

**COUNCILLORS' BULLETIN  
WEDNESDAY, 5 OCTOBER  
2016**



**South  
Cambridgeshire  
District Council**

**CONTENTS**

**1. Meetings and events from Thursday 6 October to Friday 21 October**

| Date       | Time   | Name  | Venue           | Contact                          |
|------------|--------|---|-----------------|----------------------------------|
| Thu 6 Oct  |        |   |                 |                                  |
| Fri 7 Oct  |        |   |                 |                                  |
| Mon 10 Oct |        |   |                 |                                  |
| Tue 11 Oct |        |   |                 |                                  |
| Wed 12 Oct |        |   |                 |                                  |
| Thu 13 Oct | 4pm    | <a href="#">Greater Cambridge City Deal Executive Board</a>       | Council Chamber | <a href="#">Graham Watts</a>     |
| Fri 14 Oct |        |   |                 |                                  |
| Mon 17 Oct |        |   |                 |                                  |
| Tue 18 Oct | 6pm    | <a href="#">Finance &amp; Staffing Portfolio Holder's Meeting</a> | Swansley Room   | <a href="#">Ian Senior</a>       |
| Wed 19 Oct | 4:30pm | <a href="#">Housing Portfolio Holder's Meeting</a>                | Monkfield Room  | <a href="#">Victoria Wallace</a> |
| Thu 20 Oct |        |   |                 |                                  |
| Fri 21 Oct | 9:30am | <a href="#">Audit &amp; Corporate Governance Committee</a>        | Monkfield Room  | <a href="#">Patrick Adams</a>    |

**INFORMATION FOR DISTRICT COUNCILLORS**

**2. Community Chest Grants - Fully Allocated for 2016/17**

Please note that the Community Chest for this financial year has been fully allocated. The fund is closed and we are no longer taking applications. The fund will re-open at the beginning April 17. Details for applying will be published on the webpage at <https://www.scambs.gov.uk/communitychest> nearer the time.

**3. Open for Business - Latest Newsletter**

Please find attached our latest Open of Business newsletter, which includes ideas for maximising business growth and getting involved in shaping the future of infrastructure around Cambridge.

**4. Parliamentary Boundary Review - Public Hearing at Cambridge 10-11 November**

The Boundary Commission for England are hosting a two day public hearing at the Guildhall in Cambridge from Thursday 10 to Friday 11 November to allow members of the public to meet with the Assistant Commissioners and discuss the proposed changes to the constituency boundaries for MPs.

Those who wish to speak at the public hearing will need to book first on the Boundary Commission's [website](#).

More details on the Boundary Review are available on the Commission's [website](#).

**UPCOMING DISTRICT COUNCILLOR TRAINING**

Unless otherwise specified, please confirm your availability to attend any of the following briefing

or training events by contacting [Patrick Adams](#) on 01954 713408. This will ensure your training records are kept up to date and suitable venue and catering booking can be made. Your cooperation is greatly appreciated.

**5. Freedom of Information Act Briefing - Thursday 27 October 2pm**

There will be a briefing on the Freedom of Information Act for District Councillors on Thursday 27 October in the Monkfield Room from 2-3pm.

**6. Devolution Briefing on 10 November at 6:30pm**

The Devolution Briefing, which was scheduled for Thursday 13 October has been moved to Thursday 10 November at 6:30pm, as the information from the Government will be received a month later than expected.

**GENERAL INFORMATION**

**7. Media Monitoring**



Arising from the results of the Member Communication Needs Survey, many members highlighted the fact that residents found out about SCDC matters through the media.

The Council's Communications Team will produce a weekly summary of recent news items to be published in the Bulletin to help keep members informed of recent coverage of SCDC.

Contact the [Communications Team](#) for further information.

| Date       | Publication           | Details  |                                |                                       |
|------------|-----------------------|--|--------------------------------|---------------------------------------|
| 29/09/2016 | Cambridge News        | Fears continue despite assurances on chimney               | <a href="#">P13 and online</a> | Cllr Topping quoted                   |
| 29/09/2016 | Cambridge News        | Concerns over new busway plan                              | <a href="#">P14 and online</a> |                                       |
| 30/09/2016 | Cambridge News        | Bun fight - Fitzbillies in battle to beat road block plans | <a href="#">P8 and online</a>  | City Deal PCCPs                       |
| 30/09/2016 | Cambridge News        | Letter: show students how to recycle                       | P20                            |                                       |
| 30/09/2016 | Cambridge News Online | Businesses on warpath over road block threat               | <a href="#">Online</a>         |                                       |
| 03/10/2016 | Cambridge News        | Legal challenge threat to village busway route             | <a href="#">P9 and link</a>    |                                       |
| 03/10/2016 | Cambridge News        | One week left to have a say on congestion                  | P10                            |                                       |
| 03/10/2016 | Cambridge News        | Petition aims to protect children on 'lethal' road         | P13                            | District councillor support mentioned |
| 04/10/2016 | Cambridge News        | Residents rebel over City Deal                             | <a href="#">Cover page</a>     |                                       |

|            |                |   |                               |  |
|------------|----------------|---|-------------------------------|--|
|            |                |   | <a href="#">6 and online</a>  |  |
| 04/10/2016 | Cambridge News | Build super bikeway to link villages to city' | <a href="#">P5 and online</a> |  |
| 04/10/2016 | Cambridge News | Letter related to City Deal PCCP              | P14                           |  |

## 8. Items of Interest from the Local Government Association (LGA)



### Items of Interest from the Local Government Association (LGA)

The Local Government Association provides a list of news headlines relevant to its members. Please click the headlines below for more details.

Thursday 29 September: *Guardian*: [Number of homeless hits record levels](#)

A total of 15,170 households were classed as homeless in the three months to June 2016 – a rise of 10 per cent on the same period last year.

Thursday 29 September: *BBC Online*: [Plans for “flood risk” symbols on home prove controversial](#)

The insurance industry has published three “flood risk” symbols it would like estate agents in England and Wales to put on their property particular.

Thursday 29 September: *Telegraph*: [“Let Britain build more houses, or face an explosion of social anger”](#)

Alistair Heath says if Theresa May is serious about social justice must make fixing Britain's “horrendous, corrosive housing crisis” a top priority.

Friday 30 September: *BBC Online*: [Firms brace for “largest business rates change”](#)

Companies in England and Wales will find out later what their business rates bill is likely to be for the next five years.

Saturday 1 October: *BBC Online*: [More than 15,000 homes hit by winter floods, says Local Government Association](#)

The LGA is calling for the control of flood defence funds to be devolved.

Sunday 2 October: *Mail on Sunday*: [£2 million spend on bridges for threatened species](#)

“Bat bridges” are being erected at a cost of £2 million by the Government and councils despite a study by experts last year showing they are “useless”.

Monday 3 October: *BBC Online*: [Government plans to build 40,000 homes by 2020](#)

Chancellor Philip Hammond is to unveil plans to build 40,000 new homes by 2020.

Tuesday 4 October: *BBC Online*: [Sajid Javid attacks “nimbyism” as he calls for 1m new homes](#)

Communities Secretary Sajid Javid has attacked “nimbyism” as he called for a million new homes to be built by 2020.

Tuesday 4 October: *Independent Online*: [Ministers consider backing new law to prevent people becoming homeless](#)

The Government is considering backing a new law to strengthen councils' duties to stop people

becoming homeless.

## 9. View Planning Applications



To view the list of planning applications that have recently been submitted to the Council, please visit the authority's on-line [Planning Application Search](#). Once the page has loaded, you can use the [Search option](#) to set your own criteria of parish, area and date range.



The system will provide a range of information on current and decided applications since 1948, including a brief description of the development, reference number, decision and the date of decision. More recent applications show the name and telephone number of the council officer who is dealing with the application.

Search results are presented in a collection of pages, the number of which depends on the number of results your search produces. There are navigation tools to allow you to browse your results.

## EXECUTIVE DECISIONS TAKEN SINCE WEDNESDAY 28 SEPTEMBER 2016



In accordance with the [Access to Information Procedure Rules in Part 4 of the Council's Constitution](#), any executive decision shall be published normally within five days of being made. That record will bear the date on which it is published and will specify that the decision will come into force, and may then be implemented, on the expiry of 5 working days after the publication of the decision, unless called in for review by the Chairman of the Scrutiny and Overview Committee or by any five other councillors.

A list of decisions currently within the call-in period is available [on the Council's website](#).

The call in procedure is set out in full in [Part 4 of the Council's Constitution, 'Scrutiny and Overview Committee Procedure Rules'](#).

## 10. Food Safety Plan

The Environmental Services Portfolio Holder

**APPROVED** the Environmental Health and Licensing Service Food Safety Plan 2016/17.

*This decision was first published on Friday 30 September and so the deadline for call-in is Friday 7 October at 5pm. If not called-in the decision can be implemented on Monday 10 October.*

## 11. Future of Park Life

The Environmental Services Portfolio Holder

### AGREED

- A) To note the feedback from Parklife 2016
- B) To continue to work in partnership with Cambridge Sports Lake Trust to arrange a free Parklife event each year for the next three-years, relying on income from sponsorship, grant funding and pre-booking to reduce the Council's expenditure to approximately £2,500 per event for each year of a three year programme; and
- C) To continue to underwrite the events with £10,000 per annum.
- D) To further promote the contribution of Cambridge Sports Lake Trust to the event through branding and advertising.

*This decision was first published on Friday 30 September and so the deadline for call-in is Friday 7 October at 5pm. If not called-in the decision can be implemented on Monday 10 October.*

## DECISIONS MADE BY OFFICERS AND REPORTED FOR INFORMATION

Please click on the link below to find details of decisions made by officers under delegated authority:

<https://www.scambs.gov.uk/content/access-information>

## OTHER INFORMATION

## 12. Newly-Published Items on modern.gov



### Decisions

- [Greater Cambridge City Deal Joint Assembly 29 Sept](#)
- [Environmental Services Portfolio Holder's Meeting 29 Sept](#)

### Minutes

- [Council 22 Sept](#)

## 13. SCDC Starters and Leavers



### New Employees at the Council

Name: Celia Wignall  
Job title: Consultancy Officer  
Date starting: 10 October 2016



### **Staff who have moved jobs**

Name: Alex Colyer  
Old job title: Executive Director  
New job title: Chief Executive  
Date changing: 22 October 2016

Name: James Janzen  
Old job title: Senior Revenues Officer  
New job title: Revenues System Manager  
Date changed: 1 September 2016

Name: Bonnie Kwok  
Old job title: Lead Urban Design Project Co-ordinator  
New job title: Principal Planning Officer  
Date changed: 27 August 2016



# OPEN FOR BUSINESS

Issue 17

## In this edition

**P2** Tips for searching Council contracts

Last chance to sign up for free business workshops **P3**

**P7** Register for the Bright Idea fund

Join our business register for even more support and information:  
[www.scams.gov.uk/businessregister](http://www.scams.gov.uk/businessregister)

To unsubscribe from this mailing, email 'unsubscribe' to [openforbusiness@scams.gov.uk](mailto:openforbusiness@scams.gov.uk)

# Parklife 2016

A blazing Sunday in July saw 5,000 visitors visit Parklife 2016 - South Cambridgeshire's biggest free family fun day - and we'd like to thank our fantastic sponsors.

Organised in partnership with Cambridge Sport Lakes Trust, our hottest Parklife yet was supported by Haart Bar Hill, Great Shelford and Cambridge estate agent branches, Bar Hill-based designers and manufacturers Domino Printing, Milton Tesco store and Waterbeach-based C6 Bikes, who provided an on the day bike doctor service.

Activities ranged from paddleboarding, kayaking, canoeing and angling on the lake, to archery, mountain biking, climbing and Capoeira - a sizzling blend of Brazilian dance and martial arts.

With live entertainment from a variety of musicians and even trips by Hovercraft, Parklife 2016 was a huge hit. Plans for 2017 are already underway.

Watch our Parklife video to see highlights from the day: [bit.ly/Parklife2016highlights](http://bit.ly/Parklife2016highlights)



*Paddleboarding*



*Family fun*



*Mountain bike course*

Supported by



To find out more about Parklife 2017 sponsorship opportunities, contact Kirstin Donaldson at [kirstin.donaldson@scams.gov.uk](mailto:kirstin.donaldson@scams.gov.uk) or 01954 712908

# Welcome



## Welcome to the September edition of Open for Business.

We have another bumper edition of our newsletter this month, which is brimming with ideas for maximising business growth and getting involved in shaping the future infrastructure around Cambridge.

Connected communities are a top priority for this council and ensuring your views on major infrastructure proposals are heard and accounted for are vital in keeping the wheels of local business moving. So I would encourage you to find out how to have your say on Page 4.

Participate in one of our free workshops and reap the benefit. Satisfied customers feedback their experience on Page 3, will this persuade you to sign up now.

Or if you have a creative mind with a vision for a community business, register for the Bright Ideas Fund and find out how to make your dreams become reality.

I would of course welcome your feedback on how we can continue to best support you and your business in the future. You can get in touch at [Openforbusiness@scams.org.uk](mailto:Openforbusiness@scams.org.uk)

**Cllr Robert Turner**  
Cabinet member for planning and economic development

# Tips on securing Council contracts

Transparent and fair - the key values underpinning our procurement of goods, services and work to support council services.

Although the United Kingdom has voted to leave the European Union, Public Procurement Regulations 2015 still apply. We advertise any contracts over £25k on Contracts Finder at [www.contractsfinder.service.gov.uk/](http://www.contractsfinder.service.gov.uk/) Search This new Government web portal is free to register on and use, and will notify you about contracts for your chosen field when they are advertised.

Contracts over £164k for goods and services, and over £4.1m for works, are advertised in the European Journal known as Tenders Electronic Daily (TED) <http://bit.ly/TEDjournal>

The TED site can also help you to see which large contracts have been awarded, giving you potential leads for subcontracting opportunities.

Finally, you can identify and plan for contracts by looking at council contract registers or spend data to identify the types of services a council buys. Visit <http://data.scams.gov.uk/View/finance> for our contracts list and [www.sourcecambridgeshire.co.uk](http://www.sourcecambridgeshire.co.uk) for contract information for a variety of public sector organisations across Cambridgeshire



## Bid for our cleaning contract

We're looking for a suitably qualified and experienced cleaning contractor for our Cambourne office and Waterbeach depot, with possible extension to other council sites during the term of the contract.

The contract term is three years with the option to extend each and every year for a further two years. Please note that TUPE will apply to this contract, with a number of staff transferring from our existing provider.



# FREE business workshops

“The major selling points were that the business support workshops were free, and that they were local. I very quickly realised that they also represented a unique opportunity to rapidly fill some of the gaps in my business knowledge.”

“The workshops ensured that I was on the right track from day one and provided the springboard from which I could fly.”

*Emma Read, Emma Read Virtual Assistant*

The highlight was the realisation, that I needed to spend more time ‘working on-the-business’ than actually ‘working in-the-business’ in order to maximise my chances of success.”

*Roger Mason, NDimension (Science and Engineering) Ltd*

Once again, we’ve teamed up with Huntingdonshire District Council and Nwes to deliver free business support workshops for local business owners and people thinking of starting a business.

Research shows that businesses taking up support grow faster, create more jobs and make increased profit. Responding to small business needs, the workshops cover topics most beneficial to local businesses.

Whether you work in microbrewing or microchips, our workshops provide tools, templates and learning that you can use straightaway, so book your place today!

## Winning and retaining customers -

9.30am to 12.30pm, 6 October, Cambourne

Control your marketing by reviewing how to:

- position and differentiate your products/services
- develop your marketing strategy and tactics
- improve selling skills

.....

## Digital marketing masterclass -

1.30pm to 4.30pm, 6 October, Cambourne

For those already using digital marketing channels, covering:

- current industry trends
- top tips on managing digital marketing
- how to improve customer engagement and examples of good practice



Contact Nwes to book your FREE place or find out more:  
08456 099 991 | [info@nwes.org.uk](mailto:info@nwes.org.uk) | [www.Nwes.org.uk](http://www.Nwes.org.uk)

\*Cancellation Policy: workshops are free-of-charge, cancellations must be made by telephone or email [info@nwes.org.uk](mailto:info@nwes.org.uk) at least two working days before a workshop or you may be charged a non-attendance fee of £20 + VAT.

# Local produce survey

Could you help a Birmingham University project exploring the challenges and opportunities for relocalising food production and manufacturing?

The project is looking for businesses involved with sourcing or selling local produce to take part in this short survey:

<http://localnexus.org/>

To comply with research ethics and data protection, it's important to sign the survey consent form. You can either insert an electronic signature image or print the form off sign it, take a photo and email it back.

Completed surveys should be sent to research fellow, Jane Glover at: [J.Glover@bham.ac.uk](mailto:J.Glover@bham.ac.uk)



# Congestion - tackling proposals - have your say

Plans to tackle peak-time congestion in and around Cambridge are being consulted on, and The Greater Cambridge City Deal wants your views on the proposals.

The consultation began in August and closes on Monday 10 October. Feedback will be used to shape and improve the proposals, with final recommendations due to be considered in January 2017.

The proposals are part of a wider plan to protect quality of life in South Cambridgeshire by developing better transport options alongside planned growth in the number of jobs and homes in the area over the next 15 years.

Public exhibitions give businesses owners and employees a chance to talk to the Greater Cambridge City Deal team, detailed information can also be found at [www.gccitydeal.co.uk](http://www.gccitydeal.co.uk)

- **Cherry Hinton: 5pm to 8pm, Monday 3 October**  
Cherry Hinton C of E Primary School, High Street, Cambridge CB1 9HH
- **Addenbrooke's: 11am to 2.30pm, Tuesday 4 October**  
The Concourse, Addenbrooke's, Hills Road, Cambridge CB2 0QQ
- **Linton: 4.30pm to 7.30pm, Tuesday 4 October**  
Linton Village College, Linton CB21 4JB
- **Comberton: 5.30pm to 8pm, Wednesday 5 October**  
Comberton Sports & Arts, West Street, Comberton CB23 7DU



**GREATER  
CAMBRIDGE  
CITY DEAL**

# A14 improvement scheme

Transport infrastructure is a key driver to economic growth and the A14 is a crucial part of the local economy.

Work on the A14 improvement scheme was approved earlier this year, and is scheduled to begin in the next few months, with the road opened to traffic by the end of 2020. The scheme includes:

- a major new bypass to the south of Huntingdon
- widening the A1 between Brampton and Alconbury
- widening the existing A14 between Swavesey and Milton
- improving junctions at Swavesey, Bar Hill and Girton
- demolition of the A14 viaduct in Huntingdon

Highways England is holding public exhibitions in South Cambridgeshire and the surrounding area to explain more about the scheme.



## Public information exhibitions

Find out more from the Highways England team at one of their public information exhibitions this autumn:

**Offord Village Hall**

Tuesday 27 September, 2pm - 8pm

**Hilton Village Hall**

Thursday 29 September, 2pm - 8pm

**Bar Hill Village Hall**

Saturday 1 October, 10am - 4pm

**Madingley Village Hall**

Tuesday 4 October, 2pm - 8pm

**Alconbury Memorial Hall**

Wednesday 5 October, 2pm - 8pm

**Brampton Memorial Centre**

Saturday 8 October, 10am - 4pm

**Milton All Saints Church Hall**

Tuesday 11 October, 2pm - 8pm

**Oakington Pavillion**

Saturday 15 October, 10am - 4pm

**Swavesey Memorial Hall**

Wednesday 19 October, 2pm - 8pm

**St Ives United Reform Free Church**

Thursday 20 October, 2pm - 8pm

**Godmanchester Judith's Field Hall**

Monday 24 October, 2pm - 8pm

## Keep up to date

Stay informed about progress by signing up for email alerts at [www.highways.gov.uk/A14C2H](http://www.highways.gov.uk/A14C2H)





# Supporting our tech sector

Did you know that our district has at least 18 times the national average of people employed in the high tech sector?

With our leading science parks projected to double their growth, elected councillors, planners and economic development professionals from the Local Enterprise Partnership and Department for International Trade visited some of our most prominent science parks in August.

The tour included the Wellcome Genome Campus, Chesterford Research Park, Babraham Research Campus and Granta Park.

Meeting CEOs and leading biotechnology and engineering experts, discussions centered focused on how the public sector can aid in creating the right environment for tech clusters to grow and thrive; with funding, finance, skills, transport, utilities and planning all cited.

Local representatives were joined by peers from Mid Sussex, looking to learn from our area's success and apply it to their principle industries.

Cllr Peter Topping, leader of South Cambridgeshire District Council, said: "We have an empowering role in supporting the tech sector and are proud of our science parks and the companies they are home to. The world-class work they carry out influences science and high-tech business across the globe; and we will continue to work with business, the LEP, Government to deliver the best environment to nurture these key sectors which play such a key role in our local and national economy."



# THE DIGITAL AWARDS

## Cambridgeshire Digital Awards

We're proud to be supporting the Cambridgeshire Digital Awards, the first and only scheme of its kind solely celebrating the online achievements of local businesses, charities and schools.

Cllr Nick Wright, South Cambridgeshire District Council's deputy leader and cabinet member for corporate and customer services, said: "The digital agenda is vitally important to us, our communities and businesses and we look forward to celebrating their successes with them.

"As a Council we have made great progress in using technology to help us provide the best services possible to local people but we know there is still much more to be done on our digital agenda."

Key priorities include making sure - through the Greater Cambridge City Deal - that the Cambridge sub-region is a super-connected 'Smart City Region' of the future, ur area continues to thrive economically and all residents and businesses have access to superfast broadband.

Entries to the Cambridgeshire Digital Awards close on 23 September, with a presentation evening in November at the Belfry Hotel, Cambourne. Find out more at [www.cambsdigitalawards.co.uk](http://www.cambsdigitalawards.co.uk)



# Register for the Bright Ideas Fund

We are very excited to tell you about the Community Business Bright Ideas Fund, a new grant programme to help communities develop their budding community business ideas, launching this September.

The £1.85 million Community Business Bright Ideas Fund will offer community groups tailored support and grants of up to £20,000 to develop their ideas for a community business.

Register and be the first to receive the eligibility criteria and guidance when it's released, direct to your inbox.

[Register Here](#)



Department for  
Communities and  
Local Government





# Useful contacts

## General Business Support

- Huntingdonshire and South Cambridgeshire Business Support - [nwes.org.uk](http://nwes.org.uk)
- Signpost 2 Grow Growth Hub - [signpost2grow.co.uk](http://signpost2grow.co.uk)
- National Online Business Support - [gov.uk/browse/business](http://gov.uk/browse/business)

## Exporting

- UK Trade & Investments - [ukti.gov.uk](http://ukti.gov.uk)

## Innovation

- Allia - [allia.org.uk](http://allia.org.uk)
- St Johns Innovation Centre - [stjohns.co.uk](http://stjohns.co.uk)
- Innovate UK - [innovateuk.org](http://innovateuk.org)

## Funding

- Start-Up Loans - [nwes.org.uk](http://nwes.org.uk)
- Foundation East - [foundationeast.org](http://foundationeast.org)
- Finance East - [thefsegroup.com](http://thefsegroup.com)

## Tax and VAT

- HM Revenue and Customs - [hmrc.gov.uk](http://hmrc.gov.uk)

## Membership organisations

- Cambridgeshire Chamber of Commerce - [cambridgeshirechamber.co.uk](http://cambridgeshirechamber.co.uk)
- Federation of Small Business - [fsb.org.uk](http://fsb.org.uk)

## Social enterprise

- Social Enterprise East of England - [see.co.uk](http://see.co.uk)

## Editorial information

This newsletter is produced for local businesses by South Cambridgeshire District Council.

Editorial enquiries should be emailed to [openforbusiness@scambs.gov.uk](mailto:openforbusiness@scambs.gov.uk)

The opinions and views expressed in this publication are not necessarily those of South Cambridgeshire District Council.

All data is accepted in good faith at the time of going to press.

