations that, where indicated (in column 4), part of the meetings listed in this notice may be held in private because the agenda and reports for the meeting will contain confidential or exempt information under Part 1 of Schedule 12A to the Local Government (Access to Information) Act 1985 (as amended) and that the public interest in withholding the information outweighs the public interest in disclosing it. See overleaf for the relevant paragraphs.

If you have any queries relating to this Notice, please contact Maggie Jennings on 01954 713029 or by e-mailing [Maggie.Jennings@scamb.gov.uk](mailto:Maggie.Jennings@scamb.gov.uk)

Paragraphs of Part 1 of Schedule 12A to the Local Government (Access to Information) Act 1985 (as amended)  
(Reason for a report to be considered in private)

Information relating to any individual

Information which is likely to reveal the identity of an individual

Information relating to the financial or business affairs of any particular person (including the authority holding that information)

Information relating to any consultations or negotiations, or contemplated consultations or negotiations, in connection with any labour relations matter arising between the authority or a Minister of the Crown and employees of, or office holders under, the authority

Information in respect of which a claim to legal professional privilege could be maintained in legal proceedings

Information which reveals that the authority proposes:

to give under any enactment a notice under or by virtue of which requirements are imposed on a person; or

to make an Order or Direction under any enactment

Information relating to any action taken or to be taken in connection with the prevention, investigation or prosecution of crime

The Decision Makers referred to in this document are as follows:

Cabinet

Councillor Ray Manning

Councillor Simon Edwards

Councillor Mark Howell

Councillor Mick Martin

Robert Turner

Councillor David Whiteman-Downes

Councillor Tim Wotherspoon

Councillor Nick Wright

Leader of the Council

Deputy Leader and Finance and Staffing

Housing

Environmental Services

Corporate and Customer Services

Planning

Strategic Planning and Transportation

Economic Development

## Key and non-key decisions expected to be made from 17 December 2014

Decision to be made	Decision Maker	Date of Meeting	Reason for Report to be considered in Private	Portfolio Holder and Contact Officer	Documents submitted to the decision maker
Setting of Council Tax Base Key	Chief Finance Officer	December 2014		Finance and Staffing Portfolio Holder Katie Brown, Revenues Manager	Decision Notice (publication expected in December 2014)
Local Government Finance Settlement Update Non-Key	Cabinet	15 January 2015		Finance and Staffing Portfolio Holder Alex Colyer, Executive Director, Corporate Services	Report for information only (publication expected 7 January 2015)
Northstowe Phase 2: Public Service Delivery and Requirements Key	Cabinet	15 January 2015		Strategic Planning and Transportation Portfolio Holder Lois Bowser, Northstowe Team Leader	Report (publication expected 7 January 2015)
Treasury Management Quarterly Investment Review 2014/15	Finance and Staffing Portfolio Holder Finance and Staffing	20 January 2015 21 April 2015		Finance and Staffing Portfolio Holder Alex Colyer, Executive Director,	Report (publication expected 12 January 2015) Report (publication

Non-Key	Portfolio Holder			Corporate Services, John Garnham, Head of Finance, Policy & Performance, Sally Smart, Principal Accountant Financial & Systems	expected 13 April 2015)
Write-Offs 2014/15 Key	Finance and Staffing Portfolio Holder	20 January 2015		Finance and Staffing Portfolio Holder	Report (publication expected 12 January 2015)
	Finance and Staffing Portfolio Holder	22 April 2015		Katie Brown, Revenues Manager	Report (publication expected 13 April 2015)
Revenues and Benefits Performance Report Non-Key	Finance and Staffing Portfolio Holder	20 January 2015		Finance and Staffing Portfolio Holder	Q2 Report (publication expected 12 January 2015)
	Finance and Staffing Portfolio Holder	21 April 2015		Katie Brown, Revenues Manager	Q3 Report (publication expected 13 April 2015)
Annual Pay Policy Statement 2015/16 Non-Key	Council	29 January 2015		Leader of Council  Susan Gardner Craig, Human Resources Manager	Report with recommendation from the Employment Committee (publication expected 21 January 2015)



Localised Council Tax Support Scheme 2014/15  Key	Council	29 January 2015		Finance and Staffing Portfolio Holder  Alex Colyer, Executive Director, Corporate Services, Dawn Graham, Benefits Manager	Report (publication expected 21 January 2015)
Local Plan update  Key	Planning Portfolio Holder	03 February 2015		Planning Portfolio Holder  Caroline Hunt, Planning Policy Manager	Report (publication expected 26 January 2015)
Affordable Housing Supplementary Planning Document - Consultation  Non-Key	Planning Portfolio Holder	03 February 2015		Planning Portfolio Holder  David Roberts, Principal Planning Officer	Report (publication expected 26 January 2015)
Flood and Water Management Supplementary Planning Document - Consultation  Non-Key	Planning Portfolio Holder	03 February 2015		Planning Portfolio Holder  Jonathan Dixon, Principal Planning Policy Officer (Transport)	Report (publication expected 26 January 2015)

GAMLINGAY; Designation of Neighbourhood Area  Non-Key	Planning Portfolio Holder	03 February 2015		Planning Portfolio Holder  Alison Talkington, Senior Planning Policy Officer	Report (publication expected 26 January 2015)
Section 106 Performance Report  Non-Key	Planning Portfolio Holder	03 February 2015		Planning Portfolio Holder  James Fisher, S106 Officer	Report for information only (publication expected 26 January 2015)
Gypsy and Traveller Update  Non-Key	Planning Portfolio Holder	03 February 2015		Planning Portfolio Holder  Stephen Hills, Affordable Homes Director, Jo Mills, Planning and New Communities Director	Report for information (publication expected 26 January 2015)
Community Infrastructure Levy (CIL) Update  Non-Key	Planning Portfolio Holder	03 February 2015		Planning Portfolio Holder  James Fisher, S106 Officer	Report (publication expected 26 January 2015)
Local Development Framework Annual Monitoring Report	Planning Portfolio Holder	03 February 2015		Planning Portfolio Holder	Report (publication expected 26 January 2015)

2013-14 - Part 2 Non-Key				Jennifer Nuttycombe, Planning Policy Officer	
South Cambs Local Plan: Responding to consultation with landowners of local green space  Key	Planning Portfolio Holder	03 February 2015		Planning Portfolio Holder  Alison Talkington, Senior Planning Policy Officer	Report (publication expected 26 January 2015)
Position Statement: Finance, Performance and Risk 2014/15  Non-Key	Cabinet	12 February 2015		Corporate and Customer Services Portfolio Holder  John Garnham, Head of Finance, Policy & Performance, Richard May, Policy and Performance Manager, Graham Smith, Management Accountant	Q3 Report and appendices (publication expected 4 February 2015)
Treasury Management & Investment and Borrowing Strategy 2015/16  Key	Cabinet  Council	12 February 2015  26 February 2015		Finance and Staffing Portfolio Holder  Alex Colyer, Executive Director, Corporate Services,	Report with recommendation to Council (publication expected 4 February 2014)

				John Garnham, Head of Finance, Policy & Performance, Sally Smart, Principal Accountant Financial & Systems	
<p>Medium Term Financial Strategy (General Fund Budget 2015?16 including Council Tax Setting), Housing Revenue Account (including Housing Rents), Capital Programme 2015/16-2019/20 and Treasury Management Strategy (Revised 2014/15 and 2015/16)</p> <p>Key</p>	<p>Cabinet</p> <p>Council</p>	<p>12 February 2015</p> <p>26 February 2015</p>		<p>Finance and Staffing Portfolio Holder</p> <p>Alex Colyer, Executive Director, Corporate Services</p>	<p>Report and appendices with recommendations to Council (publication expected 4 February 2015)</p>
<p>Swavesey Byways Rate 2015/16</p> <p>Non-Key</p>	<p>Council</p>	<p>26 February 2015</p>		<p>Environmental Services Portfolio Holder</p> <p>Pat Matthews, Drainage Manager</p>	<p>Report with recommendation from the Swavesey Byways Advisory Group (publication expected 18 February 2015)</p>

Risk Management Strategy	Corporate Governance Committee	27 March 2015		Cllr Francis Burkitt	Report and Strategy (publication expected 19 March 2015)
Non-Key	Council	23 April 2015		John Garnham, Head of Finance, Policy & Performance	referred to Council for ratification
Joint Waste Collection Service with Cambridge City Council: Fleet and Maintenance Arrangements	Cabinet	09 April 2015		Environmental Services Portfolio Holder	Report (publication expected 1 April 2015)
Key				Mike Hill, Health and Environmental Services Director	

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