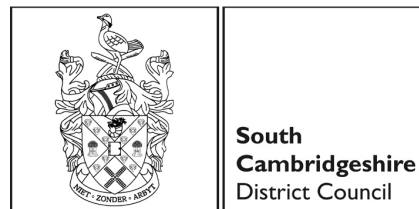


South Cambridgeshire Hall  
Cambourne Business Park  
Cambourne  
Cambridge  
CB23 6EA

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



19 November 2015

To: Chairman – Councillor Ben Shelton  
Vice-Chairman – Councillor James Hockney  
Members of the Partnerships Review Committee – Councillors David Bard,  
Henry Batchelor, Kevin Cuffley, Andrew Fraser, Jose Hales, Roger Hall and  
Janet Lockwood  
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 **Friday, 27 November 2015** at **1.00 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

**The Council is committed to improving, for all members of the community, access to its agendas and minutes. If you have any specific needs, please let us know, and we will do what we can to help you.**

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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 22 September 2015 as a correct record.		<b>1 - 4</b>
<b>4. Public Questions</b>		

- 5. Heidi Allen MP**  
Heidi Allen MP will be in attendance at the meeting to update the Committee on the work she is undertaking on behalf of this Council's residents. A question and answer session will follow.
- 6. Reports from Members appointed to Outside Bodies** **5 - 54**  
To consider update reports from Members appointed to represent the Council on outside bodies.
- 7. Work Programme 2015/16** **55 - 64**  
To consider the Partnerships Review Committee's work programme for 2015/2016. The Council's Corporate Forward Plan is attached to consider items for possible future scrutiny.
- 8. Dates of Future Meetings**

  - Thursday 21 January 2016 at 2pm
  - Thursday 21 April 2016 at 2pm

## **EXCLUSION OF PRESS AND PUBLIC**

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

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

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:

- Working Together
- Integrity
- Dynamism
- Innovation

## **GUIDANCE NOTES FOR VISITORS TO SOUTH CAMBRIDGESHIRE HALL**

### **Notes to help those people visiting the South Cambridgeshire District Council offices**

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#### **Security**

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Public seating in meeting rooms is limited. For further details contact Democratic Services on 03450 450 500 or e-mail [democratic.services@scambs.gov.uk](mailto:democratic.services@scambs.gov.uk)

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

#### **First Aid**

If you feel unwell or need first aid, please alert a member of staff.

#### **Access for People with Disabilities**

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#### **Toilets**

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You are not allowed to bring into, or display at, any public meeting any banner, placard, poster or other similar item. Failure to do so, will result in the Chairman suspending the meeting until such items are removed.

#### **Disturbance by Public**

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

#### **Smoking**

Since 1 July 2008, South Cambridgeshire District Council has operated a Smoke Free Policy. No one is allowed to smoke at any time within the Council offices, or in the car park or other grounds forming part of those offices.

#### **Food and Drink**

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



# Agenda Item 3

## SOUTH CAMBRIDGESHIRE DISTRICT COUNCIL

Minutes of a meeting of the Partnerships Review Committee held on  
Tuesday, 22 September 2015 at 2.00 p.m.

PRESENT: Councillor Ben Shelton – Chairman

Councillors: David Bard Henry Batchelor  
Kevin Cuffley Andrew Fraser  
Roger Hall Janet Lockwood

Officers: Gemma Barron Sustainable Communities & Partnerships  
Manager  
Ian Senior Democratic Services Officer

### 1. APOLOGIES

Councillor Jose Hales and Councillor James Hockney sent Apologies for Absence. The Committee endorsed the Chairman's appointment of Councillor Henry Batchelor as Vice-Chairman for the meeting.

### 2. DECLARATIONS OF INTEREST

There were no declarations of interest.

### 3. MINUTES OF THE PREVIOUS MEETING

The Committee authorised the Chairman to sign, as a correct record, the Minutes of the meeting held on 19 June 2015.

### 4. PUBLIC QUESTIONS

There were no questions from members of the public.

### 5. BUS SERVICES

Paul Nelson (Interim Head of Passenger Transport, Cambridgeshire County Council) and Andy Campbell (Stagecoach) attended the meeting.

#### ***The provision of bus services***

Mr. Nelson summarised the process companies had to follow in order to obtain permission to operate buses, on a commercial basis, along particular routes within the County. There were no grounds upon which Cambridgeshire County Council could object to the outcome of this process. The County Council could then consider whether to provide bus services of its own along routes not served commercially. However, it was under no obligation to provide such additional services, especially in the light of diminishing budgets.

On the question of subsidised services, Members noted that, while Cambridgeshire County Council could supplement commercial routes by providing buses in otherwise unviable areas, the County Council was not allowed to compete with commercial services. Mr. Campbell explained that, in a similar way, Stagecoach could not cross-subsidise, making unviable routes viable by using money made on profitable routes.

Mr. Campbell said that Stagecoach tried to provide as comprehensive a service as possible in South Cambridgeshire by connecting groups of villages together. A problem with this though was that journey times were extended and, where people did not have the time to spare and had an alternative such as a private motor vehicle, it was very difficult to achieve modal shift.

### ***School transport***

Those present noted and discussed the basis upon which school buses were provided. Mr. Campbell highlighted the problem of trying to keep to timetable at peak times, and suggested that staggered school hours might ease congestion.

### ***Community transport***

The Partnerships and Sustainable Communities Manager summarised South Cambridgeshire District Council's Community Transport Strategy, and said that priorities were currently being reviewed. The issue of Community Transport was material to decisions made in the context of Strategic Transport. Additional funding could be sought as part of the negotiations relating to Legal Agreements under Section 106 of the Town and Country Planning Act 1990.

### ***Possible enhancements***

In response to the Chairman, Mr. Nelson said that a form of transport hub operated in key parts of the District, principally focused on the city of Cambridge. However, as the Partnerships and Sustainable Communities Manager pointed out, people in general currently wanted one mode of transport between home and place of work, for example.

Councillor David Bard raised the issues of streamlining services, interactive timetabling, and missed services. Mr. Campbell reiterated the problems caused by traffic congestion in Cambridge City. In particular, current interactive timetabling technology relied on the three previous journeys and, if any of those had been affected by congestion that would have a consequential effect. He hoped that Automatic Vehicle Location technology would solve the problem in the future.

In response to a question about making information more accessible for visually-impaired people, Mr. Campbell said that Stagecoach was currently working on an automatic **voice** messaging system, similar to the one currently in use on trains. He also referred to a smartphone app that was being developed. Such an app would fulfil the task of identifying bus stops, and also allow for a more streamlined approach to ticketing.

### ***Zoning and fares***

Those present discussed zoning, and the potential of making the fare structure fairer, including by reducing variance in fares between zones. Mr. Campbell referred to current research into the possibility of introducing smartcards and contactless debit card payments. Such innovations could lead to a three-zone system replacing the current two-zone set-up.

### ***Evening services***

Members were told that the future of evening services was dependent on their viability. Mr. Campbell said that increased housing development might make evening public

transport more viable.

### ***The future of public transport***

Mr. Campbell highlighted the need to be radical in planning public transport for the future. This could entail tunnels under Cambridge, and the availability of electric cars. He informed the Committee that the introduction of parking charges at Park & Ride sites had resulted in 500,000 fewer bus journeys being made in the first year. He acknowledged that there might be some sense in moving Park & Ride sites further away from Cambridge City Centre.

### ***Other matters***

Those present discussed a number of other issues surrounding Park & Ride, the Cambridgeshire Guided Busway, and the working relationship between County Highways and public transport providers. On the question of monies available by virtue of Legal Agreement under Section 106 of the Town and Country Planning Act 1990, Mr. Campbell said that developers were often proactive in this regard as it helped them to formulate Travel Plans that were often instrumental in securing planning permission.

There being no further questions, the Chairman thanked Mr. Campbell and Mr. Nelson for attending the meeting.

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

The Partnerships Review Committee **received and noted** a report from Councillor Peter Johnson in respect of the Farmland Museum, Waterbeach.

## **7. WORK PROGRAMME 2015/16**

The Committee considered its Work Programme for 2015-16.

The Chairman reminded Members that they had agreed to invite the local Members of Parliament to the meeting on Friday 27 November 2015.

The Chairman and members of the Committee instructed the Partnerships and Sustainable Communities Manager to explore options for the Committee to examine, at its meeting on 21 January 2016, the provision of medical services in South Cambridgeshire.

## **8. DATES OF FUTURE MEETINGS**

The next two Partnership Review Committee meetings would be on

- Friday 27 November 2015 at 1.00pm
- Thursday 21 January 2016 at 2.00pm

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**The Meeting ended at 3.30 p.m.**

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# Agenda Item 6



**REPORT TO:** Partnerships Review Committee

27 November 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 Sue Ellington has provided an update on the Health and Wellbeing Board and Health Committee, which is attached at **Appendix B**.
9. Councillor Peter Johnson has provided updates on the Waterbeach Level Internal Drainage Board, which is attached at **Appendix C** and an update on the Farm Museum which is attached at **Appendix D**.

### **Implications**

10. 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)**

11. 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**

12. 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>
Age Concern	Charlie Nightingale
Bassingbourn Village College Centre Management Committee	Nigel Cathcart
Cambridge Airport Consultative Committee	Caroline Hunt
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 Policy and Crime Panel	Ben Shelton
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	Tim Scott
Cambridgeshire County Health Committee	Sue Ellington Andrew Fraser (sub)
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	Anna Bradnam
Gamlingay Village College GVC Leisure Ltd	Bridget Smith
Greater Cambridge City Deal Executive Board	Ray Manning Simon Edwards (sub)
Health and Wellbeing District Members Forum	Sue Ellington
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	Christopher Cross
Papworth Hospital NHS Foundation Trust	Nick Wright
Responsive Repairs Partnership Management Board	Val Barrett Bunty Waters Hazel Smith

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	Mark Howell Sue Ellington
Waterbeach Level Internal Drainage Board	James Hockney Peter Johnson



## **APPENDIX B**

### **Health and Wellbeing Board and Health Committee report**

Clearly the Health Scrutiny Committee of the County Council has been very engaged over the last few months with the CQC reports for Hinchingbrooke and Addenbrooke's Hospitals as well as the development of the unique Older Persons Contract which came into force on April 1 2015. This has created a raft of new committees, subgroups and working parties which I have endeavoured to attend on behalf of South Cambs. You may feel that this has only a small relevance for the day to day activities of South Cambs District Council but I would argue that the Wellbeing of our residents, the environment in which they live and the quality of their lives is key to what the district authority is about. If our residents find that they are unable to access health services, their new homes are not served by a GP, or the waiting list for mental health service has been suspended, it has a dire impact on everyone but particularly our tenants and ethnic minority groups.

Health Committee 7 November 2015

The committee focused on the Care Quality Commission (CQC) report for Addenbrooke's. The CQC, Addenbrooke's Acting Chief Executive, Chief Nursing Officer, and Acting Finance Director, Monitor Senior Regional Manager, and Clinical Commissioning Group (CCG) Chief Operations Director, Vice Chairman, and Director of Nursing, all gave a brief presentation of events and the current position. As you would expect they have instituted a tight monitoring programme in relation to the affected areas but it was the overall governance which came in for most criticism.

Clearly it was the new IT system which had brought the CQC to inspect and there was wide ranging discussion about the effects of this system and how it had been introduced. The system had particularly affected pathology results from GPs, as well as internally, which had got lost and resulted in delayed treatment for many patients. But we were told there were other issues which resulted in the hospital failing to reach agreed targets that had resulted in the implementation of penalty clauses by the CCG. The committee was somewhat anxious that they had not been made aware of these issues prior to the inspection and felt that this increased the level of distrust between organisations. There will be follow up monitoring meetings and report backs

#### **Setting a budget**

As with all government sponsored organisations, Public Health is required to make in- year savings and their grant for 2016 will be cut by £1.6 million. In addition the County Council have incorporated their budgets into directorates, leaving relative few Public Health budgets ring fenced. It was decided to reduce funding for smoking cessation and also for long term reversible contraception. Other cuts were identified but a District council impact assessment had not been undertaken. There are clearly grounds for concern that Public Health funds will be used to support County Council services rather than to introduce or maintain preventative services which would improve health in the future.

#### **Working Groups' reports**

Uniting care Partnership (UCP) working group met with them, Healthwatch and the CCG to discuss progress in relation to the Older-persons contract. UCP have taken over mental health for over 64 year olds as well as 2000 community staff. They now form 17 teams. These teams are skilling up to reduce hospital admissions with specialist therapist. Unfortunately the IT systems do not talk to each other so there is need for linking systems to develop one set of patient notes for all.

The One Call service provides advice, signposting and specific services and is now available for GPs, nursing, residential and care homes. The next step is to make it available to carers and patients who regularly need services e.g. Sheltered housing. The JET teams are joint emergency teams who are available 24 hours and will arrive within 2 hours.

#### Health and Wellbeing Board

The Health and Wellbeing Board has spent time reviewing their constitution and composition and feel that they have become a CCC committee which receives reports but actually fails to initiate actions which will improve health for residents. There are statutory members and strategies which have to be ratified but many of the papers received have already been through the county committee and can not be changed.

Since May the new district representatives have been fluctuating in identity and presence. The NHS England representative has not attended and other members have been inconsistent and the whole committee lacks continuity. A working party is currently addressing these concerns.

#### The Local Health Partnership

A seminar on Mental Health issues for staff and clients in October has demonstrated good working relationships with our partners across the public and private sectors.

Cllr Sue Ellington

## Appendix C

### WLIDB November 2015

The WLIDB would like South Cambs District Council to write to the Environment Agency and asking that they continue maintenance funding to IDB's, there is an understanding that such a letter had already been written with no response. Is this correct or not, if not then I ask that a letter is written to that effect.

A document has also come to light regarding the maintenance of the roadside ditch on the northern side of Bannold Road which shows that District Council is responsible for this. With this in mind I would hope a maintenance schedule would be drawn up with action plans.

Another document regarding Bannold Road has also emerged which I will forward on to the Planning Department as I am sure they will find it very interesting. Before Cam Locks was built Anglian water confirmed that the public foul water sewer would be able to accommodate the foul water flows from a development of 120 dwellings. Well 90 were built on Cam Locks so that leaves 30 more dwellings but Morris Homes are building 60 dwellings. Problems ahead.

Cllr Peter Johnson

Waterbeach, Landbeach, and Chittering Ward.

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R Chilvers  
Waterbeach Level Interl Drainage Board  
Drainage Office  
Main Street  
Prickwillow  
CAMBS  
CB7 4UN

16 June 2004

Dear R Chilvers

**RE: WATERBEACH: LAND NORTH OF BANNOLD ROAD - Proposal for development of site**

Thank you for your letter dated 08 April 2004 regarding the above.

Anglian Water can confirm that the public foul water sewer in the vicinity would be able to accommodate the proposed foul water flows from a development of 120 dwellings.

I hope that the above information is sufficient for you to consider your proposals.

Yours sincerely

A handwritten signature in black ink, appearing to read "Rosie Warner".

**Rosie Warner**  
**Developer Services**

**Anglian Water  
Services Ltd**  
Marketing & Planning  
PO BOX 104  
Spalding  
Lincolnshire  
PE11 1SZ

Tel 01733 414188  
Fax 01223 201261

Our ref. DS/E5350

Your ref. RC/jh

WATERB...  
ENGINEER: ROSS CHILVERS  
CLERK: MRS. MONIQUE FOREMAN

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

C. Marchington, Esq.,  
Waste Water Manager - Developer Services,  
Anglian Water Services Limited,  
P.O. Box 46,  
Spalding,  
Lincs.  
PE11 1DB

Our ref: RC/jh

Your ref: CM/DCS/Waterb

8<sup>th</sup> April, 2004

Dear Sir,

**Waterbeach: Land North of Bannold Road**

Thank you for your letter of 6<sup>th</sup> April, 2004.

Could you please comment on whether there is sufficient capacity to accommodate the proposed new development in Bannold Road, Waterbeach 4.23ha. (residential). I refer to the comments attributed to Anglian Water in the Design Brief, copy attached.

I look forward to receiving your comments.

Yours faithfully,

R. Chilvers  
Engineer

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Registered in England  
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an AWG company

**Anglian Water  
Services Limited**

PO Box 46  
Spalding  
Lincolnshire PE11 1DB

Tel (FREEPHONE) 0800 91 91 55

Our ref **CM/DCS/Waterb**

Your ref **RC/jh**

Mr R Chilvers  
Waterbeach Level Internal Drainage Board  
Drainage Office  
Main Street  
Prickwillow  
ELY CB7 4UN

6 April 2004

Dear Mr Chilvers

Thank you for your letter of 25 March 2004 and please accept my apologies for the delay in providing the additional information.


Since the time of our initial response I have been carrying out further investigations into the ability of the sewerage infrastructure and sewage treatment works to accept additional flows. I have also looked at the reasons for any failures on our part during the last two years. It is true to say that during this period we did experience local operational problems involving mechanical breakdowns at the treatment works but we have implemented improvements which hopefully will overcome these difficulties.

Whilst a small amount of spare capacity is available in our sewer network and treatment works, should substantial development proposals come forward, we would need to review our response to such proposals through the Planning Consultation processes. It may well be that capital investment is required to ultimately handle and treat these additional flows. If required, we would look to the development being phased to correspond to the timescale of any Anglian Water capital scheme.

I trust the above comments will be of use but if I can be of further assistance, please do not hesitate to contact me again.

Yours sincerely



 Chris Marchington  
Waste Water Manager – Developer Services

Registered Office  
Henderson House Lancaster Way  
Huntingdon Cambridgeshire PE29 6XX  
Registered in England  
No 2366656

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# WATERBEACH LEVEL INTERNAL DRAINAGE BOARD

## REPORT TO 30<sup>th</sup> SEPTEMBER, 2015

### 1. PUMPING HOURS AND RAINFALL SCHEDULE

Note: Rainfall recorded at Stretham

<u>MONTH</u> 2015	<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	18.2	0	0	5	8	14	2	2
MAY	40.3	0	0	13	6	0	0	4
JUNE	27.7	0	0	0	0	0	1	0
JULY	102.8	0	0	59	76	83	4	18
AUGUST	66.7	0	0	18	89	28	2	12
SEPTEMBER	<u>66.1</u>	<u>0</u>	<u>0</u>	<u>17</u>	<u>36</u>	<u>0</u>	<u>0</u>	<u>19</u>
TOTALS	321.8	0	0	112	215	125	9	55

- 1.1. This period has been the same as last summer, with a dry start and end to the period, but with some wet weather in between.
- 1.2. April was a relatively dry month with only 18.2mm of rainfall. Water was raised to summer level by the end of the month.
- 1.3. We received 40.3mm of rainfall in May and there was a need for a small amount of pumping to maintain levels.
- 1.4. June was a dry month and as the month went on, temperatures rose, though the temperature throughout the year was generally below average for the summer.
- 1.5. July was a very wet month with 102.8mm of rainfall. Though there was generally rain throughout the whole month, we had three intense days of rain, being the 16<sup>th</sup> (45mm), the 24<sup>th</sup> (26mm) and the 26<sup>th</sup> (20mm). Due to these high amounts, dams had to be altered and pumps were operated. There was flooding in Cambridge and Waterbeach on the 16<sup>th</sup> July. Cambridgeshire County Council have stated that it was a 1 in 190 year rainfall event. There were 240 hours of pumping across all sites throughout the month.
- 1.6. August was another wet month with most of the rain falling from the middle to the end of the month. This delayed harvest in most areas.
- 1.7. In September we received 66.1mm of rainfall, of which 15.5mm fell on the 1<sup>st</sup> and 27.1mm on the 16<sup>th</sup>. It was very dry towards the end of the month, when we were still receiving calls to raise levels again for irrigation.
- 1.8. This period has been similar to 2014, with the need to constantly manage levels to meet the needs of abstractors and maintain land drainage within the District. Over the period

we recorded 321.8mm of rain. As last year, the rain seemed to fall in intense short bursts.

## **2. PUMPING PLANT**

### **2.1. Cam Pumping Station**

2.1.1. Over the period we have had incidents where the new pumps have not cut out at their stop level and pumped the drain almost dry. Luckily, this did not occur when we were struggling for water.

2.1.2. We contacted Interlec Services, who installed the control panel. The problem was that the control panel was overheating, causing the pumps to ignore the control system. Better ventilation in the form of additional fans have been installed to help keep the panel cool. All costs have been met by Interlec as part of the warranty.

2.2. There have been no other major mechanical or electrical problems at any of the other pumping plant.

### **2.2. Drainage Museum Request**

2.2.1. In the summer I took a representative of the Drainage Museum on a tour of the diesel pumps within the Group.

2.2.2. A burner (old heater) at the Cam Pump caught their eye and they have asked if the Board would be willing to donate it to the museum for a display they are setting up.

2.2.3. The burner is surplus to requirement and has not been used for many years. They would remove it themselves under the Board's supervision and there would be no cost to the Board.

## **3. DRAINS**

### **3.1. Weed Control**

3.1.1. Weedcutting started on 4<sup>th</sup> August and was completed by 4<sup>th</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 27<sup>th</sup> April, 2015 will be completed when weedcutting is complete within the Group.

3.2.2. We will need to hire in a long reach excavator to undertake the works.

### **3.3. Future Maintenance Works**

3.3.1. This Board is one of only two within the Group that does not grass cut the drains prior to machine work. I have never established a reason why this is the case.



3.3.2. In the summer, due to the availability of the flail in the Old West District, we grass cut in front of the machine on the following Drains:-

- Upper Mill Akeman
- Upper Mill Denny
- Upper Mill Denny Spur
- Upper Mill Chittering

3.3.3. Our observations have shown that the grass cutting reduced the machine time by 26%.

3.3.4. I would be interested in hearing the Board's view on whether we should consider undertaking grass cutting throughout the whole of the District. I would anticipate that we would cut only one side every year and we would alternate sides each year, depending on access

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

4.1. The period has been one of extreme change.

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 for a late requirement for irrigation.

#### **5. BANNOLD ROAD, WATERBEACH**

5.1. There continues to be flooding problems along Bannold Road during times of heavy rainfall. The cause of the flooding seems to be from the Anglian Water foul sewer along the road. Understandably, residents are very concerned about these ongoing incidents.

5.2. On 26<sup>th</sup> August, I attended an on-site meeting with the following Agencies:-

- Anglian Water
- South Cambridgeshire District Council
- Cambridgeshire County Council Flood Team
- Cambridgeshire County Council Highways

5.3. Local residents were also in attendance to share their concerns.

5.4. Anglian Water stated that if there was a problem with the sewer, there could be no guarantee that work would be undertaken. The project would have to compete against all their other capital projects. They also indicated that the existing system has the capacity to accept additional flows from new development. This is based on calculation rather than what is happening on the ground.

5.5. It should be noted that the surface water sewer from the Morris Homes site was never adopted by Anglian Water, so Morris Homes are still responsible for it. There is some concern as to whether this system functions correctly or not, as little water discharges

from it. It could be possible that the site sewers were not constructed properly. Anglian Water are responsible for the surface water on site.

- 5.6. Anglian Water has promised to look into the matter, including undertaking a survey of the problem areas. On 29<sup>th</sup> September, there was a follow up meeting at South Cambs. District Council. This time it was just for the Agencies involved, though it was very unfortunate that Anglian Water did not send a representative.
- 5.7. I will continue to support this group and provide any information and help the Board can offer. I will also closely liaise with the planners at the Council regarding the new developments.

## **6. EEL REGULATIONS**

- 6.1. Following the publicity that the Eel Regulations received, it would appear that the Government are now rethinking their approach to the implementation of the Regulations.
- 6.2. Over the summer, there was a joint ADA/Defra/Environment Agency meeting. The main outcomes of the meeting were:-
  - The Regulations would only apply when there was a major capital scheme at a pumping station.
  - The cost of the measures required would be proportionate to the overall cost of the scheme. This is still to be defined.
  - There is no deadline to implement the Regulations.
- 6.3. ADA is in agreement with this approach which is a more sensible way forward.
- 6.4. Over the summer, I wrote to Lucy Frazer MP on this subject. I attach her reply at Appendix A for information.
- 6.5. On 8<sup>th</sup> September I met with the Environment Agency and Hull University at the Cam Pumping Station. They wished to undertake a test on our new fish friendly pumps to see the effectiveness of eels passing through them. I agreed that the Board would be happy to allow them to use the pumps for the test.
- 6.6. They plan to undertake the experiment in October, but at the time of writing, I am still waiting for them to inform me of an exact date.
- 6.7. The Agency did set some traps in our Main Drains to see if there were any eels in our system. So far none have been found.

## **7. WATER VOLES**

- 7.1. The Bedford Group of IDBs, the Ely Group of IDBs and the Water Management Alliance have expressed concerns about the introduction of a class licence for displacement of water voles. Water voles are fully protected under the Wildlife and Countryside Act 1981.
- 7.2. Initial legal opinion indicated that the act of displacement was not unlawful and therefore no licence was required. A position statement issued by Natural England in



July, and subsequently in August 2015, extended the protection formerly given to burrows to include the vegetation around the burrow.

- 7.3. Following the publication of the amended position statement and final draft licence from Natural England in August 2015, the Groups remained concerned about the implications of Natural England's new interpretation, and took legal opinion from Stephen Tromans QC.
- 7.4. There remains some doubt as to the need for a licence, in part depending on the view of the status of the vegetation. However, given Natural England's new broader view, Counsel has identified that, as there is now a real risk that a prosecution might succeed against an IDB, then a class licence could be beneficial. There remain a number of issues with the drafting of the licence and policy statement and representation will be made to Natural England on these points once the formal comments are received from Counsel.
- 7.5. Of fundamental importance, and based on the rationale for the displacement class licence, it has been identified by Stephen Tromans QC that ALL activities that damage or destroy vegetation where there are water voles may also pose a similar risk of legal action, including flailing, weedcutting, chemical spraying, dredging and water level management. His opinion is that IDBs may find it a heavy burden to meet the second test in the defence. Natural England has suggested that best practice would support IDBs but Counsel's opinion is that this is inherently uncertain even if it was updated. Licensing for all watercourse management activities, either class or individual, may be the only viable way forward.
- 7.6. This applies to all managers of watercourse, rivers, waterways, ponds and lakes, not just IDBs.

## **8. PUBLIC SECTOR CO-OPERATION AGREEMENTS**

- 8.1. The agreements have been produced to allow IDBs to undertake works for the Environment Agency and vice versa.
- 8.2. They have been developed by the Agency in conjunction with ADA to enable IDBs to avoid the Agency's bureaucratic procurement procedures. Works included in the agreements range from dredging to weedcutting to the supply of labour in an emergency.
- 8.3. The agreements have been in existence for a year. However, no Board within the Group has signed an agreement yet, as our insurers have had concerns over certain legal aspects of the agreement. This is mainly focused on who is held responsible in the event of a problem/incident on site.
- 8.4. The Agency has made changes to the agreements, which our insurers' legal team are currently looking at. In the meantime, they have indicated that we can start to enter into agreements with the Agency so long as we do not undertake any actual works.

## **9. WATER TRANSFER LICENCES**

- 9.1. For many years, IDBs have transferred water from main rivers to local drains for the benefit of farmers, who then abstract the water for irrigation, and for environmental benefits by augmentation of water levels. Currently this practice is exempt (or at least



not brought into force) but Defra intends for it to be brought into the licensing process. As the Environment Agency has a duty to collect charges to pay for the administration of the licensing scheme, it would look to IDBs to pay those costs.

- 9.2. The water transfers are not in themselves abstractions. The water is not lost to the river network unless it is further abstracted by a landowner. Water abstracted from within an IDB district is licensed by the Agency, therefore there would be a duplication of any licensing/charging – effectively charging for the same water twice! The Agency in effect is dependent on IDBs undertaking these transfers to enable the abstraction licences that they have granted to be sustainable and practical to operate.
- 9.3. The Agency has consulted on charging for water transfers with the following options:-
  - A one-off fee of £1.5k for the licence (irrigation licence fees are £135)
  - A £135 application fee plus an annual subsistence charge.
- 9.4. The Downham Market Group of IDBs and the Ely Group of IDBs have in the region of 50 water transfer points. If the first option was implemented, it would cost both Groups a combined total of £75,000 – a cost that both Groups would have no choice but to pass on to ratepayers. In relation to the second option, the water would effectively be paid for twice, once by the Board and then by the landowner. It could be possible (at least in theory) that IDBs decide to no longer transfer water and therefore not apply for transfer licences. This would not only place the Agency in some difficulty, but would stop the environmental benefits that the Boards’ drains receive from transfers in the summer months.
- 9.5. The Water Act 2003 provided for the removal of most of the exemptions from abstractions that did not require licensing under previous legislation. In particular, it introduced the concept of a transfer licence where water was transferred from one source of supply to another, but not by the end user. However, these provisions, while in the “statute book” for over a decade, have never been brought into force.
- 9.6. It would be the Board’s preference for the status quo to remain. The current system works well as Boards work in close cooperation with local Agency officers to manage the system. If the licences were enabled and charged for, Boards would wish to see a nominal one-off charge (e.g. £50) for a licence.
- 9.7. By going ahead with these proposals, Defra would be adding another layer of bureaucracy to the licensing system as well as introducing a stealth tax on landowners who are already paying the Environment Agency for the water.
- 9.8. I was able to raise this issue with Rory Stewart MP, Parliamentary Under-Secretary of Defra at a meeting held at Denver Sluice. He took a great interest in the subject and following the meeting, I produced a briefing paper on the matter for him.

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

19<sup>th</sup> October, 2015

# 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

23<sup>rd</sup> October 2015

Dear Sir/Madam,

I confirm that the Annual General Meeting of the Board will be held at the Drainage Office in Prickwillow on **Friday 6<sup>th</sup> November, 2015 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 11<sup>th</sup> May 2015, as annexed, and matters arising, if any.
4. Engineer's Report to 30<sup>th</sup> September, 2015, as annexed.
5. Internal Auditor's Report for 2014/15, as annexed.
6. Statement of Internal Controls, as annexed.
7. Great Ouse Branch of ADA – 8<sup>th</sup> March, 2016 - 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:-  
9<sup>th</sup> February, 9<sup>th</sup> May and 9<sup>th</sup> November 2015).

Any other business which may arise.

Yours faithfully

*Jean Heady*

Clerk



**MINUTES of the HALF YEARLY MEETING of the  
WATERBEACH LEVEL INTERNAL DRAINAGE BOARD** held at the  
Drainage Office in Prickwillow on Monday 11th May 2015 commencing at 2.30 p.m.

Present

T. Reynolds, Esq., in the Chair

C. Brown, Esq.,  
W.L. Forbes, Esq.,  
P.T. Johnson, Esq.,  
A. Palmer, Esq.,(Observer)

C. Bryant, Esq.,  
P.S.W. Hatley, Esq.,  
J.S. Martin, Esq.,  
Mrs. S.A. Smart,

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

APOLOGIES

Apologies for non-attendance were received from Messrs. B. Hunt, G. Lock, I. Palmer, K.H.E. Petherick and B.H. Sanders.

In Mr. B.H. Sanders' absence, Mr. T. Reynolds, Vice-Chairman, chaired the meeting.

CONSERVATION

Mrs. Diana Ward gave a presentation on the Boards' conservation obligations together with a history of her professional qualifications and background. Mrs. Ward has been employed by the Boards since April, 2013 as a consultant.

Mrs. Ward's presentation focused on the following items:-

Wildlife legislation.

A practical commonsense approach to maintenance works to allow the Boards to meet their environmental obligations.

Case studies of working with other Boards.

Future training of Board Members/operatives.

Members were then given the opportunity to ask questions.

MINUTES

The Minutes of the meetings held on 7th November, 2014 and 10th February, 2015 were presented as circulated, approved and signed by the Chairman. Regarding the Minutes of 7<sup>th</sup> November, the Engineer reported that the boat had now been removed from the Toll House. Mrs. S.A. Smart asked what decision had been taken regarding the car park. The Engineer informed Members that the Board would be retaining the same and would be erecting health and safety signage in due course but that remedial works to the access road had been completed. Also, under "Engineer's Report" in the Minutes, Mrs. Smart asked if the Board had a copy of the letter South Cambs. D.C. wrote to the Environment Agency regarding lack of maintenance funding or whether the Council had received a reply. The Engineer stated that the Board were not in receipt of a copy and Cllr. Johnson stated that no reply had been received. There were no other matters arising.

ENGINEER'S REPORT

The Engineer presented his report as circulated.

Regarding Point 7 of the report, Members raised concerns over the adoption of any new infrastructure in connection with this development. Members felt it imperative that the Board confirm that any adoption procedures were fully completed due to past inconsistencies. The Engineer reported that the new national policy regarding SUDs (Point 10 of his report) should assist in matters such as this in the future.



After suitable discussion, on the proposition of Cllr. P.T. Johnson, seconded by Mr. J.S. Martin, the Board unanimously agreed, to accept the report and approve the drain maintenance programme as set out therein.

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 Cllr. P.T. Johnson, to increase the Working Foreman's wages, with effect from week beginning 5<sup>th</sup> April, 2015 by a 1% increase (to £26,551.20) in line with the recommendation from the Chairmen's meeting and the Lincolnshire payscale.

**ACCOUNTS - 31 March 2015**

The Accounts of the Board for the period ended 31<sup>st</sup> March 2015 together with the Annual Return, including the Annual Governance Statement, were presented, discussed and approved, on the proposition of Mrs. S.A. Smart, seconded by Mr. W.L. Forbes, subject to audit in due course and the Chairman authorised to sign the accounts and Annual Return.

Concerning the comments made on last year's Annual Return by the external auditors, regarding the lack of documentary evidence relating to a review of the effectiveness of internal control arrangements, the Clerk was working with the new internal auditors to resolve this situation. A new Statement of Internal Control would be drafted, following clarification from the external auditors on their requirements, to replace the one currently held by the Board, to sit alongside the Board's Standing Orders and Financial Regulations. This document would then be discussed and reviewed on an annual basis. The Board were also awaiting the publication of the updated "Practitioner's Guide" promised by ADA in March to assist in this matter.

The Clerk reported that the internal audit had been going well but would be able to comment further at the November meeting when all paperwork would be completed and the Annual Returns should have been audited by the external auditors.

**COMPENSATION SCALE**

The Board approved the compensation scale for 2015/16 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 Mr. C. Bryant were appointed as representatives to attend the Annual Conference in London on 11<sup>th</sup> November, 2015.

**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:-

Solarcentury in respect of the temporary pumping of water off flooded land at Radical Farm, Chittering.

**DATE OF NEXT MEETING**

It was confirmed that the next meeting of the Board would be the Annual General Meeting on 6th November 2015 at 2.30 p.m.

**ANY OTHER BUSINESS**

Mr. C. Bryant reported that the flood bank at Black Drove was extremely rutted and there was a huge indentation across the same. The Engineer said he would inform the Environment Agency of the Board's concerns.

Mrs. S.A. Smart informed the Engineer that she had reported sewage coming into the Board's drain from the old M.O.D. base, again, yesterday.

The Engineer informed Members that the office had been without internet connection/e-mails for nearly four weeks and possibly could be for the foreseeable future.

## WATERBEACH LEVEL INTERNAL DRAINAGE BOARD

List of Planning Applications received and dealt with:-

<u>Name</u>	<u>Address</u>	<u>Proposal</u>	<u>Remarks</u>
Mr J Shropshire	Gravel Farm, Newmarket Road, Stretham	Change of use of agricultural building to kitchen	No objection
Downing Ventures Ltd	Bannold Road and Bannold Drive, Waterbeach	Residential development and associated works	Further details
Emaus Cambridge	Green End, Landbeach	Modify Conditions re planning S/1010/96/F	No objection
F C Palmer & Sons	Land at Stowbridge Farm, Green End, Stretham	Solar farm and associated development	No objection
Amber Real Estate Investments	Cottenham Farm, Broad Lane, Cottenham	Upgrade existing poultry unit	No objection
Morris Homes (Midlands)	Land east of Cody Road, Waterbeach	Residential development and associated works	Objection
De Grey Management Ltd	Babraham Research Campus, Babraham	Research and development buildings	No objection
Morris Homes (Midlands)	Land east of Cody Road, Waterbeach	Residential development and associated works	Objection

30.04.15

**WATERBEACH LEVEL INTERNAL DRAINAGE BOARD****List of payments to 30<sup>th</sup> April 2015:-**

PWLB	28,413.65
G & J Peck Limited	23.47
Post Office / DVLA	225.00
Johnsons Apparelmaster Limited	26.06
Wages	382.31
Wages	382.11
E-on	234.48
NPower	2,885.95
Haven Power	2,279.17
Excell Network Solutions Limited	204.47
ADA Lincolnshire Branch	25.00
Wages	382.11
Wages	382.31
Inland Revenue	502.80
Cambridgeshire County Council	738.08
Wages	382.11
Johnsons Apparelmaster Limited	32.58
Local World Limited	277.20
Witham Oil & Paint (Soham) Limited	30.00
Cambs Hydraulics & Pneumatics Ltd	38.40
Middle Fen & Mere IDB	10,360.82
NPower	1,762.95
E.on	133.50
Wages	382.31
Excell Network Solutions Limited	65.40
Wages	382.11
Wages	382.11
Cambridgeshire County Council	738.08
Inland Revenue	503.00
Haven Power Limited	475.41
Wages	384.72
Middle Fen & Mere	834.44
Tyres-2U	106.80
Burnt Fen IDB	14.00
Pitstop	151.03
Information Commissioner	35.00
Johnsons Apparelmaster Limited	26.06
Towergate Insurance	8,064.54
Peter White	187.78
Wages	384.72
NPower	1,516.95
E.On	99.37
Wages	384.72
Excell Network Solutions Limited	64.72
Wages	384.72
Cambridgeshire County Council	758.32
Inland Revenue	491.28



## WATERBEACH LEVEL INTERNAL DRAINAGE BOARD

### List of payments to 31<sup>st</sup> October 2015:-

Wages	384.72	Inland Revenue	624.15
Carter Jonas	177.20	Cambs. County Council	957.40
Cambs. Compressor Engineering Ltd	332.38	Haven Power	369.09
Environment Agency	15,646.50	Wages	387.92
David Lowe Plumbing & Heating Ltd	787.98	Assoc. of Drainage Auth. – Gt Ouse	36.00
Wages	384.72	Johnsons Apparelmaster	34.20
E-On	47.97	Peter White	33.60
Npower	1,176.37	Middle Fen & Mere IDB	9,167.81
Wages	384.72	Wages	387.92
Excell Network Solutions Ltd	63.83	Npower	1,978.30
Wages	384.72	E-On	121.03
Wages	384.72	Wages	387.92
Cambs. Hydraulics & Pneumatics Ltd	947.90	Excell Network Solutions Ltd	341.58
Inland Revenue	614.10	Wages	387.92
Haven Power	392.96	Inland Revenue	499.48
Border Farm Timber	12.00	Cambs. County Council	765.92
Ely Tool Hire Ltd	107.34	Wages	388.12
Johnsons Apparelmaster	105.89	Wages	387.92
Cambs. Farm Growers Ltd	8,520.00	Npower	1,903.26
J Breheny Contractors Ltd	13,206.48	E-On	91.92
Wages	413.83	Wages	387.92
Npower	1,049.75	Burnt Fen IDB	627.00
Wages	387.92	Swaffham IDB	630.00
E-On	81.87	G & J Peck Ltd	35.67
Excell Network Solutions Ltd	65.56	Old West IDB	70.00
Wages	387.92	Johnsons Apparelmaster	27.36
Tyres 2 U	21.60	Middle Fen & Mere IDB	8,537.79
Jewson Ltd	29.46	David Lowe Plumbing & Heating Ltd	119.40
Ward Ecology Ltd	191.19	Wages	387.92
Old West IDB	55.00	Excell Network Solutions Ltd	61.93
Swaffham IDB	350.00	Wages	387.92
Middle Fen & Mere IDB	4,969.39	Inland Revenue	624.15
Wages	387.92	Cambs. County Council	957.40
Inland Revenue	515.68		
Cambs. County Council	781.09		
Haven Power	1,283.54		
Wages	387.92		
Wages	388.12		
Npower	973.74		
E-On	36.90		
Wages	387.92		
Excell Network Solutions Ltd	68.71		
Wages	387.92		
Cambs. County Council	765.92		
Inland Revenue	499.28		
Haven Power	389.79		
Wages	387.92		
Wages	387.92		
E-On	254.81		
Npower	1,916.22		
Wages	387.92		
Excell Network Solutions Ltd	62.42		
PKF Littlejohn	960.00		
Mapus-Smith & Lemmon	1,392.00		
Peter White	301.50		
Johnsons Apparelmaster	52.12		
Association of Drainage Authorities	268.80		
Johnsons Apparelmaster	39.64		
Jewson Ltd	23.40		
Wages	388.12		
Wages	387.92		

**Rating Reminder Letters – Audit Trail**

**04 WATERBEACH LEVEL INTERNAL DRAINAGE BOARD**

<b>Group</b>	<b>Name</b>	<b>Total Due</b>	<b>Reminders</b>	<b>Last Amended</b>	<b>Not included?</b>
04010023	Mrs D M Whitby	2.70	2.70	16/06/2009	
04010033	Produce Connection	7521.15	7521.15	07/10/2015	
04010044	Willow Grange Ltd	122.55	122.55	17/06/2013	
04010045	Executors of R L Thomas	41.55	41.55	08/10/2012	
04010058	Mr A Sikyta	-8.77	-8.77	26/05/2011	
04010063	Pretoria Energy Company Ltd	21000.00	21000.00	07/10/2015	
		<b>28679.18</b>	<b>28679.18</b>		

# Mapus-Smith & Lemmon LLP

Chartered Accountants

23 London Road, Downham Market, Norfolk, PE38 9BJ

Telephone: 01366 383300 & 383117 Fax: 01366 385226

Website: www.mapus.co.uk

Your Ref.

Our Ref.

PF/AT/KS/40641

03 June 2015

Mrs J. Heading  
Waterbeach Level Internal Drainage Board  
The Drainage Office  
Main Street  
Prickwillow  
Nr. Ely Cambs CB7 4UN

Dear Sirs,

## Internal Audit – Year ended 31st March 2015

Please find our report enclosed in respect of our review, which was conducted in respect of the Board's year end procedures and internal controls.

You are responsible for initiating and maintaining an adequate and effective control of internal audit of the accounting, financial and level of operations.

We have been appointed to conduct an internal audit of the Board's accounting and financial operations. All areas of activity will be reviewed and selected tests conducted.

The following findings and recommendations are made:

1. Bank accounts

The bank account has been maintained correctly and payments have been correctly presented and reviewed by the board.

Payments were tested on a selective basis and all have been correctly authorised and signed by the appropriate signatories.

Payments have been made in a timely manner and expenditure has been recorded under the appropriate expenditure heading in the accounting records.

2. Expenditure

On the items selected, purchase invoices have been raised and supporting documentation maintained correctly.



3. Income  
Income has been properly recorded and promptly banked.
4. Risk Management Arrangements  
The annual board meeting minutes have been reviewed and it has been confirmed that the board considers, and discusses the position of the board's level of risk at each annual meeting and then documents the status. The board considers the overall risk to be low. This is discussed annually at the board meetings.
5. Budgetary Controls  
Budgetary controls are maintained, to ensure that expenditure does not exceed budgeted levels and actual income and expenditure is compared to budgeted income and expenditure throughout the year and any variances reported at the annual Board meetings, when the next year's annual rates percentage charge is laid before the board.
6. Asset Controls  
There is no actual asset register the board use the insurance figures when completing the Annual Return. The change in recording of the Annual Return i.e. cost before insurance means the board should consider maintained a register which assets and their independent values separately. Please continue to ensure insurance cover is adequate.
7. Year end Procedures  
The year end accounts have been prepared on the correct accounting basis.  
  
Accounts agree with the accounting records maintained, which are regularly balanced and arithmetically correct.
8. Recommendations  
Debtors  
Review the collectability of aged debtors, which is an area that appears to continue to run from year to year regarding old rates debtors, consider the removal of any non-collectable debt.  
Sage records  
From completing the accounts/audit, it would be more beneficial to the board to have the sage accounts system reviewed and updated for opening balances each year and also inclusion of the balance sheet item. This would aid the Finance Office with preparation of the accounts.

We look forward to receiving your comments in respect of our review and recommendations.

Yours sincerely,



P.E. Farrow

For and on behalf of Mapus-Smith & Lemmon LLP



# Internal Drainage Boards

**Cambridgeshire and Bedfordshire update**

November 2015

**Welcome to the first bi-annual update for local Internal Drainage Boards in Cambridgeshire and Bedfordshire area.**

## **IDB Local Choices**

In 2014/15 we piloted a new 'local choices' approach to the allocation of IDB precept. The local choices approach sought IDB input and ideas to develop a more collaborative programme of additional main river works using IDB precept. As part of this work, IDBs suggested that there would be benefits of moving towards a longer term programme for the use of IDB precept. We and the RFCC support this ambition and we are currently working with IDBs to develop a longer term maintenance programme.

## **Good Ecological Potential for Fenland Watercourses**

A working group of Internal Drainage Boards (IDB) engineers and conservation staff and Environment Agency have started meeting to discuss and develop a guide for Good Ecological Potential in Fenland Water Bodies. The main aim of the guide will be to show how to maximise the ecological potential of Fenland watercourse whilst taking account of watercourse functions, including land drainage and flood defence. While the guide will principally focus on the Fens of East Anglia, the working group hope the approach could be useful for other IDBs and public authorities across England. In addition, this guide will put the requirements of the Water Framework Directive



into context for a wider audience including, landowners and rate payers, conservation organisations and the NFU. For more information contact – Lou Mayer 07836 281586  
[lou.mayer@environment-agency.gov.uk](mailto:lou.mayer@environment-agency.gov.uk)

## **New Anglian (Central) Regional Flood and Coastal Committee members**

There will be five new faces at RFCC meetings. The new members bring a wealth of experience with them ranging from community services to developing common agricultural policy.

- Cllr Colleen Atkins MBE is the portfolio holder for Community Safety and Regulatory Services at Bedford Borough Council.
- Cllr Anthony Brown is Deputy Executive Member for Community Services at Central Bedfordshire Council.
- Cllr Guy McGregor is the member with responsibility for Outside Bodies at Suffolk County Council.
- Phil Rothwell has worked on environmental issues for over 30 years in statutory and charity sectors across Europe.
- Allan Simpson is a Chartered Town Planner and currently works for Anglian Water as their Planning Services Manager.

## **Open data for all**

In September 2015, the Environment Agency made its entire Lidar catalogue available as open data, which allows it to be assessed, used and shared by anybody. We are hoping that this initiative will provide further opportunities for sharing and combining EA, LLFA and IDB data in a free and open way.

Lidar (Light Detection and Ranging) is a remote sensing technology which uses a laser to scan and map the landscape from a light aircraft by measuring the distance between a sensor and the targeted object. It is a cost effective method for producing a large amount of very dense and accurate elevation data.

This data could be useful for IDBs in flood models and more accurate land use analysis, assisting



their management of flood risk and land drainage. You can find out more about how to access LIDAR data at [www.geomatics-group.co.uk](http://www.geomatics-group.co.uk) or by contacting: [archived-lidardata@environment-agency.gov.uk](mailto:archived-lidardata@environment-agency.gov.uk).

## Denver minister visit

On 23 September, the Environment Agency hosted a visit from the Defra Secretary of State Elizabeth Truss MP and Defra Flooding Minister Rory Stewart MP, to the Denver Complex. After a tour of the complex, a positive meeting was held with local IDB representatives. Rory Stewart told the press, "This is a special part of the country with decades of experience. This sluice was designed in the 1600s so we are standing on the shoulders of giants." Ms Truss was also delighted with the visit, "The Fens is a very special landscape and the collaborative work done by the EA and IDBs ensures the successful management of the waterways."



## Agitation Desilting Pilot Project

This project is a pilot or trial project to test the effectiveness of agitation desilting as a method of managing or lowering bed levels on the Tidal and Hundred Foot rivers. For many years there has been a long standing view by IDBs and local stakeholders that agitation desilting should be re-introduced as a method of managing bed levels.

A group of local Environment Agency officers and IDB engineers has been formed to consider agitation desilting. The group has promoted this pilot project as a way forward to provide both the data and technical assessment to determine whether agitation desilting should be progressed in future maintenance programmes.

The project was identified through the IDB Precept 'local choices' work and precept funding has been earmarked to part-fund the pilot. We are looking to develop a full funding package for the pilot by securing support from the RFCC and through their allocation of local levy funding.

## New Operations Manager



Sadia Mooed has taken over the role of Operations Manager in Cambridgeshire and Bedfordshire. "I have been in the Environment Agency for 10 years. Before that I worked as a land drainage engineer for

Melton Borough Council, so my whole career till now has been in flood and coastal risk management.

I started out in the Environment Agency as a project manager in our National Capital Programme Management Service with the majority of my projects in the Great Ouse catchment, I have worked across the whole catchment from Ravenstone Sluice and Leighton Buzzard all the way out to the North Norfolk coast. The most important project I worked on was the Great Ouse Tidal River Strategy; it was through this project that I came to understand the great legacy and heritage of land drainage in the Fens and just how much high value produce we supply to the rest of the country!

In 2012 I became a team leader in the local Flood and Coastal Risk Management department. In that time I've worked with Internal Drainage Boards throughout the catchment. I am very excited to be taking on the role of Operations Manager for the Area, I have developed some great working relationships with IDBs which I hope to continue in my new role."

## If you would like further information

Julie Foley, Cambridgeshire & Bedfordshire Area Manager

Bromholme Lane, Brampton, Huntingdon, Cambridgeshire, PE28 4NE

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HOUSE OF COMMONS  
LONDON SW1A 0AA

Mr Andrew Newton  
Middle Fen and Mere Internal Drainage  
Boards  
Drainage Office  
Main Street  
Prickwillow  
Cambridgeshire

CB7 4UN

4 September 2015

Dear Mr Newton,

I have just received the enclosed letter from George Eustice MP, Minister of State at the Department for Environment, Food and Rural Affairs, addressing your concerns regarding the potential impact of Eel Regulation on the Middle Fen and Mere Internal Drainage Board. I apologise for the delay in the response: I hope you find it useful.

If you have any further questions please feel free to get in touch.

Yours sincerely,

A handwritten signature in black ink, appearing to be 'L. Frazer'.

Lucy Frazer QC MP





Department  
for Environment  
Food & Rural Affairs

Nobel House  
17 Smith Square  
London SW1P 3JR

T 03459 335577  
helpline@defra.gsi.gov.uk  
www.gov.uk/defra

Lucy Frazer QC MP  
House of Commons  
London  
SW1A 0AA

Our ref: MC379035/GW

23 August 2015

From George Eustice MP  
Minister of State

Dear Lucy

Thank you for your letter of 17 June to the Secretary of State on behalf of Middle Fen & Mere Internal Drainage Board about its concerns about the Eel Regulation and its potential impact on the Middle Fen and Mere Internal Drainage Board (IDB). I am replying as the Minister responsible for this policy area.

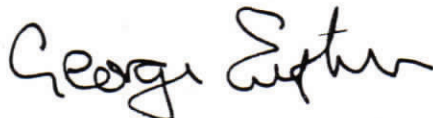
Defra is committed to the recovery of the European eel stock, but recognises that compliance with our European obligations should be achieved in the most cost-effective way possible.

To help deliver outcomes for eel, the Environment Agency has powers to require operators of water abstractions and pumping stations to screen intakes to prevent the ingress of eel. The Environment Agency is taking a risk-based and proportionate approach to this work. The Environment Agency will only require screening, to exclude eels, where it is cost-beneficial. Elsewhere, operators will be required to investigate alternative measures. Alternative measures include changes to intake and pump design, fish return systems or changes in operations that reduce the impact on eel.

The Environment Agency commissioned Capita Property and Infrastructure Ltd to undertake a benefit-cost analysis of measures to secure eel passage at pumping stations across the east of England. This is a high-level, catchment-scale analysis; the Environment Agency will be working with IDBs to identify sites where protecting eel is a priority, and to establish the costs and benefits of taking action at those specific sites. The Environment Agency aims to ensure that action is not at a level disproportionate to the cost of addressing the issue. Where costs are disproportionate the Environment Agency will work with the IDBs to identify mitigating or compensatory steps. For example the Agency also intends to work with IDBs to examine how changes to water management operations may allow them to focus investment on certain pumping stations, reducing the need at others. The Environment Agency will not require physical changes to IDB pumping stations until clarity has been secured on what is practicable and affordable. Restrictions on availability of funds will be reflected in the requirements and timescales. The Agency may issue time-limited or other exemptions from requirements to screen in order to facilitate this.

The Environment Agency is undertaking a research programme, in close liaison with IDBs, to assess the impacts of existing pumping stations, effectiveness of engineered solutions and benefits from operational changes. One of the roles of the recently established Environment Agency-IDB liaison group is to review the effectiveness of different solutions.

I hope you have found this helpful and it provides the reassurance on the pragmatic approach the Environment Agency is taking in implementing eel measures.



**GEORGE EUSTICE MP**

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## Appendix D

### Farm Museum November 2015

The Farm Museum continues to look for ways of raising revenue and a letter is being formulated to encourage donors, ideas include donations of £x could give a day family ticket, £xx with give a season ticket, £xxx a season ticket plus tea for two. These are basic ideas to be discussed among the trustees. An invitation to the Summer reception would also be something we would consider as a tempter for a donation.

I do hope that South Cambs District Council will continue to support the Museum with grants as it is important to ensure this facility does survive for the benefit of our younger generation so they may learn how their forefathers worked and lived. We also have a growing population and whether we like it or not there are city dwellers who are moving into our area as it is cheaper but would know nothing about farming but they can learn from our museum.

The café has just received a 5\* rating for food and hygiene which is a plus, the long term plans are for a new café with improved facilities.

The trustees would like to have an insert in the Spring edition of the South Cambs magazine to get a bit extra publicity, I hope this can be arranged as it is felt quite important this happens with the magazine going to every house in the district. I have broached the idea with Gareth Bell and I will be meeting him to see if this idea can be used in the Spring edition.

Cllr Peter Johnson

Waterbeach, Landbeach, and Chittering Ward.

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## **Minutes of the meeting Farmland Museum Trustees**

**Held on**

**September 17<sup>th</sup> at 5.00pm at the Farmland Museum**

**Present:** Jane Williamson (Chair) Sarah Clover (Vice Chair), Dorothy Betts. Cllr Peter Johnson (South Cambridgeshire District Council representative), Michael Williamson (treasurer)

**1. Apologies**

Victoria Williams, Caroline Hunt

**2. To approve accounts for 2014**

- a.** The accounts are with the accountants Staffords,
- b.** There are a few queries still to be resolved.
- c.** Café expenditure as a proportion of total income was disappointing as a firm attempt had been made to increase the profit margin,
- d.** It was noted that expenditure exceeded income by about £4000 and that this trend could not continue. Fund raising for ongoing expenses is now urgent.
- e.** A note needs to be added to the accounts concerning the pension shortfall payments being asked for by Cambridgeshire County Council

**It was agreed** that the accounts should be accepted subject to minor changes. The final version will be circulated to all trustees before being submitted.

**3. Fundraising:**

Various actions were proposed

- a. Jane W to contact Jo Mills at South Cambs to see if there is any possibility of continuing to receive a small grant. . With the increased rate of growth of the area many residents are now new and the museum provides a valuable resource for telling them about the history of the area.<sup>1</sup>
- b. A list of potential donors will be drawn up. They will be contacted to ask if they might support on a one off or regular basis. As with a number of other organisations donors could be given a title dependent on scale of donation (e.g. Farmworker up to £10 per month, Farm Manager up to £50 per month. Farm Owner up to £100 per month. Or annual amount rather than monthly?) . Donor list could be based on the invitees to the Summer Reception plus others as we think of them. Donor would need to be offered something in return. (e.g. free entry to event, special newsletter, special reception.)

**Jane W will draft a letter to potential donors and circulate for comment and improvement**

- c. The Legacy Leaflet needs to be made more visible on site (put in shop, Visitor Centre rack etc) and distributed more widely around the area, Solicitors' offices were suggested. The Editor of the Friends' Newsletter needs to be asked to put a small time in every newsletter encouraging legacy donations and there should a note at the bottom of the Farmland Museum e-mail footer.

**4. Pension Shortfall**

The trustees decided not to continue with the Local Government Pension Scheme for employees after Corrina Bower left in August 2012. It was not until earlier this year that the Museum

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<sup>1</sup> Ann Wise has said that she will ask Jo about the possibility of future funding when she requests the final tranche of grant for the financial year.

was contacted by the County Council Pensions Department to say that because the museum had withdrawn from the scheme, the Museum would be required to contribute an actuarially calculated sum of around £50,000 to make up the estimated shortfall in contribution. It seems that this process was agreed when the pension scheme was originally entered in 2001. The trustees who signed the agreement have now both left the board and no-one was made aware of the original agreement. The County Council pension department have been very slow in following the matter up and it seems that some e-mail correspondence sent earlier was never received by the Museum office. No attempt appears to have been made by the CCC to find out why there was no response at that time.

There are three possible solutions to repaying the money owed

- a. Repay in full now
- b. Repay in instalments
- c. Rejoin the scheme which might involve set up costs and requires a local authority guarantor.

County Councillor Maurice is talking to the pension office at CCC about the issue.

Sarah C has a contact who in a pensions adviser who might be able to give us some advice. She will get in touch with him.

It was queried as to whether the failure of the CCC to find out why there was no response to their claimed earlier e-mail correspondence could be grounds for legal action as the amount of money owing is more now than it would have been had the Museum been told about the problem in 2012 when it withdrew from the scheme.

5. To discuss the HLF expression of interest and agree that it can be submitted.

It was agreed that the draft statement prepared by Jane W, Sarah C and Ann Wise should be sent.

It was agreed that Sarah C should be the named contact.

Sarah C will download the form from the HLF website, copy the text into it and submit it.

## 6. AOB

- a. Possible new trustee.

Ann Wise received an e-mail from Claire Walsh expressing an interest in becoming a Trustee. She has a CV with a number of very relevant skills and Jane W has spoken with her. She has worked in museums and is looking to keep up her skills and knowledge through becoming a trustee. She will visit on Oct 7<sup>th</sup> at 11.00am. Vicky Williams has said that she will come over and other trustees are also welcome. Following that we can decide whether we wish to invite her to join the board.

- b. Wasps

Sarah C reported that neighbours of her had visited with their family during the summer found the wasps so upsetting that they are unlikely to come again. The Museum staff were never able to find the nest and thus dispose of the problem. A number of preventive attempts were made to try to minimise the problem but they were not very successful. It was suggested that the neighbours write to the Museum to formally complain and they are offered a free visit next year (outside the wasp season!)



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	Quarter						Quarter				Nine months				
	2015 (original)	2015 (SC)	2014	Budget Apr-Jun	Actual Apr- Jun	Variance	2014	Budget Jul- Sep	Actual Jul- Sep	Variance	2014	Budget Jan-Sep	Actual Jan-Sep	Variance	% variance
Grants	2,000	2,000	400	500	-	-500	483	500	600	100	1,000	1,500	600	-900	-60.0%
Admissions	22,500	22,500	206	8,775	10,139	1,364	10,138	11,025	9,274	-1,751	9,124	20,025	19,413	-612	-3.1%
Group visits	1,500	1,500	-	375	615	240	600	375	572	197	98	1,125	1,337	212	18.8%
Workshops	2,000	2,000	789	500	385	-115	278	500	285	-215	205	1,500	1,315	-185	-12.3%
Education	6,000	6,000	1,494	1,636	1,295	-342	1,865	1,091	311	-780	860	4,364	2,027	-2,337	-53.6%
Café	11,000	11,000	335	4,290	4,372	82	4,696	5,390	3,575	-1,815	4,196	9,790	8,294	-1,496	-15.3%
Talks	500	500	185	125	120	-5	185	125	119	-7	65	375	314	-62	-16.4%
Hire of site	1,500	1,500	90	375	170	-205	-	375	-	-375	1,200	1,125	170	-955	-84.9%
Shop income	5,500	5,500	48	2,145	1,990	-155	2,011	2,695	1,892	-803	2,089	4,895	4,001	-894	-18.3%
Donations	7,500	7,500	2,500	1,875	76	-1,799	6,064	1,875	6,722	4,847	209	5,625	6,814	1,189	21.1%
Sponsorship	1,000	1,000	798	-	-	-	-	-	-	-	-	1,000	1,000	-	0.0%
Gift Aid Tax recoverable	2,000	2,000	-	500	-	-500	-	500	-	-500	-	1,500	-	-1,500	-100.0%
S Cambs revenue grant	9,538	9,538	3,164	2,125	2,125	-	3,163	2,125	2,125	-	3,164	7,413	7,413	-	0.0%
Interest on deposits	250	250	13	63	4	-59	11	63	-	-63	10	188	7	-181	-96.4%
Insurance claims	-	-	-	-	-	-	-	-	-	-	-	-	-	-	#DIV/0!
Miscellaneous income	750	750	-	188	155	-33	210	188	184	-3	213	563	339	-223	-39.7%
Unallocated card receipts	-	-	-	-	-1,187	-1,187	-	-	201	201	-	-	-976	-976	#DIV/0!
Kiosk takings banked (unallocated)	-	-	-	-	1,340	1,340	-	-	-457	-457	-	-	883	883	#DIV/0!
<b>TOTAL INCOME</b>	<b>73,538</b>	<b>73,538</b>	<b>10,021</b>	<b>23,471</b>	<b>21,597</b>	<b>-1,874</b>	<b>29,703</b>	<b>26,826</b>	<b>25,403</b>	<b>-1,423</b>	<b>22,432</b>	<b>60,986</b>	<b>52,949</b>	<b>-8,037</b>	<b>-13.2%</b>
Café purchases	3,500	3,500	338	1,365	1,038	-327	1,636	1,715	36	-1,679	1,387	3,115	1,417	-1,698	-54.5%
Discounts taken	-	-	-	-	-	-	-	-	-	-	-	-	-	-	#DIV/0!
Shop stock	3,000	3,000	2,516	900	933	33	1,024	1,470	388	-1,082	765	4,170	1,321	-2,849	-68.3%
Event costs - materials	500	500	-	125	85	-40	120	125	478	353	94	375	704	329	87.8%
Event costs - labour	2,250	2,250	200	563	865	303	799	563	550	-13	816	1,688	1,565	-123	-7.3%
Course fees	-	-	-	-	-	-	-	-	-	-	-	-	-	-	#DIV/0!
Advertising	4,000	3,750	1,058	938	1,415	478	1,657	938	889	-49	918	2,813	2,884	71	2.5%
PR (Literature / brochures)	800	800	1,031	-	-	-	-	-	-	-	-	800	50	-750	-93.8%
Miscellaneous expenses	-	-	-	-	-	-	-	-	-	-	-	-	-	-	#DIV/0!
<b>TOTAL DIRECT COSTS</b>	<b>14,050</b>	<b>13,800</b>	<b>5,142</b>	<b>3,890</b>	<b>4,336</b>	<b>446</b>	<b>5,236</b>	<b>4,810</b>	<b>2,341</b>	<b>-2,469</b>	<b>3,981</b>	<b>12,960</b>	<b>7,941</b>	<b>-5,019</b>	<b>-38.7%</b>
<b>GROSS PROFIT</b>	<b>59,488</b>	<b>59,738</b>	<b>4,879</b>	<b>19,581</b>	<b>17,261</b>	<b>-2,321</b>	<b>24,467</b>	<b>22,016</b>	<b>23,062</b>	<b>1,046</b>	<b>18,452</b>	<b>48,026</b>	<b>45,008</b>	<b>-3,018</b>	<b>-6.3%</b>

	2015 (original)	2015 (SC)	2014	Budget Apr-Jun	Actual Apr- Jun	Variance	2014	Budget Jul- Sep	Actual Jul- Sep	Variance	2014	Budget Jan-Sep	Actual Jan-Sep	Variance	% variance
<b>Overheads</b>															
Staff salaries	40,000	39,000	9,971	9,750	9,245	-505	8,738	9,750	9,225	-525	9,560	29,250	27,787	-1,463	-5.0%
Staff salaries - cafe	4,000	4,000	68	1,560	2,494	934	1,524	1,960	2,174	214	1,688	3,560	4,744	1,184	33.3%
Casual labour	-	-	-	-	-	-	-	-	-	-	-	-	-	-	#DIV/0!
Recruitment expenses	500	500	-	125	-	-125	-	125	-	-125	-	375	321	-54	-14.4%
CRB checks	100	100	10	25	-	-25	-	25	-	-25	55	75	-	-75	-100.0%
Staff training	500	500	30	125	-	-125	-	125	-	-125	-	375	75	-300	-80.0%
Trustee training	-	-	-	-	-	-	-	-	-	-	-	-	-	-	#DIV/0!
Water charges	-	-	-	-	-	-	-	-	-	-	-	-	-	-	#DIV/0!
Sewerage charges	1,000	1,000	216	250	108	-142	432	250	216	-34	324	750	432	-318	-42.4%
Electricity	2,500	2,500	360	625	906	281	513	625	691	66	564	1,875	2,740	865	46.1%
Travel	500	300	10	75	123	48	140	75	57	-18	-	225	213	-12	-5.5%
Subsistence	-	-	-	-	-	-	-	-	-	-	-	-	-	-	#DIV/0!
Postage	800	650	266	163	420	258	178	163	-	-163	220	488	420	-67	-13.8%
Telephone	1,200	1,000	251	250	140	-110	200	250	-	-250	229	750	355	-395	-52.7%
Office costs	450	450	238	113	254	142	309	113	56	-57	164	338	365	27	8.1%
Computer consumables	250	100	160	25	-	-25	24	25	-	-25	44	75	-	-75	-100.0%
Software support	200	200	-	50	432	382	-	50	-	-50	-	150	432	282	188.0%
Pier costs	1,500	1,300	259	325	532	207	346	325	489	164	397	975	1,276	301	30.8%
Esc. office expenses	200	200	57	50	38	-12	180	50	-	-50	121	150	140	-10	-6.7%
Café costs	250	250	-	63	141	79	605	63	10	-52	8	188	163	-24	-12.9%
Educational materials	300	300	158	75	107	32	128	75	30	-45	64	225	207	-18	-7.9%
Accountancy & IE	750	750	-	188	-	-188	-	188	-	-188	-	563	-	-563	-100.0%
Consultancy	-	-	-	-	-	-	-	-	-	-	960	-	-	-	#DIV/0!
Companies House	15	15	-	4	-	-4	-	4	-	-4	-	11	-	-11	-100.0%
Hire of equipment	300	300	334	75	-	-75	-	75	-	-75	-	225	320	95	42.4%
Premises repairs & maint.	1,500	1,000	24	250	43	-207	80	250	185	-65	515	750	1,454	704	93.9%
Cleaning and toilet supplies	250	200	-	50	123	73	92	50	33	-17	74	150	531	381	254.1%
Premises costs	100	100	-	25	42	17	490	25	-	-25	-	75	42	-33	-44.2%
Collections maintenance	300	300	15	75	112	37	84	75	-	-75	8	225	112	-113	-50.3%
Premises costs (H&S)	1,500	1,500	3,524	375	686	311	642	375	87	-288	410	1,125	1,313	188	16.8%
Collections display	500	300	-	75	-	-75	-	75	-	-75	-	225	-	-225	-100.0%
Bank charges	300	300	15	75	68	-7	89	75	-	-75	141	225	98	-127	-56.4%
Credit card charges	700	700	97	175	393	218	315	175	34	-141	421	525	573	48	9.2%
Misc. costs	250	100	-	25	-	-25	-	25	-	-25	79	75	-	-75	-100.0%
Depreciation	-	-	-	-	-	-	-	-	-	-	-	-	-	-	#DIV/0!
Subscriptions	-	-	-	-	125	125	40	-	-	-	-	-	125	125	#DIV/0!
Insurance	2,200	2,200	2,297	-	-	-	-	-	-22	-22	-	1,900	2,111	211	11.1%
<b>TOTAL OVERHEADS</b>	<b>62,915</b>	<b>60,115</b>	<b>18,359</b>	<b>15,039</b>	<b>16,532</b>	<b>1,493</b>	<b>15,150</b>	<b>15,439</b>	<b>13,264</b>	<b>-2,175</b>	<b>16,045</b>	<b>45,896</b>	<b>46,349</b>	<b>453</b>	<b>1.0%</b>
<b>NET SURPLUS / (DEFICIT)</b>	<b>-3,428</b>	<b>-378</b>	<b>-13,480</b>	<b>4,543</b>	<b>729</b>	<b>-3,814</b>	<b>9,317</b>	<b>6,577</b>	<b>9,798</b>	<b>3,221</b>	<b>2,407</b>	<b>2,130</b>	<b>-1,341</b>	<b>-3,470</b>	<b>-162.9%</b>
S Cambs Development Grant				1,055	-	-1,055		1,055	-	-1,055		3,515	-	-3,515	
Development costs				1,055	-	-1,055		1,055	900	-155		3,515	900	-2,615	
				-	-	-		-	-900	-900		-	-900	-900	





### Last report: 29th July 2015

The last three months have been particularly busy, not unexpected for the summer and back to school periods which come with lot of demands every year. This has been particularly true while I've been settling up new activities and sessions as well as carrying on Chris' work, my predecessor.

I would like to take this detailed report as an opportunity to foster discussion with the Trustees and Ann Wise on issues which have raised through the term. I would love to get your feedbacks to continue improving the quality of the museum's offer to the public.

### FAMILY ACTIVITIES

29&30/07

#### Let's go make and fly a kite

*Pre existing Activity with new additions*

Short Description: 2 different patterns of kites made with tissue paper or plastic, a Japanese fish and an octagon.

Wed: Adults:51 Children:40      Thurs: Adults:59 Children:78

Place: Stone Barn

Leader: Ros

Helpers: Wed: Wendy and Ann B      Thurs: Fanny

Comments: the activity worked well and the barn was appropriate to receive such large public.

Noticeable public feedbacks : "Another fantastic time, thank you. (...) It allows the children to spend more time in different areas, they normally walk through."



5&6/08

#### Pirates Ahoy!

*New activity*

Short Description: Treasure trail starting with a piece of map given at the entrance leading to another one with the help of two giant compasses on site etc... When the map was assembled the children could find the craft activity on the Countess' bedroom and make their own compass, the most treasured object of pirates.

Wed: Adults:63 Children:65      Thurs: Adults:26 Children:30

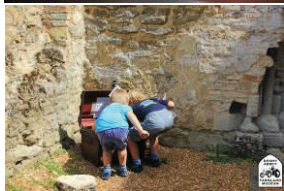
Place: Site and Abbey (the Countess' bedroom)

Leader: Fanny

Helpers: Wed: Ros      Thurs: Wendy, Ros and Ann M

Comments: because the final activity took place in the English Heritage part of the site, some parents with concession were confused and not very willing to pay the fees entrance to do the activity. As the activity took place on the first floor of the Abbey, it was not accessible for pushchairs.

Noticeable public feedbacks : "First visit for me, despite living in Waterbeach. Impressed with the well thought out activities. (...)"



12&13/08

#### Clay Day

Short Description: Creation with clay and feathers of small animals.

Wed: Adults:? Children:?      Thurs: Adults:? Children:?

Place: Education Room

Leaders: Wed: Ann B and Wendy      Thurs: Ros and Ann M

Fanny on holidays.

Noticeable public feedbacks : "What a lovely activity for all ages (...)  
Staff were extremely kind and helpful. The atmosphere was calm,  
welcoming while being fun."

19&20/08

### **Corn Dolly Delight**

Short Description: Using art straws, people were encouraged to create corn dollies using the Cornucopia of the collection as an example.

Wed: Adults:? Children:? Thurs: Adults:? Children:?

Place: Education Room

Leaders: Wed: Ann B and Wendy Thurs: Ros and Ann M  
Fanny on holidays.

Comments: After the activity Ann Wise raised the problem of using the Cornucopia of the collection, filled with leaves and fruits as an example for this activity. It would be interesting to discuss which objects from the collection may be available for use to enrich education activities.

Noticeable public feedbacks : "Perfect day out for myself and my grand daughter."

26&27/08

### **Be a detective**

*Revised version of previous activity with craft additions*

Short Description: trail to discover who killed Harriet the Hen. The children had a list of suspect at the entrance in order to solve the murder mystery. They had the possibility to make their own deerstalker to help them to raise the challenge.

Wed: Adults:? Children:? Thurs: Adults:? Children:?

Place: Site and Stone Barn

Leader: Fanny

Helpers: Wed: Ros Thurs: Ros and Ann M

Comments: Two rainy days. The trail and activity proved a little bit difficult for children under 5 but a fantastic result for the bigger ones.

Noticeable public feedbacks : "Fantastic session. High quality of activity, age appropriate and engaged immensely. Great staff and a lovely take home. Thanks! We will be back!"



28&29/10

### **Spooky lanterns**

*New activity*

Short Description: Using art straws and plastic book cover, 3 triangles were made to create the pyramidal lantern with handle. Halloween decoration: bat to cut, glue and round wood slices and cardboard mat to decorate with funny pumpkin faces.

Wed: Adults:26 Children:35 Thurs: Adults:54 Children:84

Place: Education Room

Leader: Fanny

Helpers: Wed: Wendy and Ann B (Face painting) Thurs: Ros

Comments: Confusion for some parents between the activities of the previous Sunday "Pumpkins and Spooks" and the Family activity days. They were disappointed not to have all the activities offered on Sunday. Extremely busy in the Education Room. The public enjoyed themselves however on Thursday we really had the feeling the room was crowded and something went wrong. There is a lot to learn from this day. On busy days, we may organise a buggy park outside, rotation of the public, do the activity in the Stone Barn to get more space, be more specific regarding the importance of the adult's help, propose different activities for different ages.



Noticeable public feedbacks : " Thank you .We were here for ages because there was so much to do!"

During all these activities we had to face some recurrent questions. Some parents or carers came alone with up to five children under 5 years old. The activity was planned for children with the support of an adult. It started to be an issue for busy sessions while unsupervised children required more attention. What should we do? Having some rules advertised? Being more explicit about the activity? Have one day for under 5 only? Question open to discussion.

During school holidays, we have many visitors of the Education room. It would need to be tidy up on a daily basis including regular deep clean. How could that be organised? Should it fall under my responsibility?

### SCHOOLS VISITS

29/07	ABC Language	Year 3 to 5	Tile Making	22 children	£55
16/09	Barnabas School	Year 1	Farming	30 children	£126
30/01	Newnham group1	Year 1&2	Farming	29 children	£101.5
01/10	Newnham group2	CANCELLED and POSTPONED			
06/10	Gretton School	CANCELLED and POSTPONED			
08/10	Stephen Perse Pre	KS1	Victorians	60 children	£240
12/10	Newnham group2	Year 1&2	Farming	28 children	£98
16/10	King's College Sch	Year 1	Farming	36 children	£144
21/10	Colville School	Year 1	Farming	40 children	£160
22/10	Horizon	Cottage Cheese		4 adults	£12
<b>TOTAL</b>	<b>7 schools/ 1 group</b>			<b>245 children / 4 adults</b>	<b>£936,5</b>

### Feedbacks from schools

*"Thank you very much to you and all your staff for a very enjoyable day. The children really enjoyed themselves and came back very happy."*

Year 1 teacher in King College Primary School

*"I am sure what you offer will be exceptional and unique."*

Primary teacher Heritage School

*"Thank you very much for a really interesting morning."*

Newnham Teacher

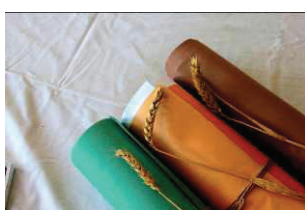
*"Thank you for all of your hard work making our visit so enjoyable. The children and adults all enjoyed it. Our reception teachers are thinking about planning a visit to you and will no doubt be in contact with you soon. Thank you also to your volunteers."*

Newnham Teacher

We also received a lovely postcard from the Barnabas School to thank personally every members of the team of staff and volunteers whom welcome them that day.

### New sessions

We used to offer a large range of sessions with focus on Exploring, Handling and Craft. *Farming*: we had a large demand for year 1 and 2 and I created two brand new sessions. I renewed the Farming day by the addition of a bread making topic - *Farming and growing wheat* - using the bread to link farming to children life.







*Seeds to shelf:* the title was kept from Chris but I changed the content of the session for a more hands-on experience. Using a patch of soil, the children had to put into action the sequential steps a farmer uses to grow wheat from seeds, using Ann Biggs' drawings as a visual support linking to the verbs harrowing, ploughing, sowing, reaping, harvesting, threshing, winnowing, milling, baking.



In a second time, the children chose one farming action and were asked to find from a series of pictures covering farming from Ancient Egypt, Medieval to the nineteenth century, three illustrating the verb they picked. They eventually made three collages of these pictures in a chronological order, covering all three ages, to take to school.

The verbs were repeatedly used throughout the craft workshop and the following Handling and machinery discovery activities.

*Making flour:* in order to create a cohesion within the day, I have changed the Cottage Cheese into a making flour craft session, inviting children to recognise wheat from oats, barley and sunflower seeds, before using the quern to mill.



Ideally, differently from the "Pick and mix" strategy, I would like to work towards session packages with united themes (*Farming, Fenland, Tudor, Victorians, WWII, Toys from the past...*) and united prices. I would like to simplify our offer to the schools and that should be discussed with you and Ann Wise in order to make a consistent offer and advertising online.

**Issues with bookings**

The last couple of months, it has been difficult to organise the booking of the schools: we had late cancellation two days before the visit as well as last minute demand. It would be worth setting up booking rules, including cancellation and booking secure fees. I believe it is an important organisational matter that should be discussed with you and Ann Wise.

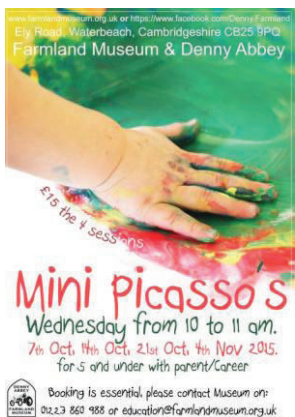
**OUTREACH SESSION**

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13/10	OUTREACH Vine	Year 2	Toys	59 children	£18+mileage
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I don't think this price reflects the quality of what we offer and I feel that we could revise the pricing of the outreach sessions. It may be interesting to offer other services, for instance loaning boxes for a cheaper price.



**MINI PICASSO'S**

For the marketing of the Mini Picasso's, I have created a poster and send it by post and by emails to the previous customers and the nursery and playgroup of the area.

Four children have been booked and came to the workshop. I refused two children under 20 months and a lady with five children on her own. I took this decision in line with the structure of the workshop.

**REMINISCENCE**

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04/07	Reminiscence Session in Care House	17 persons	2x £25+mileage
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During this busy month, I lead only one Reminiscence session to care houses and, while focusing on schools, postponed a few others requests.

**TRAINING**

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- 14/09	Safeguarding Children	Ely Volunteers Centre
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## EVENTS



- 30&31/08

### **Tudors in Denny**

*Activity and event manager on behalf of Ann Wise*

Short Description: The Tudor group reacted a part of the life in the Abbey. In the Stone Barn, the children had the possibility to create their King or Queen medallion and a pomander.

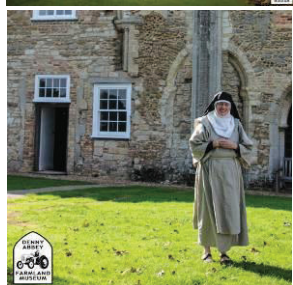
Sun: Adults:59 Children:86

Mon: Adults:19 Children:3

Place: Stone Barn and Abbey

Leader: Fanny

Helpers: Sun& Mon: Ros



- 4/10

### **Living History**

*Washday in the cottage*

Short Description: From stories of people who worked, lived and have used the engine of the museum, we offered a family trail to public.

Sun: Adults:? Children:?

Place: Shop, Wheelwright, Cottage, Abbey

Leader: Ros, Emma and Ann M

Helpers: Fanny and family.



- 25/10

### **Pumpkins and Spooks 3 Activities**

Short Description: I developed three activities for this special day: story telling by Wendy in the cottage, Halloween Decoration in the Education Room and Giant lanterns making in the Stone Barn.

Sun: Adults:117 Children:94

Place: Cottage, Education Room, Stone Barn



## MEETING THE PARTNERS

- 09/09

Amey Cepa meeting with the Education Team

- 10/09

Jane Green, Headmaster of Waterbeach primary School

In discussion: Project of the creation of an allotment on the museum ground, with sessions to learn how to grow food and Craft project for creating animals.

## PHOTOGRAPHY AND FACEBOOK

I've covered the photography of all the activities creating a library of pictures for use on social media.

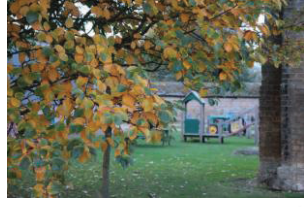
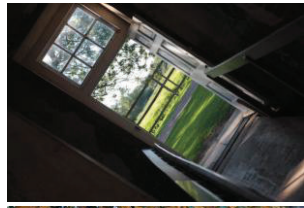
One of our follower (a marketing designer) on Facebook asked why our page is called *The Farmland Museum T: 01223 860988*. That may be corrected indeed.

## PROJECTS

Memory project, Joy Prime has now started to collect objects for a lady called Betty. The Memory project is an exciting project that would be worth discussing together.

## WORKING SCHEDULE

As mentioned in my last report I tried to work a true part time from September. However October has been particularly busy and I eventually cumulated 118 hours extra hours (on date of 25/10). I was wondering how these should be handled?



## REGRETS

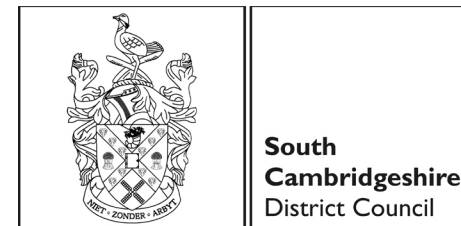
- I would have liked to attend this meeting to present this report myself but I've been booked for training a long time ago. It would have been the opportunity for interesting debate and new ideas. I definitely need to know your position on some of the questions raised in this report.
- I didn't have time to continue sending letter of introduction to schools as presented in the last report.
- I had not had a chance to write a few words of introduction in the Friends newsletter.

## NEXT TARGETS

- New organisation of the Education Room with an attractive reading corner, tables and games for a specific range of children ages.
- Proposition of a system of box loaning to school.
- Work on the education and general websites to clarify the offer.
- Planning next year event and holiday drop in activities.
- Start a strong campaign to recruit at least a couple of new education volunteers.
- Reorganise the booking procedure and rules.
- Considering the organisation of an event "Sons et Lumières" for the next Twilight which would federate staff and volunteers.

## NOTICE OF KEY DECISIONS

### To be taken under the Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012 from 18 November 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

(b) 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  
Victoria Wallace on 01954 713026 or by e-mailing [Victoria.Wallace@scamb.gov.uk](mailto:Victoria.Wallace@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)**

1. Information relating to any individual
2. Information which is likely to reveal the identity of an individual
3. Information relating to the financial or business affairs of any particular person (including the authority holding that information)
4. 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
5. Information in respect of which a claim to legal professional privilege could be maintained in legal proceedings
6. Information which reveals that the authority proposes:
  - (a) to give under any enactment a notice under or by virtue of which requirements are imposed on a person; or
  - (b) to make an Order or Direction under any enactment
7. Information relating to any action taken or to be taken in connection with the prevention, investigation or prosecution of crime

**Page 5**  
**The Decision Makers referred to in this document are as follows:**  
**Cabinet**

Councillor Ray Manning  
Councillor Simon Edwards  
Councillor Robert Turner  
Councillor Mark Howell  
Councillor Mick Martin  
Councillor Peter Topping  
Councillor Tim Wotherspoon  
Councillor Nick Wright

Leader of the Council  
Deputy Leader and Finance and Staffing  
Planning  
Housing  
Environmental Services  
Corporate and Customer Services  
Strategic Planning and Transportation  
Planning and Economic Development



**Key and non-key decisions expected to be made from 18 November 2015**

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
Business Case for Ermine Street Housing  Key	Council	26 November 2015	Report to be considered in private in accordance with the provisions of Section 100(A)(4) of the Local Government Act 1972 (exempt information as defined in paragraph 3 and 4 of Schedule 12A of the Act)	Housing Portfolio Holder  Stephen Hills, Director of Housing  Duncan Vessey, New Business Initiatives Manager (Housing)	Report (publication expected 04 November 2015)
Changes to Scheme of Delegation for Planning Committee  Non-Key	Council	26 November 2015		Planning Portfolio Holder  Caroline Hunt, Planning Policy Manager	Report (publication expected 18 November 2015)
City Deal: Permissions  Non-Key	Council	26 November 2015		Planning Portfolio Holder  Caroline Hunt, Planning Policy Manager	Report (publication expected 18 November 2015)
Strategic Policies  Key	Planning Portfolio Holder	04 December 2015		Planning Portfolio Holder	Report (publication expected 28 November 2015)

**Key and non-key decisions expected to be made from 18 November 2015**

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
				Alison Talkington, Senior Planning Policy Officer	
Reviewing how the Council assists Parish Councils in preparing Neighbourhood Plans  Key	Planning Portfolio Holder's Meeting	04 December 2015		Planning Portfolio Holder  Alison Talkington, Senior Planning Policy Officer	Report (publication expected 28 November 2015)
Annual Monitoring Report  Non-Key	Planning Portfolio Holder	04 December 2015		Planning Portfolio Holder  Jennifer Nuttycombe, Senior Planning Policy Officer	Report (publication expected 28 November 2015)
Review of Lessons Learned from Orchard Park  Key	Cabinet	14 January 2016		Cllr Lynda Harford  Gemma Barron, Sustainable Communities & Partnerships Manager	Report (publication expected 06 January 2016)
Finance Shared Services	Cabinet	14 January 2016		Finance and Staffing Portfolio Holder	Report (publication expected 06 January 2016)

**Key and non-key decisions expected to be made from 18 November 2015**

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
Key				Caroline Ryba, Head of Finance	
Community Transport Priorities  Key	Cabinet	14 January 2016		Environmental Services Portfolio Holder  Clare Gibbons, Development Officer	Report (publication expected 06 January 2016)
Gambling Act Statement of Principles  Key	Cabinet  Council	14 January 2016  28 January 2016		Environmental Services Portfolio Holder  Myles Bebbington, Head of Service - Environmental Services & Licensing	Report (publication expected 06 January 2016)
Local Government Finance Settlement Update  Non-Key	Cabinet	14 January 2016		Finance and Staffing Portfolio Holder  Alex Colyer, Executive Director, Corporate Services	Report for information only (publication expected 06 January 2016)
Write-offs 2015/16  Key	Finance and Staffing Portfolio Holder	19 January 2016		Finance and Staffing Portfolio Holder  Katie Brown, Revenues	Report (publication expected 11 January 2016)

**Key and non-key decisions expected to be made from 18 November 2015**

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
	Finance and Staffing Portfolio Holder	19 April 2016		Manager	Report (publication expected 11 April 2016)
Revenues and Benefits Performance Report Q2  Non-Key	Finance and Staffing Portfolio Holder	19 January 2016		Finance and Staffing Portfolio Holder  Katie Brown, Revenues Manager	Report (publication expected 11 January 2016)
Treasury Management Quarterly Investment Review  Non-Key	Finance and Staffing Portfolio Holder	19 January 2016		Finance and Staffing Portfolio Holder  Alex Colyer, Executive Director, Corporate Services  Sally Smart, Principal Accountant Financial & Systems	Report (publication expected 11 January 2016)
Members' Allowances 2016/17  Non-Key	Council	28 January 2016		Leader of Council  Graham Watts, Democratic Services Team Leader	Report (publication expected 20 January 2016)
Annual Pay Policy	Council	28 January 2016		Leader of Council	Report (publication

**Key and non-key decisions expected to be made from 18 November 2015**

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
Statement 2016/17 Non-Key				Susan Gardner Craig, Human Resources Manager	expected 20 January 2016)
Position Statement 2015/16: Finance, Performance and Risk  Non-Key  Page 61	Cabinet  Cabinet	11 February 2016  July 2016		Finance and Staffing Portfolio Holder  John Garnham, Principal Accountant (General Fund & Projects)  Richard May, Policy and Performance Manager	Q3 Report (publication expected 03 February 2016)  Q4 Report (publication expected in month of July 2016)
Medium Term Financial Strategy (General Fund budget 2016/17 including Council Tax setting), Housing Revenue Account (including housing rents), Capital Programme 2016/17- 2020/21 and Treasury Management Strategy (Revised 2015/16 and 2016/17)	Cabinet  Council	11 February 2016  25 February 2016		Finance and Staffing Portfolio Holder  John Garnham, Principal Accountant (General Fund & Projects)	Report (publication expected 03 February 2016)

**Key and non-key decisions expected to be made from 18 November 2015**

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
Key					
Swavesey Byways Rate  Non-Key	Council	25 February 2016		Environmental Services Portfolio Holder  Pat Matthews, Drainage Manager	Report (publication expected 17 February 2016)
WILKINGHAM: Wilford Flood Project  Non-Key	Housing Portfolio Holder	16 March 2016		Gill Anderton, Head of Housing (New Build)	Report (publication expected 08 March 2016)
Transfer/Sale of Land at OSP 148, Church Lane, Great Eversden  Non-Key	Housing Portfolio Holder	16 March 2016	Report to be considered in private in accordance with the provisions of Section 100(A)(4) of the Local Government Act 1972 (exempt information as defined in paragraph 3 and 4 of Schedule 12A of the Act)	Housing Portfolio Holder  Julie Fletcher, Head of Housing Strategy	Report (publication expected 08 March 2016)
Flood and Water SPD  Non-Key	Planning Portfolio Holder	March 2016		Planning Portfolio Holder	Report (publication date tbc)



**Key and non-key decisions expected to be made from 18 November 2015**

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
				Jennifer Nuttycombe, Senior Planning Policy Officer, Jonathan Dixon, Principal Planning Policy Officer (Transport)	
Financial Management System  Non-Key	Cabinet	14 April 2016		Finance and Staffing Portfolio Holder  Caroline Ryba, Head of Finance	Report (publication expected 06 April 2016)
Rural Settlements List 2017-18  Non-Key	Finance and Staffing Portfolio Holder	18 October 2016		Finance and Staffing Portfolio Holder  Katie Brown, Revenues Manager	Report (publication expected 10 October 2016)

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