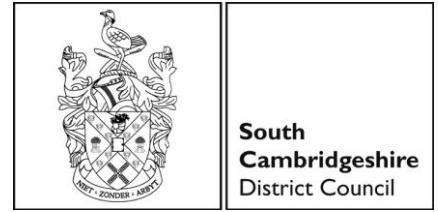




South Cambridgeshire Hall
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10 February 2016



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 **Thursday, 18 February 2016** at **10.30 a.m.**

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

Yours faithfully
JEAN HUNTER
Chief Executive

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AGENDA		PAGES
1. Apologies To receive apologies for absence from committee members.		
2. Declarations of Interest		
3. Minutes of the Previous Meeting To authorise the Chairman to sign the Minutes of the meeting held on 22 September 2015 as a correct record.		1 - 4
4. Public Questions		
5. Cambridgeshire County Council Budget Proposals Cambridgeshire County Council's Chief Executive and other County		

Council representatives will be in attendance to present this item. As background to this, the County Council's Business Plan can be viewed via the following link:

<http://www2.cambridgeshire.gov.uk/CommitteeMinutes/Committees/Agendaltem.aspx?agendaltemID=12736>

- | | | |
|-----------|---|----------------|
| 6. | Reports from Members appointed to Outside Bodies
To consider update reports from Members appointed to represent the Council on outside bodies. | 5 - 40 |
| 7. | Work Programme
To consider the Partnerships Review Committee's work programme. The Council's Corporate Forward Plan is attached to consider items for possible future scrutiny. | 41 - 48 |
| 8. | Dates of Future Meetings
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

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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.

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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.

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Food and Drink

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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

The Meeting ended at 3.30 p.m.

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Agenda Item 6



REPORT TO: Partnerships Review Committee
LEAD OFFICER: Executive Director, Corporate Services

18 February 2016

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 Roger Hall has provided an update on the Cambridgeshire Advisory Group on Archives and Local Studies, which is attached at **Appendix B**.
9. Councillor Caroline Hunt has provided an update on the Cambridge International Airport Consultative Committee, which is attached at **Appendix C**.
10. Councillor Sue Ellington has provided an update on Health, which is attached at **Appendix D**.
11. Councillor Peter Johnson has provided updates on the Farmland Museum, which is attached at **Appendix E** and the Waterbeach Level Internal Drainage Board, which is attached at **Appendix F**.

Implications

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

Consultation responses (including from the Youth Council)

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

Effect on Strategic Aims

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

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

Background Papers

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

Report Author: Victoria Wallace – Democratic Services Officer
Telephone: (01954) 713026

APPENDIX A
List of Outside Bodies

Name	Representative(s)
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

Cambridgeshire Advisory Group on Archives and Local Studies (CAGALS)

A staff consultation document concerning the 2016/17 savings proposals for Cambridgeshire Libraries and Archives was launched on Monday 4 January 2016. Staff had 45 days to respond with comments on the proposed restructure.

A public consultation on proposed new opening hours for Cambridgeshire Archives and Local Studies was launched on 25 January 2016 and closes on 26 February 2016. The online survey can be completed via this link:
<http://www.cambridgeshire.gov.uk/calsconsultation>

The consultation closes on 26 February.

Councillor Roger Hall

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Appendix C

**MINUTES OF THE MEETING OF THE
CAMBRIDGE INTERNATIONAL AIRPORT CONSULTATIVE COMMITTEE
CAMBRIDGE AIRPORT
Wednesday 18 November 2015
10.30am**

Present:

Mr John Bridge OBE DL, Chairman
Mr Terry Holloway, Secretary
Mr Nathan Deverell, General Manager Cambridge International Airport
Mr David Cran, Airport Manager
Ms Elizabeth Freeman, Teversham Parish Council
Mr Mark Easterfield, Fen Ditton Parish Council
Mr Ken Hart, SCAM
Cllr Caroline Hunt, South Cambs District Council
Mr Allan Coatesworth, Northside Flying Club
Mr Wayne Fuller, Mid Anglia School of Flying
Cllr Caroline Hart, Cambridge City Council
Mr Stuart Wood, Abbey People
Mr Graham Macfarlane, Test Pilot/Training Captain, Marshall Aerospace & Defence Group
Cllr Paul Sales, Cambridgeshire County Council
Mr David Brown, Rustat Neighbourhood Association
Mr Trevor Lewis, Mid Anglia Flying School
Ms Gill Pragnell, Cambridgeshire Chambers of Commerce
Mr Roger Bourdon, Coleridge Ward
Cllr Caroline Hart, Cambridge City Council

Representatives of Local Councils in attendance:

Mr Ed Durrant, Planning, South Cambs District Council
Ms Yvonne O'Donnell, Environmental Health, Cambridge City Council

In attendance:

Mr Richard Oakley, Marshall Property Team
Mr Neal Jennion, MADG Infrastructure and Compliance Director

Members of public in attendance:

One member of the public in attendance

No representatives of the press were present, notwithstanding that invitations had been issued

Item 1 – Apologies for Absence

Apologies had been received from: Cllr Rob Dryden, Mr John McGill, Ms Kate Wright, Mr Chris Huckstep, Mr Bernard Townsend, Mr Alan Coatsworth, Mr Duncan Bickley

Item 2 – Opening Remarks by the Chairman

- 2.1 The Chairman welcomed committee members to the meeting and said that he was looking forward to some positive discussions.

Item 3 – Adoption of Minutes from the Last Meeting

- 3.1 Following some initial discussions instigated by Mr Ken Hart about the contents, the minutes of the last meeting held on Wednesday 13 May 2015 were agreed and formally adopted.

Item 4 – Matters Arising from the last Meeting

- 4.1 Mr Ken Hart questioned the integrity of the planning arrangements, which had approved the Fixed Base Operation (FBO). He remarked that in 2006 when the FBO was opened, SCAM had challenged the decision for it to be completed under 'Permitted Development'. He noted that South Cambs District Council had been happy with the decision of 'Permitted Development' at that time, but subsequently Ken Hart, representing SCAM, had been questioning the process.
- 4.2 The Chairman invited Mr Hart to forward the relevant papers to him and said that, once he had studied them, he would write to South Cambs District Council about this topic.

Item 5 – Report from the Cambridge International Airport General Manager

- 5.1 Mr Nathan Deverell, the Airport General Manager reported that movements at the Airport remained low in comparison to historic levels and said that traffic was down in comparison with the same time last year.
- 5.2 The Airport General Manager reported that the summer schedule of flights to Gerona and Jersey had worked well and said that the Airport was in discussion with airlines about possible summer schedules for 2016.
- 5.3 The Airport General Manager reported that the Monday to Thursday BA flights to Gothenburg (leaving at 0700 and returning at 1900) were working well and there had been good feedback from both the airline and customers about these flights.
- 5.4 The Airport General Manager reported that no scheduled ski flights would be taking place during the winter of 2015/2016.
- 5.5 The Airport General Manager emphasised once again that the main priority of the Airport was supporting aircraft coming into Marshall Aerospace and Defence Group for maintenance purposes and it was noted that two Boeing 747s had recently come in to the Airport for this purpose. He further reported that support for Executive Aircraft operations and General Aviation by the Airport continued.
- 5.6 The Airport General Manager reported that the runway rehabilitation had now been successfully completed but that some final work on the 'run-off pond' continues.

Item 6 – Cambridge International Airport Flight Evaluation Unit Report

- 6.1 Mr David Cran, who has responsibility for the flight evaluation unit, presented the Flight Evaluation Report. A copy of this report is attached to these minutes.
- 6.2 It was noted that overall the movements were down and Mr Cran reported that a new system had been put in place, under which the Noise Complaints Action Line would be managed by the Airport Operations Team on a seven day a week basis.
- 6.3 It was noted that there had been some peaks during August and earlier in the year due to BA training flights.
- 6.4 Mr Cran reported that some of the Airport complaints were actually queries, rather than complaints and that the recent arrival of the Boeing 747s had generated nine calls to the complaints line, with members of the public asking what was happening. Mr Cran reported that where requested, the Airport would notify individuals in advance of large aircraft movements.
- 6.5 It was noted that some of the complaints were in connection with the runway repairs.
- 6.6 In response to questions, it was confirmed that:
 - 6.6.1 All aircraft followed a standard glide slope to the runway and follow standard approach procedures. However, if specific approaches were questioned by members of the public, the Airport would investigate.
 - 6.6.2 In future the Airport would differentiate between complaints and queries in its report.
 - 6.6.3 It was noted that some of the August peak complaints had been during a period of hot weather, when a lot of people were probably sitting outside.

Item 7 – Any Other Business

- 7.1 Although no items of any items of other business had been notified in advance, the Chairman offered an opportunity for members of the committee and public to raise any observations.
- 7.2 Mr Hart raised two matters:
 - 7.2.1 He said that the Airport had consistently said it does not have two terminals but mentioned that some correspondence at the Airport had referred to the FBO as a terminal. He sought clarification about this.
 - 7.2.2 Mr Hart thanked the secretary for facilitating a meeting between himself and the Airport Management Team, which had not taken place. Mr Hart remarked that it would be helpful to have such a meeting.

7.2.3 In response, the Chairman said that, once he had reviewed the various papers provided by Mr Hart, he would arrange meetings as necessary.

7.3 In closing the meeting, the Chairman reiterated his willingness to discuss airport matters with committee members at any time.

Item 8 – Dates of Next Meeting

8.1 Meetings in 2016 will be held on:

Wednesday 11 May 2016 – 10.30am
Wednesday 16 November 2016 – 10.30am

Councillor Caroline Hunt

Appendix D

Health Report

Health and Wellbeing Board Meeting November 19th

This meeting focused on Priority 1 - Ensure a positive start to life for children, young people and their families.

The accompanying paper to the personal story outlines the multiagency approach to children service across the county. The development of the joint emotional Health and Wellbeing Board to address various changes including those addressing autism, mental health and counselling services.

The need to develop a smoother transfer to adult services has been recognised, but there are still actions to be implemented.

The JSNA for Vulnerable Children has provided a database for the development of services which address the causes of vulnerability.

Agenda item 7 focused on the Prevention work for the Health system Transformation Programme

The Objectives are based on the need to identify those prevention interventions which will provide maximum return on investment.

Many of these interventions can be provided by the Districts e.g fall prevention stop smoking and improvements in housing environments.

The paper is full of clear recommendation for change but no real action plan at this time and no finance to kick start the process. But it could provide useful data on which to base proposals for new ways of doing current services.

The Better Care fund update

New proposals to meet the requirements of the Better Care fund would be required in February but guidelines were still awaited. The criteria for obtaining Better Care Funds in 2015 - a reduction of 1% in unplanned admissions - was unlikely to be achieved.

Health Committee 17th December

Cambridgeshire and Peterborough NHS Foundation Trust (CPFT) CQC Inspection Report

The Trust received an overall rating of good.
The safe domain was rated as requiring improvement.

The Trust outlined their plans to inject £2.2m. Questions were raised about Domestic violence and children services.

Older People and Adult Community Services

The termination of this contract had only just occurred and the committee satisfied itself that patients and staff had been reassured and services were being provided. The committee was told that the new way of delivering service would continue until a full review had been undertaken.

Draft business Planning Proposals

This budget was discussed but predates the Government spending review which requires a significant reduction in the budget for 2016 .

Health Visiting

Funding for the provision of Health Visitors has been transferred from NHS England to Local Authorities. There is significant pressure on this budget and savings have to be made. So the joint commissioning of health visitor services with other early years services.

Health and Wellbeing Board 14 January 2016

Priority 3 - Encourage healthy lifestyles and behaviours in all actions and activities while respecting people's personal choices

The personal stories included people who had needed to lose weight in order to reduce health problems such as diabetes, heart disease and mobility.

The paper outlines services throughout Cambridgeshire provided by a range of public, private and voluntary providers. The strategy was provided in the papers.

Older Peoples and Adult contract

The CCG provided more reassurance that services would continue to be provided as outlined in the contract until the review had reported. There is no question of going back to previous service models.

Councillor Sue Ellington

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

WATERBEACH
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

8th April, 2004

Dear Sir,

Waterbeach: Land North of Bannold Road

Thank you for your letter of 6th 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

COPIES SENT
R. CHILVERS
M. FOREMAN
13 4 04

Registered in England
No 2366656

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 30th 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>DIESEL</u>		<u>HOLT</u> <u>FEN</u>	<u>CAM</u> <u>ELECTRIC</u>			<u>LOCKS</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 16th (45mm), the 24th (26mm) and the 26th (20mm). Due to these high amounts, dams had to be altered and pumps were operated. There was flooding in Cambridge and Waterbeach on the 16th 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 1st and 27.1mm on the 16th. 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 4th August and was completed by 4th 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 27th 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 26th 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 29th 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 8th 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

19th 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

23rd 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 6th 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 11th May 2015, as annexed, and matters arising, if any.
4. Engineer's Report to 30th 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 – 8th 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:-
9th February, 9th May and 9th 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 7th 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 5th 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 31st 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 11th 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 30th 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 31st 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

<u>Group</u>	<u>Name</u>	<u>Total Due</u>	<u>Reminders</u>	<u>Last Amended</u>	<u>Not included?</u>
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	
		28679.18	28679.18		

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

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

26th January 2016

Dear Sir/Madam

I confirm that the **Budget Meeting** of the Board will be held at the Drainage Office in Prickwillow on **Tuesday, 9th February 2016 at 3.00pm** to consider and deal with the following Agenda:-

1. Apologies.
2. Financial Estimate for 2016/17, as annexed.
3. Assessment and sealing of Drainage Rates and Special Levies.
4. Approve changes in Assessable Values.
5. Schedule of payments for inclusion in the record of the meeting.
6. Financial and Management Risk Assessment, as annexed/Fidelity Guarantee Cover.
7. Confirm date of next meeting – 9th May 2016.

Please note that the Minutes of the last meeting will be circulated and dealt with at the May meeting.

Yours faithfully

Jean Heading

Jean Heading
Clerk

WATERBEACH LEVEL INTERNAL DRAINAGE BOARD**BUDGET FOR 2016/2017**

<u>INCOME</u>			<u>EXPENDITURE</u>		
<u>Budget</u>	<u>Estimated</u>	<u>Budget</u>		<u>Estimated</u>	<u>Budget</u>
<u>15/16</u>	<u>15/16</u>	<u>16/17</u>		<u>15/16</u>	<u>16/17</u>
	100		Administration	1300	1800 ²
			Clerkship Fees	10408	11157
200	810	200	Audit Fee	3000	2200
33200	32640	33250	Interest		
			Labour Cost	36500	38500
			Contractors	16000	18500 ³
			Compensation	400	400
			Fuel and Power	22500	25000
			Repairs	6000	6000
			Rates and Insurances	6700	6800
			New Equipment	0	0
			Expendables/H & S/Misc	650	650
			Engineering Services	12055	12306
1000	4900	1000	Telephone	900	900
3600	3600	3600	Contributions		
			Mere Mill House	2000	1000
			Cam Pumping Station scheme	15640	0
			Precept	31293	31293
			Cam Loan Repayments	56827	56827
156565	156565	156565	Special Levies		
40605	40605	69069	Rates at £0.15 (15/16 £0.15)		
235170	239220	263684	Total	222173	213333
320744	172437	222788	Balance		

(Opening Balance 31.03.15 £157,991)

¹ Includes a revaluation fee of £886² Triennial election³ To include flailmowing⁴ Includes new water control structure to be recharged to abstractors

(£20k remaining of Health and Safety Grant – included in balances)

1p in £ = £15,042.20

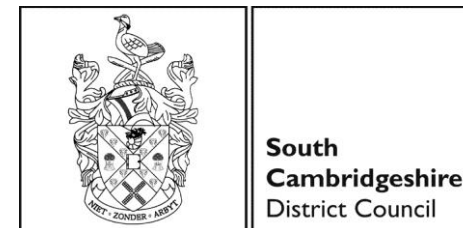
Waterbeach Level IDB**Financial and Management Risk Assessment Report**

Risk	Estimation of Risk	Current precautions	Residual Risk
Operations	High	<ul style="list-style-type: none"> • Health and Safety Policy reviewed on an annual basis • Regular inspection and maintenance of plant and machinery • Risk Assessments undertaken where required • Operative/staff training • Financial reserves in place for emergency works • Experienced operatives/staff 	Low
Flooding	High	<ul style="list-style-type: none"> • High standard of maintenance of drains and pumping stations • Financial reserves in place for emergency works • Investment in capital works • Emergency response/plan 	Low
General Public	Medium	<ul style="list-style-type: none"> • Public liability insurance cover £5m. • Health and Safety Policy in place – Risk Assessments when required 	Low
Employees	High	<ul style="list-style-type: none"> • Employers liability insurance cover £10m. • Health and Safety Policy and Risk Assessments • Assessment and training 	Low
Plant	Medium	<ul style="list-style-type: none"> • High standard of maintenance and inspection • Engineering insurance £500,000 • Motor fleet insurance 	Low
Building Structures/Pumping Plant	Medium	<ul style="list-style-type: none"> • Business Combined Insurance £1,047,188 • Engineering Insurance • Regular maintenance and inspection • Investment in capital works 	Low
Members/Officers	Medium	<ul style="list-style-type: none"> • Code of Conduct • Directors and Officers liability insurance/ Professional indemnity insurance 1m. • Experienced staff/training 	Low
Finance	Medium	<ul style="list-style-type: none"> • Fidelity cover insurance £125,000 • Low risk investments • Regular stock keeping • Finance Regulations in place • Statement of Internal Control in place (reviewed by Board on an annual basis) • Financial reserves in place for emergency works • Internal/external audit 	Low
The Environment	High	<ul style="list-style-type: none"> • Byelaws in place/enforced • Consultation/consent procedure in place • BAP in place • Working practices defined in Conservation Statement • Conservation Consultant • Operative Training 	Low
Insurance	Low	<ul style="list-style-type: none"> • Regular reviews with insurance advisor • Insurance to cover major risks 	Low

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NOTICE OF KEY DECISIONS

To be taken under the Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012 from 20 January 2016



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) On 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.scambs.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@scambs.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

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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
Economic Development

Key and non-key decisions expected to be made from 20 January 2016

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
Transfer/Sale of land at OSP 148, Church Lane, Great Eversden Non-Key	Housing Portfolio Holder	27 January 2016		Housing Portfolio Holder Julie Fletcher, Head of Housing Strategy	Report (publication 19 January 2016)
Localised Council Tax Support Scheme Non-Key	Council	28 January 2016		Finance and Staffing Portfolio Holder Dawn Graham, Benefits Manager	Report (publication expected 20 January 2016)
Gambling Act Statement of Principles Key	Council	28 January 2016		Environmental Services Portfolio Holder Myles Bebbington, Head of Service - Environmental Services & Licensing	Report (publication expected 06 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)

Key and non-key decisions expected to be made from 20 January 2016

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
Annual Pay Policy Statement 2016/17 Non-Key	Council	28 January 2016		Leader of Council Susan Gardner Craig, Human Resources Manager	Report (publication expected 20 January 2016)
Position Statement 2015/16: Finance, Performance and Risk Non-Key	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	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 20 January 2016

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
(Revised 2015/16 and 2016/17) Key					
Treasury Management Quarterly Investment Review Non-Key Page 45	Finance and Staffing Portfolio Holder	11 February 2016		Finance and Staffing Portfolio Holder Alex Colyer, Executive Director, Corporate Services Sally Smart, Principal Accountant Financial & Systems	Report (publication expected 03 February 2016)
Mears Update Report Non-Key	Council	25 February 2016		Housing Portfolio Holder Anita Goddard, Housing Operational Services Manager	Report (publication expected 17 February 2016)
Swavesey Byways Rate Non-Key	Council	25 February 2016		Environmental Services Portfolio Holder Pat Matthews, Drainage Manager	Report (publication expected 17 February 2016)

Key and non-key decisions expected to be made from 20 January 2016

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
Playing Pitch Strategy for South Cambridgeshire and Cambridge City Key	Planning Portfolio Holder	14 March 2016		Planning Portfolio Holder Gemma Barron, Sustainable Communities & Partnerships Manager	Report (publication expected 04 March 2016)
Indoor Sports Facility Strategy for South Cambridgeshire and Cambridge City Key	Planning Portfolio Holder	14 March 2016		Planning Portfolio Holder Gemma Barron, Sustainable Communities & Partnerships Manager	Report (publication expected 04 March 2015)
Strategic Policies in the development plan for South Cambridgeshire - Response to consultation with Parish Councils Key	Planning Portfolio Holder	14 March 2016		Planning Portfolio Holder Alison Talkington, Senior Planning Policy Officer	Report (publication expected 04 March 2016)
WILLINGHAM: Wilford Furlong Project	Housing Portfolio Holder	16 March 2016		Housing Portfolio Holder	Report (publication expected 08 March 2016)

Key and non-key decisions expected to be made from 20 January 2016

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
Non-Key				Gill Anderton, Head of Housing (New Build)	
Risk Management Strategy Non-Key	Finance and Staffing Portfolio Holder	19 April 2016		Finance and Staffing Portfolio Holder John Garnham, Principal Accountant (General Fund & Projects)	Report (publication expected 11 April 2016)
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)
Write-offs 2015/16 Key	Finance and Staffing Portfolio Holder	19 April 2016		Finance and Staffing Portfolio Holder Katie Brown, Revenues Manager	Report (publication expected 11 April 2016)
Revenues and Benefits Performance Report Q3 Non-Key	Finance and Staffing Portfolio Holder	19 April 2016		Finance and Staffing Portfolio Holder Katie Brown, Revenues Manager	Report (publication expected 11 April 2016)

Key and non-key decisions expected to be made from 20 January 2016

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
Flood and Water SPD Non-Key	Planning Portfolio Holder	June 2016		Planning Portfolio Holder Jennifer Nuttycombe, Senior Planning Policy Officer, Jonathan Dixon, Principal Planning Policy Officer (Transport)	Report (publication date tbc)
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)