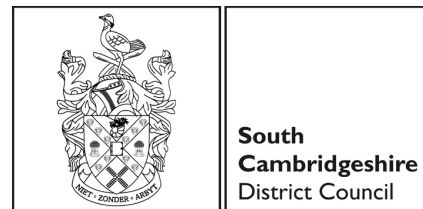


South Cambridgeshire Hall  
Cambourne Business Park  
Cambourne  
Cambridge  
CB23 6EA

t: 08450 450 500  
f: 01954 713149  
dx: DX 729500 Cambridge 15  
minicom: 01480 376743  
[www.scambs.gov.uk](http://www.scambs.gov.uk)



Click Here and Type Agenda Date - Day Month Year - should be in Arial 9 pt

To: The Leader – Councillor RMA Manning  
Deputy Leader – Councillor SM Edwards  
Members of the Cabinet – Councillors Mrs DSK Spink MBE, Dr DR Bard,  
Mrs VG Ford, JA Hockney and Mrs DP Roberts

Dear Councillor

You are invited to attend the next meeting of **CABINET**, which will be held in the **COUNCIL CHAMBER, FIRST FLOOR** at South Cambridgeshire Hall on **THURSDAY, 8 FEBRUARY 2007** at **10.00 a.m.**

Yours faithfully  
**GJ HARLOCK**  
Chief Executive

Requests for a large print agenda must be received at least 48 hours before the meeting.

---

<b>AGENDA</b>		<b>PAGES</b>
<b>PROCEDURAL ITEMS</b>		
<b>1.</b>	<b>Apologies for Absence</b>	
<b>2.</b>	<b>Minutes of Previous Meeting</b> To authorise the Leader to sign the Minutes of the meetings held on 11 and 25 January 2007 as a correct record.	<b>1 - 6</b>
<b>3.</b>	<b>Declarations of Interest</b>	
<b>4.</b>	<b>COTTENHAM: Dual Use Sports Facilities</b> Tony Cooper, the Headteacher will be making a presentation to Cabinet. A copy of the business plan and drawings of the site will be available on the day or alternatively Members can obtain a copy beforehand by contacting the Sports Development Officer on (01954) 713349.	<b>7 - 10</b>
<b>RECOMMENDATIONS TO COUNCIL</b>		
<b>5.</b>	<b>Capital and Revenue Estimates, Council Tax and Prudential Indicators 2007/08</b>	<b>11 - 28</b>
<b>6.</b>	<b>Hostel Charges, Housing Rents and Service Charges</b>	<b>29 - 36</b>
<b>7.</b>	<b>Joint Planning Services Arrangement</b>	<b>37 - 86</b>
<b>8.</b>	<b>Discretionary Compensation Regulations</b>	<b>87 - 94</b>

**POLICY ITEMS**

9. **East of England Plan - Regional Spatial Strategy (RSS) Modifications** 95 - 104

**OPERATIONAL ITEMS**

10. **Cabinet meeting schedule 2007/08** 105 - 106

**STANDING ITEMS**

11. **Matters Referred by Scrutiny and Overview Committee**
12. **Updates from Cabinet Members Appointed to Outside Bodies**

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

Whilst the District Council endeavours to ensure that you come to no harm when visiting South Cambridgeshire Hall you also have a responsibility to ensure that you do not risk your own or others' safety.

### **Security**

Visitors should report to the main reception desk where they will be asked to sign a register. Visitors will be given a visitor's pass that must be worn at all times whilst in the building. Please remember to sign out and return your pass before you leave. The visitors' book is used as a register in cases of emergency and building evacuation.

### **Emergency and Evacuation**

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

Do not use the lifts to exit the building. If you are unable to negotiate stairs by yourself, the emergency staircase landings are provided with fire refuge areas, which afford protection for a minimum of 1.5 hours. Press the alarm button and wait for assistance from the Council fire wardens or the fire brigade.

**Do not** re-enter the building until the officer in charge or the fire brigade confirms that it is safe to do so.

### **First Aid**

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

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

All meeting rooms are accessible to wheelchair users. There are disabled toilet facilities on each floor of the building. Hearing loops and earphones are available from reception and can be used in all meeting rooms.

### **Toilets**

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

### **Recording of Business**

Unless specifically authorised by resolution, no audio and / or visual or photographic recording in any format is allowed at any meeting of the Council, the executive (Cabinet), or any committee or sub-committee of the Council or the executive.

### **Banners / Placards / Etc.**

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

### **Disturbance by Public**

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

### **Smoking**

The Council operates a NO SMOKING policy.

### **Food and Drink**

Vending machines and a water dispenser are available on the ground floor near the lifts. There shall be no food and drink in the Council Chamber.

### **Mobile Phones**

Please ensure that your phone is set on silent / vibrate mode during meetings.



**SOUTH CAMBRIDGESHIRE DISTRICT COUNCIL**

Minutes of a meeting of the Cabinet held on  
Thursday, 11 January 2007

PRESENT: Councillor Dr DR Bard (Cabinet Member)  
Councillor Mrs DSK Spink MBE (Planning and Economic Development Portfolio Holder and Deputy Leader of Council)

Councillors:	JA Hockney	Conservation, Sustainability and Community Planning Portfolio Holder
	RMA Manning	Environmental Health Portfolio Holder
	Mrs DP Roberts	Housing Portfolio Holder

Officers in attendance for all or part of the meeting:

Holly Adams	Democratic Services Officer
Steve Hampson	Executive Director
Greg Harlock	Chief Executive
Tony Marks	Enforcement Officer - Development Control
Simon McIntosh	Corporate Manager (Policy, Performance and Partnerships)
Dale Robinson	Corporate Manager (Health & Environmental Services)

Councillors JD Batchelor, RF Bryant, EW Bullman, Mrs A Elsby, R Hall, Mrs EM Heazell, Mrs CAED Murfitt, CR Nightingale and RT Summerfield were in attendance, by invitation.

Apologies for absence were received from Councillors SM Edwards, Mrs VG Ford and SGM Kindersley.

---

**Procedural Items**

---

**1. MINUTES OF PREVIOUS MEETING**

The Leader was authorised to sign as a correct record the minutes of the meeting held on 9 November 2006, subject to the following correction:

**Updates from Cabinet Members Appointed to Outside Bodies** (Minute 22)  
“...members expressed their support of Councillor Manning’s *candidature for the* interim Leadership.”

**1 (a) Matters Arising**

**Shepreth: 74-76 Frog End: Outcome of Options Appraisal** (Minute 12)  
Councillor Dr SEK van de Ven, local member for Shepreth, had sent an e-mail requesting a correction to this minute, but Cabinet agreed to retain the original text, which they felt was an accurate précis of the debate. Cabinet noted that it was not necessary to produce a verbatim record.

**Milton Country Park – Improving Facilities / Future Management** (Minute 13)  
A statement from Councillor Mrs VG Ford, Community Development Portfolio Holder, was read, correcting recent media reports and stating that the Council did not want to close the park but, following capping, could not continue to run it at its historic costs. Full

Council had agreed in the Medium Term Financial Strategy that the park would generate £75,000 income, and a long-term partner was being sought for its management. The Council did not profit from the sale of refreshments at the kiosk.

## 2. DECLARATIONS OF INTEREST

Councillor JD Batchelor declared a personal interest as an elected member of Cambridgeshire County Council.

---

### Recommendation to Council

---

## 3. DISCRETIONARY RATE RELIEF

Relief traditionally had been awarded to qualifying local organisations and small businesses which relied on financial assistance to remain viable and the proposed policy would formalise existing practice for the award of discretionary rate relief other than for charitable organisations. All applications would be considered on their individual merits and a degree of flexibility would be retained to award relief in exceptional circumstances where an application was considered to be particularly deserving but fell outside the scope of the policy. The Chief Executive clarified that village halls run as charities could apply for relief in accordance with the policy adopted by Cabinet in December 2005 on discretionary rate relief for charitable organisations, whilst those with other management arrangements could be considered under this proposed policy.

Cabinet **RECOMMENDED TO COUNCIL** that the policy for the award of discretionary rate relief set out in the appendices to the Cabinet report be adopted in order to facilitate future awards of relief from the financial year 2007/08 onwards.

## 4. PERFORMANCE MANAGEMENT (MILESTONES AND PERFORMANCE INDICATORS) QUARTERLY REPORT 2006/07 - 6 MONTH REPORT

Cabinet received the six-month performance report, which focussed on areas where performance risked not meeting targets. Individual portfolio holders would be reviewing specific areas of concern and the actions undertaken to achieve the targets would be the subject of a future report. The Chief Executive clarified that "critical delays" referred to areas where failure to achieve the targets would have a major impact on the organisation. Cabinet acknowledged that performance against some targets was driven by factors beyond the authority's control.

Cabinet **AGREED** to:

- (a) Confirm the importance of trying to achieve performance indicator targets and milestone dates in relation to the areas identified in paragraphs 7 to 20 of the report; and
- (b) Review action at each portfolio holder meeting on the performance indicators and milestones listed in paragraph 27 of the report to ensure that 2006/07 targets are achieved whenever possible.

## 5. DIRECT LABOUR ORGANISATION BUSINESS PLAN

The Housing Portfolio Holder commended officers for their efforts over the past two years to bring the Direct Labour Organisation up to its current standard: it was expected to break even and could make a small surplus. Officers were working to identify ways to

bring in more work in the future and to be in a successful position to compete on the open market in two years' time. It was confirmed that the Orchard system was reconciled regularly to the Financial Management System (FMS).

Cabinet **AGREED** to allocate additional Kitchen and Bathroom refurbishment work to the Direct Labour Organisation (DLO), to the value of up to £200,000 within the current financial year.

Cabinet **NOTED** the DLO Working Business Plan.

Cabinet offered its congratulations to all officers involved with the recent successes of the DLO.

## **6. CAMBRIDGESHIRE WASTE COLLECTION / DISPOSAL PARTNERING AGREEMENT**

The Environmental Health Portfolio Holder commended the final draft of the Waste Private Finance Initiative (PFI) Agreement, which was not a legal document but a partnership agreement to be presented by Cambridgeshire County Council to the successful PFI contractor as part of the overall contract.

Cabinet **AGREED** to:

- (a) Approve the final draft (v6, 01/12/06) of the Waste PFI Partnering Agreement (the Agreement) for future waste disposal arrangements in the County; and
- (b) Delegate authority to the Environmental Health Portfolio Holder to sign the Agreement.

## **7. EXTENSION OF HOURS TO POST D.2.32**

The Planning and Economic Development Portfolio Holder highlighted concerns expressed by parish councils about the need for enforcement. Extension of the hours of this post would increase resources available for enforcement action and would not incur any additional costs to the General Fund.

Cabinet **AGREED** that:

- (a) Post D.2.32 be extended to 37 hours per week, taking effect from 1 February 2007;
- (b) The cost of this be met from the earmarked reserves for Traveller Issues; and
- (c) The 18-month contract be reviewed in June / July 2007 following agreement of the medium term priorities.

Cabinet thanked the enforcement team for their work under often difficult circumstances.

---

### **Information Items**

---

## **8. QUARTERLY MONITORING REPORT INCLUDING BUDGETARY CONTROL AND PRUDENTIAL INDICATORS: THIRD QUARTER 2006/07**

The Leader drew attention to the projected underspends on the General Fund, Housing Revenue Account (HRA) and Capital, resulting from efforts to reduce expenditure and from increased interest rates nationally.

Cabinet **NOTED** the projected expenditure position and the monitoring of prudential indicators, and **REFERRED** the report to the next Resources, Staffing, Information & Customer Services Portfolio Holder meeting for more detailed consideration.

Cabinet extended its thanks to officers for their work on the projected expenditure position and the prudential indicators.

---

**Standing Items**

---

**9. MATTERS REFERRED BY SCRUTINY AND OVERVIEW COMMITTEE**

None.

**10. UPDATES FROM CABINET MEMBERS APPOINTED TO OUTSIDE BODIES**

A letter had been sent to Yvette Cooper with the proposals for joint working arrangements between South Cambridgeshire District Council, Cambridge City Council, Cambridgeshire County Council and Cambridgeshire Horizons. Details had been circulated to the groups as agreed and a press release had been issued shortly before Christmas.

**11. LEADER'S ANNOUNCEMENT**

Councillor Dr DR Bard confirmed that his resignation as Leader of the Council would take effect immediately after the Cabinet meeting and thanked his Cabinet colleagues and members of Council for their support. Cabinet members thanked Councillor Dr Bard for his Leadership during a difficult time in the Council's history.

---

**The Meeting ended at 10.51  
a.m.**

---



**SOUTH CAMBRIDGESHIRE DISTRICT COUNCIL**

Minutes of a meeting of the Cabinet held on  
Thursday, 25 January 2007

PRESENT: Councillor RMA Manning (Leader of the Council and Environmental Health Portfolio Holder)  
Councillor Mrs DSK Spink MBE (Planning and Economic Development Portfolio Holder and Deputy Leader of the Council)

Councillors: Dr DR Bard Cabinet Member  
SM Edwards Resources, Staffing, Information & Customer Services Portfolio Holder  
Mrs VG Ford Community Development Portfolio Holder  
JA Hockney Conservation, Sustainability and Community Planning Portfolio Holder  
Mrs DP Roberts Housing Portfolio Holder

Officers in attendance for all or part of the meeting:

Steve Hampson Executive Director  
Greg Harlock Chief Executive  
Richard May Democratic Services Manager

Councillors RE Barrett, JD Batchelor, Mrs PM Bear, RF Bryant, EW Bullman, TD Bygott, JP Chatfield, Mrs SM Ellington, Mrs A Elsby, Mrs JM Guest, R Hall, Dr SA Harangozo, Mrs EM Heazell, MP Howell, SGM Kindersley, RB Martlew, MJ Mason, DC McCraith, Mrs CAED Murfitt, AG Orgee, Mrs HM Smith, JM Stewart, RT Summerfield, Dr SEK van de Ven, TJ Wotherspoon and NIC Wright were also in attendance.

---

**Procedural Items**

---

**1. DECLARATIONS OF INTEREST**

There were no declarations of interest.

**2. REALLOCATION OF PORTFOLIO RESPONSIBILITIES**

The Leader of the Council proposed, and Cabinet supported, the reallocation of portfolios as follows:

RMA Manning	Leader of the Council and Environmental Health Portfolio Holder
Dr DR Bard	Planning and Economic Development Portfolio Holder
SM Edwards	Resources, Staffing, Information and Customer Services Portfolio Holder and Deputy Leader of the Council
Mrs VG Ford	Community Development Portfolio Holder
JA Hockney	Conservation, Sustainability and Community Planning Portfolio Holder
Mrs DP Roberts	Cabinet Member without Portfolio
Mrs DSK Spink MBE	Housing Portfolio Holder

**RESOLVED** That Cabinet portfolios be reallocated as follows:

RMA Manning	Leader of the Council and Environmental Health Portfolio Holder
Dr DR Bard	Planning and Economic Development Portfolio Holder
SM Edwards	Resources, Staffing, Information and Customer Services Portfolio Holder and Deputy Leader of the Council
Mrs VG Ford	Community Development Portfolio Holder
JA Hockney	Conservation, Sustainability and Community Planning Portfolio Holder
Mrs DP Roberts	Cabinet Member without Portfolio
Mrs DSK Spink MBE	Housing Portfolio Holder

---

**The Meeting ended at 5.22  
p.m.**

---

**SOUTH CAMBRIDGESHIRE DISTRICT COUNCIL**

**REPORT TO:** Leader an Cabinet

8 February 2007

**AUTHOR/S:** Chief Executive / Sports Development Officer

**APPLICANT: COTTENHAM VILLAGE COLLEGE DUAL USE SPORTS FACILITY PROJECT**

**Purpose**

1. To consider a request for grant aid and make a decision on the level of award.

**Proposal**

2. As part of the Council's approved Dual Use Sports Facility Strategy, the proposal for Cottenham is to provide an outdoor floodlit artificial training pitch (76m x 50m) with a high quality specification suitable mainly for football. In addition the project involves extending and improving the current changing facilities to meet FA standards, incorporating officials changing and disabled changing/shower facilities and also general improvements to the sports centre reception area.

**Background**

3. Cottenham Village College Sports Centre was given dual-use status in 1989. The addition of a fitness room, office, reception and multi-use courts enabled the residents of Cottenham and the surrounding villages access to an excellent facility. The site has served both the college and community well, and the addition of a sport specific training area, and extended/improved changing facilities will add to the 'complete centre' approach.
4. The Business Plan indicates that the College Board of Governors together with the Community Sub-Committee have acknowledged that the development of sports on the Cottenham Village College site should be based on the following principles:-
  - The college has priority use of the sports facilities between 9.00am and 4.30pm during term time. This is referred to as 'core time'.
  - The community has priority use of the sports facilities outside 'core time' including early mornings, evenings, weekends and holidays at a level that matches the District Council's usage targets and the requirements of the user groups. In addition the management allows for some community use during the school day.
  - The College will consider the needs and plans of the current sports user groups in the development of its sports facilities. It should also consider the needs of potential user groups.
5. Cottenham Village College Sports Centre currently provides the following facilities for use by the community:
  - Fitness room with a range of modern exercise equipment
  - 3 badminton court size Sports Hall
  - Gymnasium with standard wall bars and equipment
  - Fenced floodlit hard surface area for netball, tennis and basketball
  - Changing rooms used by both the College and Community Sports
  - A new Dance/Aerobic studio to be provided by Jan 08 funded through New Opportunities Funding (NOF) and the Village College.

6. The need for the provision of the external  $\frac{3}{4}$  size floodlit artificial training pitch has been identified in the County FA facilities strategy and therefore may be eligible to receive Football Foundation funding.
7. The development plan is focused on the provision of more training and playing opportunities for a variety of groups. The Community Sports Manager aims to address the local inequalities that exist in sport, and take positive action to overcome these by actively encouraging greater participation by young people, participants with a disability, women and girls and the 55 + age group. The plan also aims to improve the sports infrastructure within the community and offers more “grass roots” opportunities by developing strong links with clubs, for coaching, junior links, matches, training and provision of changing facilities. The key sports that have been identified for development are badminton, basketball, football, hockey, netball and tennis

### **Considerations**

8. Beyond the village of Cottenham, the nearest Sports Centre is at Impington Village College. The nearest floodlit artificial training pitch is at Histon, situated 2 miles away, with a surface best suited to tennis. The catchment area for the facilities at Cottenham is likely to be a radius of 10 miles, taking in a population of 16,550.
9. At present the all weather macadam surface is used 35% of the time for football training and 5-a-side football. Currently 3 clubs/groups use the facility on a weekly basis, even though it is not an ideal surface for playing football. There are currently 620 junior players and 40 junior teams playing youth football in Cottenham and the surrounding villages. There are also a number of girls and women’s football teams that train and play in the village and a new artificial surface would provide an ideal venue for football development within the area and provide the FA recommended training surface.
10. The National Junior Sports Programme aims to encourage young people to gain the foundation skills to be able to partake in a wide variety of sports including football. The College has excellent links with the local feeder primary schools and the provision of an all weather surface would allow access to this facility for after school coaching sessions. In addition a junior football league could also be established for local primary schools and football clubs.
11. The location of the artificial surface has been chosen as it will offer the following:
  - It will be used to its maximum possible capacity as it will be used during the school day for curriculum use.
  - Good security as it will be situated close to the sports centre, which is open seven days a week and is well lit. Access to the site is locked over night.
  - Easy accessibility as it will be close to the changing rooms; in addition, users will not have to walk on grass to get onto the surface.
  - It will not interfere with any pitches on the playing field.
  - Straightforward installation of floodlighting as it will be close to the all weather macadam tennis/netball courts.
  - The Sports Centre manager and staff will organise bookings; furthermore, they will perform daily and weekly checks.
  - Enhanced health and safety procedures as there are staff trained in First Aid on site.
  - A wide range of holiday courses/taster sessions organised by Sports Centre management.
  - Good car parking and access to grass football pitches.

## Options

12. To offer a grant will provide enhanced sports facilities, increasing opportunities and improving access to all members of the community. Not to offer a grant will lead to further deterioration of the facilities therefore forcing local community groups and sports clubs to travel further to access adequate facilities which are already used to capacity.

## Implications

13. Financial	<p><b>Total Cost</b> <span style="float: right;"><b>£724,650</b></span></p> <p>Changing room extension £102,000          Alterations to existing changing Rooms £ 80,000          Mechanical and electrical installations £ 49,350          Artificial training pitch £250,000          External works/paths £70,000          Drainage £20,000          Services £16,000          Preliminaries £48,000          Contingencies £40,000          Fees/additional costs £49,300</p> <p>Amount Raised - £50,000 Cottenham Village College          - £150,000 Cambs County Council          - £230,280 Football Foundation t.b.c.          - £5,000 Parish Council          - £23,720 Fundraisng</p> <p><b>Total Raised - £459,000</b>          Population of Cottenham - 5820          Total Grants since 1977/8 - £5.91 (Average = £43.45)          Per head of Population</p>
Legal	The Village College and Cambridgeshire County Council sign up to the Council's Dual Use Agreement.
Staffing	The facility will be staffed by Cottenham Village College. Officer time is dedicated to oversee the project.
Risk Management	Very low risk – no requirement on the council except to provide grant monies and some Building Control resources. The facility will remain in the ownership of the Local Education Authority.
Equal Opportunities	This facility will be used to help deliver the Councils Sports Development programme and encourage participation by specific target groups, including girls and women, people with a disability and Travellers.

## Consultations

14. All local clubs were consulted and were in favour of the refurbishments planned for football training. The partner club, Cottenham Football Club, assisted in the development of this facility and are actively working with the school and the Council to secure the football Foundation funding. In addition, these clubs are going to work towards the FA Charter standard. All clubs have expressed a wish to hire the facility for training. There is a high demand for provision of an artificial turf surface in this catchment area due to the number of clubs with growing junior sections and lack of local facilities. A new artificial turf area will particularly help to develop youth sport in the area.

**Councillor Consultations**

15. Cllr Wotherspoon, Cllr Edwards and Cllr Bolitho all fully support the project.

**Effect on Annual Priorities and Corporate Objectives**

16. Affordable Homes	None
Customer Service	None
Northstowe and other growth areas	None
Quality, Accessible Services	The provision of these Dual Use Sports Facilities provides a very good value approach.
Village Life	These Dual Use Sports Facilities provide residents with the opportunity to improve their health, physical fitness, mental well-being and social life.
Sustainability	Providing better sports facilities on school sites ensures less travelling and more sustainable leisure opportunities for all.
Partnership	Working with the community enables residents to identify local needs and achieve improvements in their quality of life.

**Conclusions/Summary**

17. This facility is part of the Councils Dual Use Strategy and officers have been working closely with the school, Cambs County Council, the Football Association and the many different sports clubs during the past 18 months in planning for the project.
18. The facility will enhance the current provision for the residents of Cottenham and surrounding villages. In addition, it will strengthen existing links between schools, clubs and individual users of the current facility. Furthermore, providing a true multi-sport environment will allow the development of a more extensive range of sporting activities and facilitate the development of sports for girls, boys and adults of all ability levels.

**Recommendation**

19. It is recommended that Cabinet award a grant of £265,000. This represents 37% of the total cost of the project.

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

Application Form and attached documents.

**Contact Officer:** Jane Lampshire – Sports Development Officer, telephone: (01954) 713349  
Jane Thompson – Cultural Services Manager, telephone: (01954) 713348

## SOUTH CAMBRIDGESHIRE DISTRICT COUNCIL

---

**REPORT TO:** Leader and Cabinet

08 February 2007

**AUTHOR/S:** Chief Executive

---

**CAPITAL AND REVENUE ESTIMATES,  
COUNCIL TAX AND PRUDENTIAL INDICATORS**
**Purpose**

1. To approve and recommend to Council:
  - i) the level of expenditure necessary to carry out those services chargeable to the District Council's General Fund in the financial year 2007/08 and the demand on the Collection Fund required to meet District Council Expenses after allowing for the use of balances and Formula Grant;
  - ii) the Council Tax for 2007/08 required to meet the demand on the Collection Fund from the District Council; and
  - iii) the indicators required by the Prudential Code for Capital Finance in Local Authorities.

**Executive Summary**

2. An increase of 4.9% in the Council Tax for a Band D property for 2007/08 is recommended to keep within the 5% capping criteria.
3. The estimates and the Medium Term Financial Strategy show a temporary improvement in the Council's financial position achieved by a severe programme of cost cutting and reduced service provision which has resulted in budget reductions of approximately 25% in two years to meet the Government's cap on the budget in 2005/06 and other savings pressures. The medium term position of a £0.8/1.0 million deficit on the General Fund from 2010/11 onwards indicates that there can be no relaxation in the search for savings and efficiencies.

**Background**

4. The estimates have been considered by Portfolio Holders and by the Scrutiny Panel consisting of the Chairman and Vice-Chairman of Scrutiny and Overview Committee and the Resources, Staffing, Information and Customer Services Portfolio Holder. The following appendices are included with this report to show the overall effect of the proposals:

Appendix A	Capital Programme
Appendix B	General Fund Summary
Appendix C	Medium Term Financial Strategy
Appendix D	Precautionary Items

The detailed estimates are being sent out as a separate document.

## Considerations

### CAPITAL PROGRAMME

5. The capital programme up to the year ending 31st March 2010 is submitted for Members' approval as **Appendix A** showing capital expenditure of around £12 million for each of the years 2007/08 to 2009/10, together with the associated financing and balance of capital receipts.
6. Capital Expenditure can be classified as:
  - i) expenditure on fixed assets such as buildings which is accounted for on an accruals basis. The expenditure is no longer charged directly to the General Fund revenue accounts but, instead, a capital charge for depreciation (and interest up to the 2006/07 original estimate) is made to reflect the use of the asset in providing the service. This accounting method is required by the Local Authority Accounting Code of Practice.
  - ii) expenditure on grants to individuals and organisations which is accounted for on a cash payments basis.
7. In the calculation of capital receipts, the figures incorporate the transitional arrangements for debt free authorities for the payment of Right to Buy and equity share capital receipts into a national pool with the 75% contribution rate being reduced by 25% in 2006/07 which is the last year of the transitional arrangements. It has been assumed that all other housing capital receipts are used to finance affordable housing capital expenditure and would, therefore, not be subject to the pooling arrangements.
8. It has also been assumed that legislation will be introduced with effect from 1<sup>st</sup> April 2007 which will allow equity share capital receipts also to be used to finance affordable housing capital expenditure and which would, therefore, no longer be subject to the pooling arrangements. The draft legislation would still have resulted in some equity share capital receipts being subject to pooling; representations have been made during the consultation period and the outcome is awaited.
9. It is now anticipated that a cut in the capital programme of £1.7 million might be needed in 2009/10 and that the capital receipts year end balance as at 31<sup>st</sup> March 2010 might be **NIL**.
10. **Net capital receipts in years from 2010/11 onwards** are likely to be just over £3 million and these, together with grants and contributions of £4 million including £3.2 million for the Major Repairs Allowance for council housing, **will only be sufficient to finance a capital programme of around £7 million – consequently, unless other sources of funding are agreed, the capital programme will have to be cut by over 40% in 2010/11 and subsequent years.**
11. The advice from the Department for Communities and Local Government (DCLG) is that there should be a separate Council resolution, in addition to the approval of the capital programme, determining the amount to be spent on affordable housing to ensure that other housing capital receipts are not subject to pooling. The amount in the programme for affordable housing is £33.285 million consisting of:



Capital Expenditure on Affordable Housing	Estimate 2007/08 £ million	Estimate 2008/09 £ million	Estimate 2009/10 £ million	Total £ million
Housing Revenue Account	10.309	10.405	10.428	31.142
General Fund	1.030	1.530	1.280	3.840
Reduction required to meet funding			(1.697)	(1.697)
Total	11.339	11.935	10.011	33.285

### LOCAL AUTHORITY FINANCE SETTLEMENT

12. The final settlement has now been received and the General Fund summary at **Appendix B** contains the final figures issued by the DCLG. The DCLG consulted and received 169 written representations but the final figures are exactly the same as those reported to the December meeting of Cabinet. The increase in formula grant of £0.448 million on a cash basis comparing 2007/08 to 2006/07 is almost fully utilised to cover inflation at an assumed rate of 2.5% and increased pension contributions leaving little for population growth and planning pressures. There is the prospect of a meeting with the Minister for Local Government to discuss the financial situation of the Council.

### REVENUE ESTIMATES

13. The General Fund summary up to the year ending 31<sup>st</sup> March 2008 is submitted for Members' approval as **Appendix B**.
14. The figures for individual portfolios have been significantly affected by a recent change in local authority accounting practice that has been applied to the current estimates. The 2006/07 original estimates include capital charges, consisting of depreciation and an interest charge, for the use of fixed assets. The requirement to make an interest charge has now been removed, resulting in substantial reductions in the capital charges, particularly in respect of the Cambourne office, in the 2006/07 revised and 2007/08 original estimates. The reduction for the Cambourne office affects the cost of all services through the recharges. The capital charges are reversed out in the General Fund summary as "Capital Charges, etc. – General Fund" and the figures at the level of "Net District Council General Fund Expenditure" are, therefore, on a like for like basis when comparing net expenditure over the years.
15. The figures in Appendix B show the original estimate 2006/07 for Net District Council General Fund Expenditure of £13.935 million decreasing to £12.846 million in 2007/08, a decrease of £1.089 million in cash terms (8%) and a decrease of £1.437 in real terms (10%), the main variances being in very approximate terms:

additional posts at £0.254 million approved in the State of the Nation report in September;

the inclusion of savings of £1.133 million in 2007/08 partially offset by spending pressures of £0.400 million as reported and approved by Council at its November meeting;

an additional saving of £0.275 million on the travellers budget (in addition to the saving of £0.175 million approved in November);

other savings on portfolio and staffing estimates of £0.594 million;

an increase of £0.891 million for inflation, pension contributions and incremental drift; and

an increase of £0.550 in interest on balances due to higher estimated cash balances and higher interest rates, assuming 5.25% for 2007/08 (and 5% thereafter). A variation of 0.5% in the interest rate is estimated to affect the interest on balances by £0.170 million.

16. One of the capping savings approved in October 2005 was £19,864 from a two day secondment of the Community Development Manager to Cambridgeshire County Council. This secondment has now ended resulting in an increase in staffing costs to this Council which has been included in the estimates. It is considered that any approved savings which do not materialise, cease or come in lower than anticipated should be reported to Members.
17. Appendix B shows the General Fund balance reducing from £6.2 million as at 31<sup>st</sup> March 2006 to £6.0 million as at 31<sup>st</sup> March 2007 and then increasing to £6.6 million as at 31<sup>st</sup> March 2008. This increase in balances is not sustainable as shown in the next section of the report.

#### **MEDIUM TERM FINANCIAL STRATEGY**

18. Projections for future years have now been updated to incorporate the latest figures and are shown in **Appendix C**.
19. The previous Strategy reported in November was based on the original 2006/07 estimate rolled forward with known approximate variations incorporated. The current Strategy at Appendix C is based on recently compiled estimates for 2007/08 and Net District Council General Fund Expenditure has turned out to be lower than previously anticipated such that the amount added to the General Fund balance in 2007/08 increases from £0.339 million (November projection) to £0.636 million. The General Fund balance is also added to in 2008/09 and marginally in 2009/10 but, as costs rise and interest on balances falls, from 2010/11 the General Fund balance then reduces by £0.8/1.0 million per annum.
20. As well as the lower base estimate for 2007/08, the Strategy now includes an additional £0.875 million for interest on balances over the years 2008/09 to 2010/11, an additional £0.1 million per annum with effect from 2009/10 for additional planning fees on major developments and substantial savings in the years 2008/09 to 2009/10 and 2012/13 when there is anticipated to be lower expenditure on the Local Development Framework.
21. The figure for spending pressures approved by Council in future years shows at a lower figure on a separate line in Appendix C because, for example, the £0.7 million approved for 2008/09 included £0.4 million ongoing from 2007/08; the £0.4 million is now built into the base budget for 2007/08 and consequently only an additional £0.3 million plus inflation is shown on a separate line in Appendix C.
22. The result is that by the end of the projection period, 31<sup>st</sup> March 2013, the General Fund balance is £4.6 million and the target balance of £1.5 million is not likely to be achieved until around 2016/17.

23. The increase in the balance as at 31<sup>st</sup> March 2013 from the projections in November to the current projections is due to a significantly higher estimate for interest on balances, additional planning fees on major growth areas and additional savings not anticipated in 2007/08. The increase can be approximately reconciled as:

	2007/08	
2007/08 increase in working balance	MTFS Nov 2006	(339)
Adjust for:		
Assumed LDF savings not in 2007/08, delayed to 2008/09		250
Additional interest in 2007/08		(400)
Additional net savings		(147)
		-----
2007/08 increase in working balance	MTFS Feb 2007	(636)
		=====
Additional net savings of £147,000 rolled forward for six years in base budget		(882)
Additional interest 2006/07 to 2012/13		(1,425)
Additional planning fees on major growth areas 2009/10 to 2013/14		(500)
Other variations		(317)
		-----
Total variations		(3,124)
		=====
General Fund balance as at 31 <sup>st</sup> March 2013	MTFS Nov 2006	(1,500)
General Fund balance as at 31 <sup>st</sup> March 2013	MTFS Feb 2007	(4,624)
		-----
		(3,124)
		=====

24. This temporary improvement in the Council's projected finances also incorporates a severe programme of cost cutting and reduced service provision. The medium term position of a £0.8/1.0 million deficit on the General Fund from 2010/11 onwards indicates that there can be no relaxation in the search for savings and efficiencies.
25. **Appendix D** sets out details of "precautionary" items of expenditure. These are items of expenditure over which there is some doubt as to whether they would occur in 2007/08, but if they did, the Council would be required to meet them. It has been assumed that expenditure of £75,000 will be incurred on precautionary items in 2007/08.

#### **COLLECTION FUND BALANCE**

26. The Council's Collection Fund includes transactions relating to the Council Tax.
27. Regulations provide that the balance on the Collection Fund at 31<sup>st</sup> March 2007, whether in hand or overdrawn, must be transferred to the Billing Authority and the major precepting authorities in the same ratio as their 2006/07 precepts.
28. It is estimated that the balance at 31<sup>st</sup> March 2007 will be a surplus of £90,000 of which £10,850 will be transferred to the District in 2007/2008.

**PART 2 – SETTING THE COUNCIL TAX****CALCULATION OF THE TAX**

29. The Council Tax figures quoted in this report relate to the tax on a Band D property occupied by two or more adults unless otherwise indicated. Council Tax benefits and discounts are excluded.
30. The figure for a Band D property is arrived at by dividing the amount of the demand by the tax base of band D equivalents. A tax base of 56,693.7 for 2007/08 has been approved by the Chief Executive.
31. If the Council approves the demand of £5.798 million on the Collection Fund, then the tax on properties in bands A- to H will be:

Valuation Band	Range of values	Ratio to band D	Council Tax
A-		5/9	£56.81
A	Up to and including £40,000	6/9	£68.17
B	£40,001 - £52,000	7/9	£79.54
C	£52,001 - £68,000	8/9	£90.90
D	£68,001 - £88,000	-	£102.26
E	£88,001 - £120,000	11/9	£124.98
F	£120,001 - £160,000	13/9	£147.71
G	£160,001 - ££320,000	15/9	£170.43
H	More than £320,000	18/9	£204.52

32. The full amount of the tax is arrived at by adding the requirements of the County Council, the Police and Fire Authorities and the relevant Parish to the District figure and these figures, together with a full list of parish precepts, will be presented to the Council meeting on 22<sup>nd</sup> February.

**PART 3 – PRUDENTIAL INDICATORS**

33. The Prudential Code for Capital Finance in Local Authorities came in to effect from 1<sup>st</sup> April 2004, the objective being to provide a framework for capital programmes to ensure that:
- capital expenditure plans are affordable;
  - all external borrowing and other long term liabilities are within prudent and sustainable levels; and
  - treasury management decisions are taken in accordance with professional good practice.
34. Prudential indicators must be set by Council before the beginning of the financial year and can be revised at any time. The chief financial officer is required to establish procedures to monitor performance against the prudential indicators and to ensure that any borrowing is for capital purposes. The indicators are primarily to show whether a local authority is entering into long term commitments which it may not be

able to afford in the future and they are, therefore, of less relevance to debt free authorities like South Cambridgeshire.

35. It is proposed that the key indicators for affordability are set at the following levels:

Ratio of Financing Costs to Net Revenue Stream			
	Estimate 2007/08	Estimate 2008/09	Estimate 2009/10
General Fund	(13%)	(10%)	(7%)
Housing Revenue Account	Not applicable		

The other affordability indicator is the incremental impact of capital investment decisions on the council tax and on average weekly housing rents and this is considered to be NIL or not applicable as capital expenditure is financed from capital receipts and has no effect on either the General Fund or the Housing Revenue Account.

36. The first prudential indicator for capital expenditure relates to the estimates of capital expenditure and are covered by Part I and recommendation a) of this report and the second prudential indicator is the capital financing requirement. The capital financing requirement is capital expenditure which has not been financed from a local authority's own resources but has been covered by raising external debt. As South Cambridgeshire is debt free, its capital requirement is a negative £5.7 million for the years 2007/08, 2008/09 and 2009/10, meaning that it has more capital resources than capital expenditure and is not intending to raise any external debt. The requirement cannot presently be split between the General Fund and the Housing Revenue Account.
37. The prudential indicators for external debt and treasury management will be shown in a separate report, Investment Strategy 2007/08, to the next meeting in March.

#### **PART 4 – FINANCIAL ADMINISTRATION**

38. When a local authority is calculating its budget requirement and consequent council tax, the chief financial officer is now required under Section 25 of the Local Government Act 2003 to report on:
- the robustness of the estimates made for the purposes of the calculations; and
  - the adequacy of the proposed financial reserves.
39. The emphasis is to ensure that the estimates are sufficient to cover regular recurring costs plus any reasonable risks and uncertainties and, in the event of unexpected expenditure, that there are adequate reserves to draw on. The calculations relate to the budget requirement for the forthcoming year and the legal requirement may, therefore, be interpreted as reporting only on the 2007/08 estimates and the reserves up to 31<sup>st</sup> March 2008.
40. At South Cambridgeshire District Council, the Chief Executive as the chief financial officer considers the estimates for the financial year 2007/08 to be sufficiently robust and the financial reserves up to 31<sup>st</sup> March 2008 to be adequate.

**Options**

41. There is no option to increase the council tax by more than 5%. With the announcement of the provisional figures for the local authority finance settlement, the Minister for Local Government stated that "... we expect to see an average council tax increase in England of less than 5%. We will not allow excessive council tax increases" and, with the announcement of the final settlement, "As in previous years, we are prepared to take capping action to deal with excessive increases".

**Implications**

42.	Financial	As above
	Legal	Further savings could affect the provision of statutory services.
	Staffing	Payroll costs are the largest item in the Council's budget and further savings may regrettably result in more terminations of contracts of employment. The possible reduction in staff resources may lead to increased pressure on remaining staff and increased sickness absence.
	Risk Management	The risks include: (a) the capping criteria may be relaxed, for example, by excluding local authorities setting council taxes below average in which case budget reductions will have been made unnecessarily. The likelihood is considered to be low; (b) the planned savings may not materialise. This can be monitored by ensuring that any unrealised savings are reported to Cabinet. The likelihood is considered to be medium; (c) the savings from the Transformation Project may not materialise as business process re-engineering might not achieve the assumed staff reductions; the likelihood of the risk has not been assessed; and (d) the approved and any further budget reductions may have an adverse impact on the Council's Comprehensive Performance Assessment and on other performance indicators. The likelihood is considered to be significant
	Equal Opportunities	None

**Consultations**

43. The winter edition of South Cambs magazine included a section on future spending and priorities and invited views via the website on savings, growth and other issues. The results have not yet been assessed but the response has not been overwhelming. If any significant issues arise, they will be reported at the meeting.

**Effect on Annual Priorities and Corporate Objectives**

44.	Affordable Homes Customer Service Northstowe and other growth areas	The proposals in the report relate to budget estimates to provide the resources for the Council to continue and improve its services as far as possible within the current financial constraints and directly and indirectly contribute towards the
-----	---	---

Quality, Accessible Services	achievement of annual priorities and corporate objectives.
Village Life	
Sustainability	
Partnership	

**Recommendations**

45. Members are requested to recommend to Council:
- a) that the capital programme up to the year ending 31st March 2010 be approved as submitted which includes the sum of £33.285 million to be spent on affordable housing for the years from 2007/08 to 2009/10;
  - b) that the increase in staffing costs due to an approved saving no longer being achieved is approved (paragraph 16);
  - c) that the revised revenue estimates for the year 2006/07 and the revenue estimates for 2007/08 be approved as submitted and incorporating the decision made at b);
  - d) that the District Council demand for general expenses for 2007/08 be £5.798 million;
  - e) that the Council sets the amount of Council Tax for each of the relevant categories of dwelling in accordance with Section 30(2) of the Local Government Finance Act 1992 on the basis of a District Council Tax for general expenses on a Band D property of £102.26 plus the relevant amounts required by the precepts of Parish Councils, Cambridgeshire County Council and the Cambridgeshire Police and Fire Authorities, details of those precepts and their effect to be circulated with the formal resolution required at the Council meeting; and
  - f) that the prudential indicators in Part 3 be approved.
46. Members are requested to approve the list of precautionary items (Appendix D) to be used under delegated powers already given to the Resources, Staffing, Information and Customer Services Portfolio Holder and the Chief Executive.

**Background Papers:** the following background papers were used in the preparation of this report: Estimate files in the Accountancy Division  
 Reports and estimates approved by Portfolio Holders

**Contact Officer:** Greg Harlock – Chief Executive  
 Telephone: (01954) 713081

This page is intentionally left blank



## APPENDIX A

CAPITAL PROGRAMME (at outturn prices, with grants adjusted to commitments basis)						
Actual 2005/2006 £	Estimate 2006/2007 £	Revised 2006/2007 £	Estimate 2007/2008 £	Estimate 2008/2009 £	Estimate 2009/2010 £	
<b>Capital Expenditure</b>						
	2,419,110	2,783,130	2,098,500	2,134,600	2,764,600	
General Fund	10,459,270	10,397,260	10,308,840	10,405,000	10,428,000	
Housing Revenue Account	0	0	0	0	(1,696,760)	
Reduction in Programme or Additional Funding						
	<u>12,878,380</u>	<u>13,180,390</u>	<u>12,407,340</u>	<u>12,539,600</u>	<u>11,495,840</u>	
<b>Total Capital Expenditure</b>						
<b>Financed by :</b>						
	(8,772,560)	(9,200,700)	(8,324,580)	(8,192,600)	(7,450,840)	
Capital Receipts	(4,065,820)	(3,946,040)	(4,082,760)	(4,347,000)	(4,045,000)	
Grants & Contributions	(40,000)	(33,650)	0	0	0	
Reserves	0	0	0	0	0	
Financing Adjustment						
	<u>(12,878,380)</u>	<u>(13,180,390)</u>	<u>(12,407,340)</u>	<u>(12,539,600)</u>	<u>(11,495,840)</u>	
<b>Total Capital Financing</b>						
<b>Capital Receipts</b>						
	(19,479,440)	(20,138,720)	(14,818,020)	(9,543,440)	(4,400,840)	
brought forward	(2,300,000)	(3,200,000)	(2,300,000)	(2,300,000)	(2,300,000)	
received in year from	(2,400,000)	(3,600,000)	(2,400,000)	(2,400,000)	(2,400,000)	
RTB sales	0	(230,000)	0	0	0	
Equity Share Sales	1,822,800	3,150,000	1,650,000	1,650,000	1,650,000	
Other	8,772,560	9,200,700	8,324,580	8,192,600	7,450,840	
transferred to ODPM pool	0	0	0	0	0	
used in year to finance expenditure						
transfer to reserve						
	<u>(13,584,080)</u>	<u>(14,818,020)</u>	<u>(9,543,440)</u>	<u>(4,400,840)</u>	<u>0</u>	
<b>Capital Receipts Year End Balance</b>						
	<u>(20,138,722)</u>					

This page is intentionally left blank

## APPENDIX B

Actual 2005/06 £	GENERAL FUND SUMMARY	Estimate 2006/07 £	Revised 2006/07 £	Estimate 2007/08 £
	Portfolio			
3,839,400	Resources, Staffing, Information and Customer Services	3,740,130	3,374,720	3,600,130
4,895,424	Environmental Health	5,193,410	4,989,610	5,211,910
1,472,532	Housing (General Fund)	1,722,810	1,459,920	1,487,050
3,403,223	Planning and Economic Development	4,309,350	3,888,790	3,577,560
677,189	Conservation, Sustainability and Community Planning	768,350	762,540	795,640
1,483,234	Community Development	1,164,980	1,102,420	1,035,320
-	Climate Change Group	-	-	3,000
-	Adjustment to rents recharges	-	-	(40,000)
<b>15,771,001</b>	<b>Fully Allocated Net Portfolio Expenditure</b>	<b>16,899,030</b>	<b>15,578,000</b>	<b>15,670,610</b>
0	Unallocated	0	60,000	(173,760)
0	Expenditure on Precautionary Items	75,000	0	75,000
<b>15,771,001</b>	<b>Net Portfolio Expenditure</b>	<b>16,974,030</b>	<b>15,638,000</b>	<b>15,571,850</b>
98,933	Internal Drainage Boards	115,660	113,910	116,000
(1,881,474)	Interest on Balances	(1,250,000)	(1,950,000)	(1,800,000)
	Capital Charges, etc.			
(2,126,145)	General Fund	(1,951,000)	(1,161,000)	(1,138,000)
77,115	Housing Revenue Account	46,000	93,000	96,000
<b>11,939,430</b>	<b>Net District Council General Fund Expenditure</b>	<b>13,934,690</b>	<b>12,733,910</b>	<b>12,845,850</b>
	Appropriation to/(from) balances			
(473,047)	General Fund	(1,388,090)	(188,140)	635,730
(92,043)	Other reserves	0	0	(111,000)
	Formula Grant			
(24,340)	2003/04 amendment for population	0	0	0
-	2004/05 amendment for population	(46,000)	(45,600)	0
-	2005/06 amendment for population	(14,000)	(13,570)	0
<b>11,350,000</b>	<b>General Expenses</b>	<b>12,486,600</b>	<b>12,486,600</b>	<b>13,370,580</b>
	<b>(Budget Requirement for Capping purposes)</b>			
	Formula Grant			
(2,407,892)	Revenue Support Grant	(1,151,120)	(1,151,120)	(1,086,720)
(3,858,034)	Redistributed NDR	(5,963,230)	(5,963,230)	(6,475,480)
33,916	(Surplus)/Deficit on Collection Fund	82,150	82,150	(10,850)
<b>5,117,990</b>	<b>Demand on Collection Fund</b>	<b>5,454,400</b>	<b>5,454,400</b>	<b>5,797,530</b>
	<b>Tax Base for tax setting purposes</b>			
Number 55,076		Number 55,954		Number 56,694
£ 92.93	<b>Basic Amount of Council Tax District</b>	£ 97.48		£ 102.26
	<b>Balances at year end (excluding Section 106 monies)</b>			
	<b>Revenue</b>			
(6,178,706)	General Fund	(4,143,643)	(5,990,566)	(6,626,296)
(1,566,371)	Earmarked Reserves	(1,372,631)		
(1,899,796)	Housing Revenue Account	(999,566)	(2,325,746)	(2,598,896)
	<b>Capital</b>			
(3,081,465)	Earmarked Reserves			
	from revenue contributions	(3,412,065)		
	from capital receipts	(193,684)		
(20,138,723)	Usable Capital Receipts	(13,584,080)	(14,818,020)	(9,543,440)

This page is intentionally left blank



This page is intentionally left blank

## APPENDIX D

**PRECAUTIONARY ITEMS**

These are items of expenditure over which there is some doubt as to whether they would occur, but if they did, the Council would be required to meet them. If the spending need does arise on any item, delegated authority has been given to the Resources, Staffing, Information and Customer Services Portfolio Holder and the Chief Executive to approve such expenditure (to be met from reserves), up to the level indicated for the relevant year:

	Total Approved	Used in 2006/07 to Jan 07
	£	£
<b><u>Precautionary Items approved for 2006/07</u></b>		
Awarded Watercourses	15,000	0
Contaminated Land	82,000	0
Clearance of Private Sewers	6,000	0
National Assistance Burials Act	5,000	0
District Emergencies	50,000	0
Homelessness - additional Bed and Breakfast payments	40,000	0
Employment Committee	10,000	0
Environmental Health Legal Costs	10,000	0
Total	<u>218,000</u>	<u>0</u>

**Precautionary Items for 2007/08**

	Total £
Awarded Watercourses	15,000
Contaminated Land	82,000
Clearance of Private Sewers	6,000
National Assistance Burials Act	5,000
District Emergencies	50,000
Homelessness - additional Bed and Breakfast payments	30,000
Employment Committee	10,000
Environmental Health Legal Costs	10,000
Total	<u>208,000</u>

Other provisions of a contingency nature are held by the Cabinet and Scrutiny and Overview Committee, the amounts being £135,000 and £40,000 respectively at the commencement of each year.

This page is intentionally left blank



**SOUTH CAMBRIDGESHIRE DISTRICT COUNCIL**

---

<b>REPORT TO:</b>	Leader and Cabinet	8 February 2007
	Scrutiny and Overview Committee	15 February 2007
<b>AUTHOR/S:</b>	Chief Executive/Principal Accountant (Housing)	

---

**HOUSING RENTS AND CHARGES****Purpose**

1. To recommend to Cabinet:
  - (a) that permission is granted to Hereward Housing Association to increase the rents to their tenants at the Council's hostels by an amount in excess of 0.5% over the Retail Price Index uplift; and
  - (b) appropriate variations in rent and charges for 2007-08, including the resumption of the phasing out of the reduced alarm charge for residents on benefit.

**Background**

2. This report relates to the setting of rents and charges, which are considered more comprehensively within the Chief Executive's report to the Portfolio Holder on the Housing Portfolio Holder's estimates as a whole.
3. The estimate report to the Housing Portfolio Holder contained details of the proposed income and expenditure of the Housing Revenue Account (HRA) for the coming financial year and made recommendations concerning the level of rent and charges, compatible with government guidelines, which would be required to support the envisaged budget. Having considered the report, in turn, the Portfolio Holder for Housing is now able to endorse recommendations to Cabinet and ultimately to Council on what would constitute the most appropriate variations to the rent and charge levels.
4. The Council's hostels for the homeless are currently managed by Hereward Housing Association. A request has been received from Hereward to increase rents by more than 0.5% above inflation (the maximum uplift allowed under the terms of the agency agreement). As these rents relate to hostels which are owned by the HRA it seems appropriate for Cabinet to consider this request alongside the other rents and charges for HRA property.

**Considerations**

5. The draft estimates, considered in an earlier item on this agenda, have been prepared on the assumption that the level of rent and other Housing Revenue Account (HRA) charges for 2007-08 are varied as endorsed by the Portfolio Holder.
6. It is estimated that the HRA will make a small surplus in 2007-08, largely as a result of the considerable reductions in expenditure, which have been achieved as a consequence of reorganisations within the housing service (including a major reorganisation of the Sheltered Housing service).

7. However, as indicated in a report presented to Cabinet on 14 December, entitled "HRA – A Forward Look", unless some changes are made, expenditure is expected to increase at a higher rate than income (mainly because of the labour intensive nature of the service, the reduction in stock numbers and restrictions on income). In future years, therefore, the HRA is expected to make a deficit and to draw on balances in order to support the required level of expenditure.
8. There has been a substantial increase of £900,000 net in the estimate of the amount for the negative subsidy payment to the national pool that will be required in the 2007-08 financial year and there is likely to be a further above inflationary increase in the figure for 2008-09.
9. The estimates have been prepared on the assumption that most HRA charges, with the exception of the sheltered housing support charge, are increased in line with the recommendations from the Department for Communities and Local Government (DCLG).
10. The supporting people team have notified the Council that the financial assistance for those in sheltered housing can be increased by 2.5% and this level of uplift has, therefore, been assumed for the proposed group alarm charge and the support element of the sheltered housing service charge.
11. The assumption, for estimate purposes, regarding the individual alarm charges is that they will be increased by 2.5%, which is figure used throughout the estimates for general inflation.
12. Comments on individual proposed charges are given in the following paragraphs.
13. Rents
  - (a) The government intends that rent setting in the social housing sector should be brought onto a common system related to relative property values, local earnings levels and the size of individual properties. The guidance on this Rent Restructuring Scheme provides a formula by which a target rent for each property is calculated and rents are expected to move to the target level (which is increased each year) over a ten year period.
  - (b) In order to protect tenants from unacceptable annual increases, the government asked Councils to limit individual rent increase to £2 a week in excess of the annual inflationary figure set by the DCLG.
  - (c) For both 2006-07 and 2007-08, the DCLG has also requested that the average rent increase should be no more than 5%.
  - (d) The government will provide financial compensation, through the subsidy system, to authorities that comply with the caps. Consequentially, it has been assumed that South Cambridgeshire will set its rents in line with the Rent Restructuring Guidance and also apply the 5% limit.
  - (e) The inflationary figure to be applied to this year's rent, in line with the government's guidance is 4.1% (based on the September 2006 annual Retail Price Index increase of 3.6% plus 0.5%). To this must be added the amount required to move towards the target rent levels over the remaining five years of the transitional period of the Scheme.
  - (f) It is estimated the 5% limit can be adhered to by applying a maximum adjustment of 0.65p, on top of the 4.1% for inflation, making the average rent for 2007-08 £68.80.
  - (g) It is recommended that the rent increase outlined in the preceding paragraph, be applied from April 2007.

## 14. Sheltered Housing Service Charges

- (a) The best estimate available for the weekly amount of Supporting People Grant for sheltered housing in 2007-08 is £14.48 per week (an increase of 2.5%). It is therefore suggested that this is adopted as the full charge for the support element of the service charge.
- (b) Members agreed to a transitional scheme for sheltered housing support charges. Under these transitional arrangements, those not on benefit and in residence before the start of the Supporting People Regime are currently paying a reduced charge of £11.04, £3.09 less than the full charge of £14.13. This reduction is being phased out over a four year period which started in 2005-06 and, on this basis, the reduced charge for 2007-08 would be £12.37, a saving of £2.11 in comparison to the proposed full support charge of £14.48.
- (c) The assumption used for the sheltered housing charge for communal facilities is that this would increase by 4.1% in line with the government recommendation. This would increase the charge from £6.04 per week to £6.29 a week.
- (d) Many of the sheltered housing units have been leased under the equity share scheme. For tenants all maintenance is covered by their rent but this is not the case with equity shareholders. Consequently, for the charges made to tenants and shareholders to be equitable, shareholders should pay more than tenants. Therefore, in addition to the support and communal facilities charges for sheltered housing, equity shareholders pay £3.50 per week (in relation to items included in the rent for tenants such as external maintenance).
- (e) The proposed sheltered housing charges recommended by the Portfolio Holder are set out below.

Sheltered Housing Charges	Current Charge	Proposed Charge	Increase	
	p.w. £	p.w. £	%	£
Tenants				
- support element				
- those in residence prior to 01/04/03	11.04	12.37	12.0	1.33
- other tenants	14.13	14.48	2.5	0.35
- communal facilities	6.04	6.29	4.1	0.25
Equity Shareholders				
- schemes with communal facilities				
- those in residence prior to 01/04/03	20.58	22.16	7.7	1.58
- other shareholders	23.67	24.27	2.5	0.60
- schemes without communal facilities				
- those in residence prior to 01/04/03	14.54	15.87	9.1	1.33
- other shareholders	17.63	17.98	2.0	0.35

## 15. Alarm System Service Charges for those not on a sheltered housing scheme

- (a) Only around 20% of the individual lifeline alarms are used by those living in Council properties and, therefore, the inflation rate of 2.5% (as used throughout the estimates for general inflation) has been applied to the full lifeline charges. .
- (b) At present there are reduced charges for those in receipt of benefit, which were introduced some years ago because the charges for lifelines are not eligible for benefit. Two years ago it was agreed that these lower charges would be phased out over a four-year period. However, as part of a General

Fund savings exercise the Council agreed that the reduced charges would be abolished from 2006-07. In the event, the Council revisited the earlier decision and did not abolish the reduced charges. Whilst, for 2006-07 only an increase of 2.5% was applied, the proposed charges have been calculated on the basis that the reduced charges continue to be phased out.

- (c) At present, as it is intended that the alarm service breaks even, those users paying the full charge are effectively subsidising those paying the reduced charge. Therefore, the phasing out of the reduced charge will, all things being equal, allow the Council to set the full charge at a lower level in future years.
- (d) The charges for the group alarms hardwired into properties not on sheltered housing schemes qualify for Supporting People Grant and, therefore, it is proposed that they are increased by 2.5% (to £3.36 per week) in line with the indications received from the supporting people team.
- (e) The recommended alarm system service charges for 2007-08 are set out in the following table

Alarm System Service Charges*	Current Charge	Proposed Charge	Increase	
	p.w.	p.w.	%	£
	£	£		
Individual Alarms	3.28	3.36	2.5	0.08
- Those not in receipt of benefit				
- where the Council supplies the alarm	3.61	3.70	2.5	0.09
- where the user supplies the alarm	2.92	2.99	2.5	0.07
- Those in receipt of benefit				
- where the Council supplies the alarm	2.30	2.70	17.4	0.40
- where the user supplies the alarm	1.63	2.00	22.7	0.37
Group Alarms	3.28	3.36	2.5	0.08
* plus VAT where appropriate				

#### 16. Garage Rents

- (a) Any increased income from garage rents is fully available to the HRA and it is proposed that all garage rents are increased by 4.1% (in line with the uplift for HRA charges recommended by the DCLG).
- (b) As noted in the estimate report to the Housing Portfolio Holder last year (and also in the previous year), housing service officers have proposed that, should rent increases lead to a higher level of voids, the opportunity will be taken to consider the sale of any underused garage areas as land for new housing. Currently around 30% of garages are void and rent increases may lead to an even higher level.
- (c) The recommended 2007-08 garage rents are set out in the table below.

Garage Rents	Current Rent	Proposed Rents	Increase	
	p.w.	p.w.	%	£
	£	£		
Garages rented to a Council tenant or leaseholder	6.11	6.36	4.1	0.25
N.B. In excess of two garages will be subject to VAT				
Other Garages (subject to VAT)	8.43	8.78	4.1	0.35

## 17. Rents - Hostels for the Homeless

- (a) The 2007-08 draft estimate for the hostel service has been compiled on the assumption that the agency agreement with Hereward Housing Association for the management of the hostels will continue on a substantially similar basis to that in the original contract.
- (b) The agency agreement allows for a maximum inflationary uplift in rent levels of 4.1% (based on September 2006 Retail Price Index increase of 3.6% plus 0.5%).
- (c) The new agreement is still in the process of negotiation; however, Hereward have indicated that they are unlikely to be able to provide the service unless the Council is either prepared to increase the agency payment or to permit an above inflationary increase in the weekly charge Hereward makes to its tenants.
- (d) The government expect Councils to move to a situation where the full cost of any HRA service is paid by the user rather than by tenants in general. It would therefore be inappropriate to increase the subsidy from the HRA for this hostel service and with the financial pressures on the General Fund it is unlikely that additional funding would be available from this source.
- (e) In order to cover a greater proportion of the cost of the service, which currently makes a loss, Hereward would like to increase the charges to their tenants by £11.06 per week in addition to the normal inflationary increase.
- (f) The total amount charged to tenants is comprised of rent and a service charge (for items such as electricity).
- (g) The following table compares the existing weekly charge to the proposed charge by hostel.

Charge	Hostel		
	Robson Court	The Poplars	The Bungalow
	£	£	£
Rent			
2006-07	67.62	64.96	61.25
Plus 4.1% permitted uplift	2.77	2.66	2.51
2007-08 (as per agreement) <b>a</b>	70.39	67.62	63.76
Requested addition	11.06	11.06	11.06
<b>Proposed rent for 2007-08</b> <b>b</b>	<b>81.45</b>	<b>78.68</b>	<b>74.82</b>
Service Charge			
2006-07	14.28	9.73	13.51
Plus 4.1% permitted uplift	0.59	0.40	0.55
2007-08 (as per agreement) <b>c</b>	14.87	10.13	14.06
Total charge			
2007-08 (as per agreement) <b>a + c</b>	85.26	77.75	77.82
2007-08 – proposed <b>b + c</b>	96.32	88.81	88.88

- (h) The majority (22 out of 26) of hostel tenants are in receipt of housing benefit and, therefore, will not be affected by any increase. The proposed rents for 2007-08, shown in the above table, vary between £74.82 and £81.45, depending on the hostel, and are still considered to be affordable; being well below the market rent for hostel accommodation in Cambridgeshire.
- (i) It is recommended that Hereward Housing Association are allowed to increase hostel rents from April 2007 by £11.06 per week in addition to the inflationary uplift.

**Implications**

18.	Financial	The financial implications are contained in the body of the report
	Legal	There is a statutory obligation for the HRA to be in balance
	Staffing	Provided Members approve the proposed rent and charge levels, there do not appear to be any staffing implications
	Risk Management	Provided Members approve the proposed rent and charge levels, there do not appear to be any risk management implications
	Equal Opportunities	There do not appear to be any equal opportunities implications

**Effect on Annual Priorities and Corporate Objectives**

19.	Affordable Homes	To ensure that Housing Revenue Account rents and charges provide sufficient resources for the Council to continue and improve its housing services and meet the Decent Homes Standard.
	Customer Service	
	Northstowe and other growth areas	
	Quality, Accessible Services	
	Village Life	
	Sustainability	
	Partnership	

**Conclusions/Summary**

20. The draft estimates, considered in an earlier item on this agenda, include income from rents and charges at the level recommended by the Portfolio Holder. It has also been assumed, for the purposes of the draft estimates, that the Portfolio Holder's endorsement to permit the Hereward Housing Association to increase hostel rents above the inflationary level will be approved and, consequently, no additional subsidy will be required from either the HRA or the General Fund. Any variations to the proposed levels of rent and charges may require reconsideration of the HRA budget.
21. In line with the government's recommendation it is proposed that rents are increased by an average of 5%.

22. The table below sets out the proposed garage rents and other service and facility charges.

Service or Facility	Current Charge	Proposed Charge	Increase	
	p.w. £	p.w. £	%	£
<b>Sheltered Housing Charges</b>				
Tenants				
- support element				
- those in residence prior to 01/04/03	11.04	12.37	12.0	1.33
- other tenants	14.13	14.48	2.5	0.35
- communal facilities	6.04	6.29	4.1	0.25
Equity Shareholders				
- schemes with communal facilities				
- those in residence prior to 01/04/03	20.58	22.16	7.7	1.58
- other shareholders	23.67	24.27	2.5	0.60
- schemes without communal facilities				
- those in residence prior to 01/04/03	14.54	15.87	9.3	1.33
- other shareholders	17.63	17.98	2.0	0.35
<b>Alarm System Service Charges*</b>				
Individual Alarms	3.28	3.36	2.5	0.08
- Those not in receipt of benefit				
- where the Council supplies the alarm	3.61	3.70	2.5	0.09
- where the user supplies the alarm	2.92	2.99	2.5	0.07
- Those in receipt of benefit				
- where the Council supplies the alarm	2.30	2.70	17.4	0.40
- where the user supplies the alarm	1.63	2.00	22.7	0.37
Group Alarms	3.28	3.36	2.5	0.08
* plus VAT where appropriate				
<b>Garage Rents</b>				
Garages rented to a Council tenant or leaseholder	6.11	6.36	4.1	0.25
N.B. In excess of two garages will be subject to VAT				
Other Garages (subject to VAT)	8.43	8.78	4.1	0.35

### Recommendations

23. Cabinet is requested to recommend to Council that:
- from the first rent week in April 2007, rents are increased by an average of 5%, based on an inflationary increase of 4.1%, plus or minus a maximum of £0.65 towards the phasing in of rent restructuring;
  - permission is granted to Hereward Housing to increase hostel rents by £11.06 per week, in addition to 4.1% for inflation, from April 2007; and
  - charges for services and facilities are increased as outlined in the table at paragraph 22.

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

The Revenue and Capital Estimates Report presented to the Housing Portfolio Holder on 29<sup>th</sup> January 2007

HRA – A Forward Look, 2007/08 to 2011/12 - Item 20 of 14 December 2006 Cabinet Agenda

**Contact Officer:** Gwynn Thomas – Principal Accountant (Housing)  
Telephone: (01954) 713074



## SOUTH CAMBRIDGESHIRE DISTRICT COUNCIL

---

**REPORT TO:** Leader and Cabinet 8 February 2007  
**AUTHOR/S:** Executive Director / Head of Legal Services

---

**JOINT PLANNING SERVICES ARRANGEMENT****Purpose**

1. This report sets out progress in securing agreement on proposals for a joint approach to major development in the Cambridge area between South Cambridgeshire District Council, Cambridge City Council, Cambridgeshire County Council, and Cambridgeshire Horizons. It recommends that Cabinet endorses the approach and asks Council to approve the joint arrangements based on the proposals submitted by Cambridgeshire Horizons on behalf of the three local authorities to the Department of Communities and Local Government in December 2006, subject to the agreement of detailed operational arrangements

**Background**

2. Several significant growth areas have been identified around the fringes of Cambridge City on sites, which overlap the boundaries of the City and District Councils. In ensuring consistent and comprehensive development around the Cambridge fringe and at Northstowe it will be crucial for the relevant local authorities to work together, both in terms of the district and city council's functions as Local Planning Authorities and the County Council as Education and Highway Authority.
3. Initial meetings with the Government Minister and representatives from the affected Councils and Cambridgeshire Horizons confirmed the need for a joined-up approach to these major developments. Council, at its meeting on 23 November 2006, debated the matter fully, resolving:
  - (a) "That the contents of correspondence from the Department of Communities and Local Government (DCLG), set out at appendices A and B to the report, be noted and that it be noted that discussions with Cambridge City Council, Cambridgeshire County Council, and Cambridgeshire Horizons are ongoing and that any formal proposals arising from those discussions in relation to joint planning arrangements will be referred to the Council for decision.
  - (b) That authority be delegated to the Leader, Planning Portfolio Holder, Chairman and Vice-Chairman of Planning Committee, to continue discussions with the above partners, in consultation with the Leaders / Convenors / representative of opposition groups, all members of Cabinet and affected Local Ward members."
4. In accordance with this resolution further negotiations took place between the interested parties, culminating in the submission of detailed proposals to the Minister on 19 December 2006. Officers from the three local authorities and Cambridgeshire Horizons have continued work on updating those proposals. The Minister has responded favourably to these proposals, therefore it is appropriate to bring the matter to Members at this stage with a recommendation that the proposed joint arrangements be agreed by Council with a recommendation from Cabinet. The Minister's response is attached at **Appendix 4**.

## Considerations

5. The proposals aim to ensure that the Cambridge sub-region will have the structures, capacity and commitment to assure early delivery of the growth agenda to the highest standards of design and quality. At their heart is a commitment to adopt ways of joint working that involves leadership and management of resources in an integrated and focussed manner. In a practical sense, the aim of the proposals is to provide a developer/applicant with a clear picture of who has ownership of each and every part of an efficient and effective development process.

6. Key elements of the proposed joint arrangements are as follows:

(a) A **Joint Strategic Growth Implementation Committee** is to be established. This Committee is to be a Standing Committee of the Cambridgeshire Horizons Board and will be chaired by the Chairman of Cambridgeshire Horizons. Its role will be to take ownership of and drive forward the implementation of the major developments at Northstowe and the Cambridge Fringe sites. Each of the constituent local authorities i.e. Cambridge City, Cambridgeshire County, South Cambridgeshire District Councils shall nominate up to three councillors as their members of the Committee.

(b) The Joint Strategic Growth Implementation Committee will be supported by a **Senior Officer Board** chaired by the Chief Executive of Cambridgeshire Horizons. The Board will oversee the management of the joint working arrangements and put in place effective co-ordination processes, performance management systems and team development programmes. The Board will comprise of 2 senior officer representatives from each of the three local authorities and Cambridgeshire Horizons.

(c) Reporting to the Senior Officer Board will be two **Delivery Boards**, the Northstowe Delivery Board and the Fringe Sites Delivery Board. These Boards will replace the existing Project Boards and will exercise the day-to-day responsibility for driving forward the implementation of the developments. Each Board will be chaired by the Chief Executive of Cambridgeshire Horizons and will have the key agencies such as the Housing Corporation and the individual developers sitting on them in order to secure their ongoing engagement. The Boards will approve Delivery Plans that contain details of the programme, risk assessment and issues to be addressed and clear allocation of responsibility for tasks to be completed.

(d) For the exercise of statutory development control functions, the three local authorities ie Cambridgeshire County Council, Cambridge City Council and this Council will delegate powers to two joint development control committees to be established by the Secretary of State by statutory instrument pursuant to Section 29 of the Planning & Compulsory Purchase Act 2004. The constituent Councils will then use Section 101 of the Local Government Act 1972 to delegate their planning development control/highways functions to the new Committees, the **Northstowe Development Control Committee** and the **Fringe Sites Development Control Committee**. The Northstowe Development Control Committee of 10 members will operate on a joint basis between this Council (6 Members) and the County Council (4 Members)

The Fringe Sites Development Control Committee of 16 members will operate on a joint basis between all three Councils with the two Districts having 6 members each and the County 4.

(e) Terms of Reference/Operating Conventions for all the bodies proposed are attached in Appendices 1b – 1e, which reflect the work done by officers since the proposals were submitted in December. Inevitably some details remain to be agreed/drafted at this stage, however Cabinet is requested to recommend to Council that they approve the creation by statutory instrument of the relevant joint committees and the delegation of statutory planning functions to them.

Figure 1, attached as **Appendix 1a**, sets out the new structure to deal with the applications/developments at Northstowe and the Cambridge Fringe sites.

**Public Participation**

7. It is proposed to allow public participation at the Joint Committee meetings based on a draft protocol attached as **Annex 3a to Appendix 1e**. It is further proposed to create Development Control Forums based on a model already operated by the city council, the main purpose of which is to enable petitioners and applicants to give their views on major developments in advance of them being formally determined and to provide the means by which consensus can be built between the parties. It is intended that the forums will operate in accordance with a draft protocol, which is attached as **Annex 3b to Appendix 1e**.

**Options**

8. Members may support a continuation of the status quo through which each Council retains responsibility for its own area and functions. Whilst under these arrangements there would be statutory consultation as well as informal liaison between the authorities, there is some risk that this will be detrimental to the overriding aim of achieving consistent high-quality development and will not achieve the economies of scale possible from entering joint arrangements. Maintaining the status quo raises the possibility that the Government might impose a development corporation type model and relieve the Council of its development control functions in the growth areas.

**Implications**

9.	Financial	<p>Representations made to the Minister emphasised that delivery of the scale of development proposed required a substantial increase in the level of funding made available to the sub-region through Cambridgeshire Horizons, the local delivery vehicle. Appendices 3 and 3a (attached) set out the need for additional revenue resources rising from the current year's (2006/07) revenue support of some £2.3M to £5M in 2009/10. In addition the parties sought the establishment of a 'rolling fund' of some £31M to enable essential infrastructure to be provided at the earliest possible opportunity.</p> <p>The growth agenda has significant resource implications for the Council, which have been considered separately as part of the Medium Term Financial Strategy. Details of the direct financial implications arising from the introduction of joint arrangements will be subject to further work by Officers; they will be dependent to a large extent on the outcome of further discussions with the Government.</p>
----	-----------	---

Legal	Section 29 of the Planning & Compulsory Purchase Act 2004 enables the Secretary of State by Order to constitute a joint committee to be the local planning authority for the area. The new Committee, or vehicle, is a joint committee which acts as the local planning authority for a defined area and for the defined purpose. However, it is possible for the constituent authorities to provide, under Section 101 of the Local Government Act 1972, for other of their functions, for example, development control and highways to be discharged through the same Committee. This is what is proposed by this Report. Section 101 of the Local Government Act 1972 and Article 11 of the Constitution allow the Council to establish joint arrangements with one or more local authorities and/or their executives to discharge non-executive functions in any of the participating authorities. Such arrangements may involve the creation of a joint committee. For this, formal Council approval by each authority will be required.
Staffing	Appendices 2 and 2a describe proposed joint working arrangements. Detailed staffing arrangements will need to be developed as part of the ongoing work to deliver the joint structure
Risk Management	The key risk of losing planning powers is explained in paragraph 8 above. There is a risk of delays to the successful implementation of the joint arrangements should the authorities concerned be unable to agree on how they will work together. Problems of this nature are also likely to be detrimental to the overall quality of major development in the Cambridge fringe and at Northstowe.
Equal Opportunities	Having major development applications determined by a single entity will result in a clearer approach for interested parties. This, along with detailed arrangements for public participation, will ensure an inclusive approach and maximise the opportunity for everyone to have their say in shaping the proposals.

### Effect on Annual Priorities and Corporate Objectives

10.	Affordable Homes	There will be extensive provision for affordable housing within the major developments.
	Customer Service	As per the equal opportunities implications above
	Northstowe and other growth areas	This issue is fundamental to achieving the Council's objectives and meeting its priorities in respect of the Northstowe and Cambridge fringe growth areas.
	Quality, Accessible Services	The agreement of joint arrangements will enhance the ability of the public to participate in decision-making and will allow the authorities concerned to oversee development which provides comprehensive and high-quality service provision.
	Village Life	The effects of the development of village life will be considered as part of the detailed consideration of applications for major development. As above, however, it is considered that village life issues can be dealt with more satisfactorily by a single co-ordinated committee structure, with local views taken into account through the involvement of Local Members.
	Sustainability	As above, joint arrangements will help to ensure sustainable major development.

Partnership	The agreement of joint arrangements provides major opportunities for the three authorities to work effectively in partnership towards the common goal of acceptable and appropriate major development at Northstowe and around the Cambridge fringe.
-------------	--

### Conclusions/Summary

11. It is recommended that the proposed joint arrangements, developed by this Council in conjunction with its local partners and endorsed by the Secretary of State, be endorsed by approved by the Council. It is considered that they constitute the best means of ensuring an integrated approach to the major development that the councils will be required to oversee, at the earliest stage possible, and have the merit of offering streamlined decision-making backed by integrated officer support whilst retaining the crucial element of local democratic accountability.

### Recommendation

12. Cabinet recommends that Council:
- (a) Approves the joint working arrangements set out in Appendices 1-3 including the creation of the Joint Strategic Growth Implementation Committee, Northstowe Development Control Committee and Fringe Sites Development Control Committee, subject to the agreement of detailed operational arrangements.
  - (b) Subject to the relevant statutory instrument being made, makes the following appointments to the joint committees:
    - (i) Joint Strategic Growth Implementation Committee – 3 Councillors, including the Planning and Economic Development Portfolio Holder
    - (ii) Northstowe Development Control Committee – 6 Councillors, in accordance with the rules of political balance.
    - (iii) Fringe Sites Development Control Committee – 6 Councillors, in accordance with the rules of political balance.
  - (c) Subject to the relevant statutory instrument being made, delegates the planning powers as listed in Annex 1 to Appendix 1e to the joint development control committees and amend the Constitution accordingly, subject to a detailed scheme of delegation to Officers being prepared for subsequent approval by Council.
  - (d) Authorises the Chief Executive to make any further minor or consequential amendments to the scheme as may be from time to time required.

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

The Council's Constitution  
 Detailed proposals submitted to the Minister in December 2006, set out as Appendices 1-3.

**Contact Officer:** Colin Tucker – Head of Legal Services  
 Telephone: (01954) 713060  
 e-mail [colin.tucker@scambs.gov.uk](mailto:colin.tucker@scambs.gov.uk)

**LIST AND BRIEF DESCRIPTION OF APPENDICES TO THE REPORT**

*Appendices 1-1d and 2-3 are as included in the proposal submitted to the Minister on 19 December 2006.*

*Appendix 1e was included in the proposal submitted to the Minister but has since been amended following further discussions at Officer level. The amended version is included here.*

**Appendix 1** – Summary of new structure,

**Appendix 1a** – Diagram outlining the proposed arrangements.

**Appendix 1b** – Joint Strategic Growth Implementation Committee draft Terms of Reference

**Appendix 1c** – Joint Officer Board draft Terms of Reference

**Appendix 1d** – Project Board draft Terms of Reference

**Appendix 1e and Annexes 1-3** – Terms of Reference for the Joint Development Control Committees

**Appendices 2 and 2a** – Proposed Joint working arrangements

**Appendix 3** – Resources required

**Appendix 3a** – Pump-priming

**Appendix 4** – Minister's response to Cambridgeshire Horizons, January 2007.

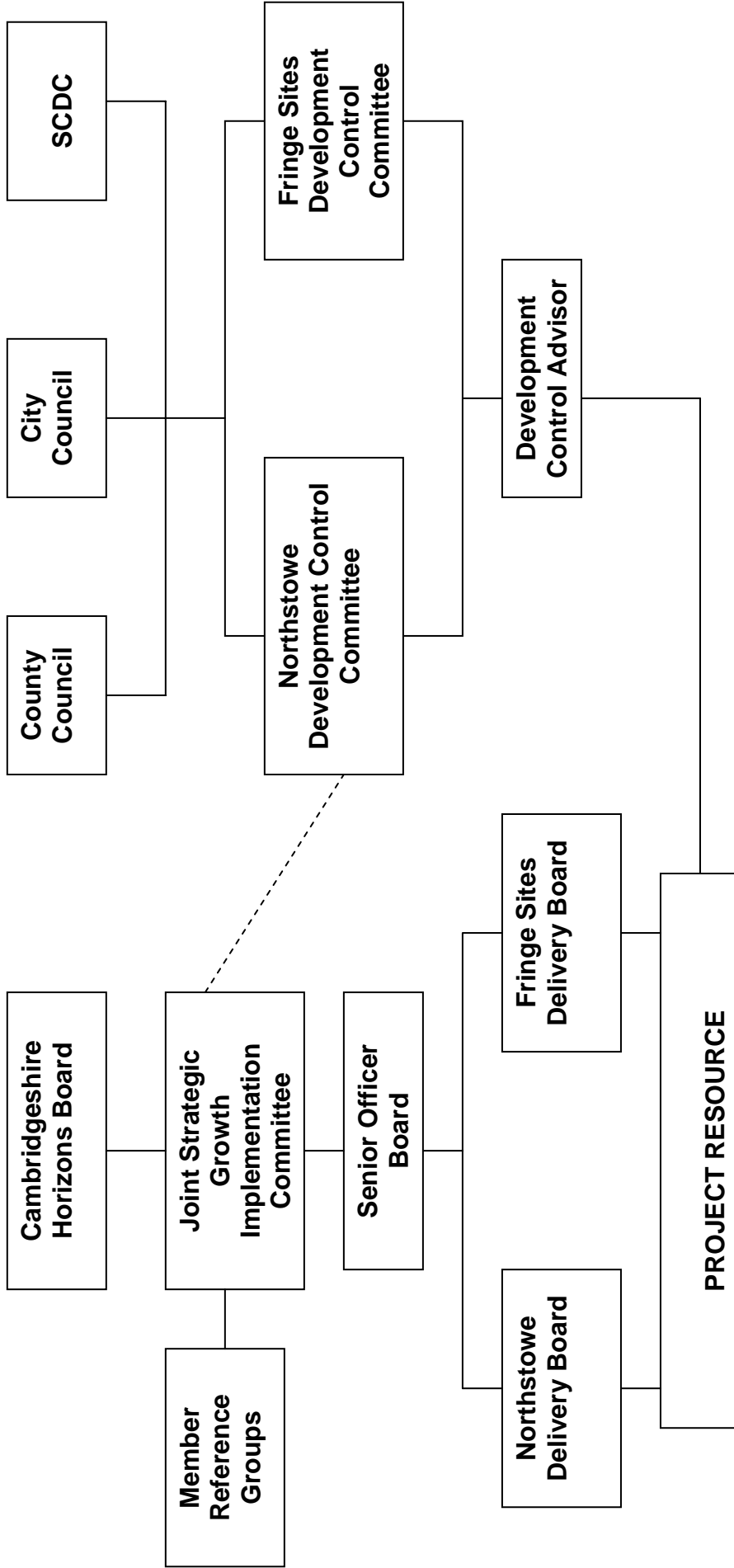
**New Structure**

1. Figure 1 attached hereto sets out the new structure to deal with the applications/developments at Northstowe and the Cambridge Fringe sites.
2. A Joint Strategic Growth Implementation Committee is to be established. This Committee is to be a Standing Committee of the Cambridgeshire Horizons Board and will be Chaired by the Chairman of Cambridgeshire Horizons. Its role will be to take ownership of and drive forward the implementation of the major developments at Northstowe and the Cambridge Fringe sites.
3. The Joint Strategic Growth Implementation Committee will be supported by a Senior Officer Board chaired by the Chief Executive of Cambridgeshire Horizons. The Board will oversee the management of the joint working arrangements and put in place effective co-ordination processes, performance management systems and team development programmes.
4. Reporting to the Senior Officer Board will be two Delivery Boards, the Northstowe Delivery Board and the Fringe Sites Delivery Board. These Boards will replace the existing Project Boards and will exercise the day-to-day responsibility for driving forward the implementation of the developments. Each Board will be chaired by the Chief Executive of Cambridgeshire Horizons and will have the key agencies such as the Housing Corporation and the individual developers sitting on them as of right. The Boards will approve Delivery Plans that contain details of the programme, risk assessment and issues to be addressed and clear allocation of responsibility for tasks to be completed.
5. For the exercise of statutory development control functions, the three local authorities ie Cambridgeshire County Council, Cambridge City Council and South Cambridgeshire District Council will delegate powers to two joint development control committees, the Northstowe Development Control Committee and the Fringe Sites Development Control Committee. The Northstowe Development Control Committee of 10 members will operate on a joint basis between the County Council (4) and South Cambridgeshire District Council (6).
6. The Fringe Sites Development Control Committee of 16 members will operate on a joint basis between all three Councils with the two Districts having 6 members each and the County 4.
7. Terms of Reference/Operating Conventions for all the bodies proposed are attached hereto for information purposes. Inevitably some details remain to be agreed/drafted at this stage. However the extent of the work already agreed as evidenced by these documents demonstrates the robustness of the arrangements.

This page is intentionally left blank



Figure 1



This page is intentionally left blank

**JOINT STRATEGIC GROWTH IMPLEMENTATION COMMITTEE****TERMS OF REFERENCE/OPERATING CONVENTIONS****(i) Status of Committee**

The Committee will be a Standing Committee of Cambridgeshire Horizons and report to that organisation's Board.

**(ii) Role of Committee**

The Committee should provide a strategic mechanism for each authority and Cambridgeshire Horizons to explore issues to ensure that the growth agenda is driven forward in an integrated, coherent and consistent manner.

**(iii) Key Tasks**

Key tasks will be:

- agree and monitor those elements of the 'Growth Business Plan' for the sub-region that relate specifically to Northstowe and the Fringe sites
- agree and monitor the implementation programmes for Northstowe and the Cambridge Fringe sites
- co-ordination of planning policy frameworks including Local Development Frameworks and Local Transport Plans
- prioritisation and oversight of planning obligation strategies
- co-ordination of relevant access, transportation, education, waste, health and other infrastructure policies
- co-ordination of relevant community, cultural, arts and sports arrangements including their management
- ensure that the developments will meet the expectations of high standards and sustainable design
- consider and resolve conflicts that arise between any of the authorities and recommend solutions to resolve such conflicts
- allocate resources for the implementation programmes for Northstowe and Fringe sites and monitor their use and effectiveness

(iv) **Agenda Management**

- The agenda and responsibility for its preparation will fall to Cambridgeshire Horizons in consultation with the authorities senior officer representatives on the Joint Officer Board.
- Reports will be despatched at least seven days prior to the date of the meeting.
- A formal agenda plan will be maintained by Cambridgeshire Horizons

(v) **Chair**

The Chair will be Sir David Trippier, the Chairman of Cambridgeshire Horizons

(vi) **Membership**

Each of the constituent local authorities ie Cambridge City, Cambridgeshire County, South Cambridgeshire District Councils shall nominate upto three councillors as their members of the Committee. Cambridgeshire Horizons will be represented by its Chairman, Chief Executive and Director of Development.

(vii) **Quorum**

The quorum should be four providing all four constituent organisations ie the three local authorities and Cambridgeshire Horizons are present.

(viii) **Reference Up**

Any Member may refer a decision taken by the Committee to the next meeting of the Cambridgeshire Horizons Board for ratification prior to it being implemented.

(ix) **Secretariat**

The Committee will be serviced by Cambridgeshire Horizons.

(x) **Venues**

Meetings will rotate around the offices of the four constituent organisations.

(xi) **Open Meeting/Publicity**

Meetings of the Committee normally will be open to the press and public. Joint statements may also be necessary from time to time and these will be organised by Cambridgeshire Horizons in consultation

with the public relations staff of the three authorities. All reports to be debated by the Committee in open session will be published on Cambridgeshire Horizons website at least five working days before the date of the meeting.

(xii) **Frequency of Meetings**

Meetings will be held at least once every three months with additional meetings to be arranged as when deemed necessary.

This page is intentionally left blank

**JOINT OFFICER BOARD****TERMS OF REFERENCE/OPERATING CONVENTIONS****(i) Role of Board**

The Board will provide strategic management to ensure that resources allocated by the Joint Strategic Growth Implementation Committee, including staff resources, are utilised in an integrated and coherent manner consistent with the need to progress the implementation of the growth agenda for the Cambridge sub-region.

**(ii) Key Tasks**

Key tasks will be:

- Ensure that those elements of the 'Growth Business Plan' for the sub-region that relate specifically to Northstowe and the Fringe sites are implemented.
- produce implementation programmes for Northstowe and the Cambridge Fringe sites for approval by the Joint Strategic Growth Implementation Committee
- identify, establish, monitor and resolve the performance of a joint core team of local authority and Cambridgeshire Horizons staff to work on development control and implementation issues
- identify, establish, monitor and resolve the supporting work required by the joint core team from other staffing resources to be provided by the local authorities and Cambridgeshire Horizons
- ensure that the developments will meet the expectations of high standards and sustainable design
- identify, procure, monitor and resolve the performance of specialist consultancy support required
- report on progress achieved to the Joint Strategic Growth Implementation Committee

**(iii) Chair**

The Chair will be Stephen Catchpole the Chief Executive of Cambridgeshire Horizons.

**(iv) Membership**

The Board will comprise of 2 senior officer representatives from each of the three local authorities and Cambridgeshire Horizons.

**(v) Meetings**

Meetings will take place at least once each month

This page is intentionally left blank



**GROWTH AREA DELIVERY BOARDS****TERMS OF REFERENCE****(i) Operation of the Delivery Boards**

There will be two Delivery Boards, one for Northstowe and one for Cambridge Fringes. Note, given the scope of work and number of developers involved, it may be appropriate to sub-divide the Cambridge Fringe Sites Delivery Board for operational purposes.

Meetings will normally be held in two parts, part one for public sector members only and part two for all members including developers. As these are officer meetings involving negotiations, meetings will be held in private.

**(ii) Role of Delivery Boards**

The Delivery Board will oversee the management of and ensure the delivery of Northstowe New Town / Cambridge Urban Fringe developments, ensuring the development meets expectations set out in policy documents for high standards and sustainable design.

**(iii) Key Tasks**

- Ensure an up-to-date programme for delivery is drawn up, agreed amongst all members of the Delivery Board and reviewed at least once a month.
- Ensure a critical path is identified and that key dates are met by the appropriate organisation.
- Ensure a comprehensive assessment of the risks associated with implementation of the development is undertaken and updated at least once a month.
- Based on the assessment of risks above, ensure that mechanisms are put in place to address and overcome issues which would delay or prevent implementation of the development within the agreed programme, including establishing time-limited task groups to address issues.
- Manage risks by empowering the Delivery Manager to work across organisational boundaries to address issues.
- Ensure progress is reviewed, best practice identified and lessons learnt are applied to improve the timely delivery and quality of the development.
- Oversee the preparation of section 106 and / or other agreements, including prioritisation of community needs.
- Ensure effective dialogue amongst local authorities, developers and other infrastructure providers and maintain a collaborative approach to implementation, including effective communications with the joint development control function and member reference groups.
- Put in place, monitor and review a communication and public relations strategy to ensure appropriate stakeholder and community engagement with the project, and ensure effective communications with the media.
- Oversee, monitor and review budgets for work undertaken to support implementation of the development, including consultancy studies.
- Ensure provision is made for resources to support implementation of the development.
- Oversee bids and other responses for funding related to the development.

- Provide regular updates to the Joint Officer Board and Strategic Implementation Committee on progress with delivery, including information to assist resolution of cross-cutting strategic issues.

**(iv) Chair**

The Chair will be Stephen Catchpole the Chief Executive of Cambridgeshire Horizons.

**(v) Membership**

The Northstowe Delivery Boards will comprise senior officer representatives from South Cambridgeshire District Council, the County Council, Cambridgeshire Horizons, the Delivery Manager, senior advisor to the Joint Development Control Committee, the Cambridgeshire PCT, Highways Agency, Housing Corporation, Environment Agency and the developers.

The Cambridge Fringe Sites Delivery Board will comprise senior officer representatives from Cambridge City Council, South Cambridgeshire District Council, the County Council, Cambridgeshire Horizons, the Delivery Manager, senior advisor to the Joint Development Control Committee, the Cambridgeshire PCT, Highways Agency, Housing Corporation, Environment Agency and the developers.

**(vi) Meetings**

Meetings will take place at least once a month. The Delivery Manager will coordinate the meetings.

LDV Review**TERMS OF REFERENCE FOR JOINT DEVELOPMENT CONTROL COMMITTEES****1. Parties:****Fringe sites Development Control Committee**

Cambridge City Council  
 Cambridgeshire County Council]  
 South Cambridgeshire District Council  
 ('the Councils')

**Northstowe Development Control Committee**

Cambridgeshire County Council  
 South Cambridgeshire District Council  
 ('the Councils')

**2. Status:**

These Committees are joint committees to be formed by a combination of statutory order under the Planning and Compulsory Purchase Act 2004 and resolution of the Councils pursuant to section 101(5), Local Government Act, 1972.

**3. Membership:****Fringe sites Development Control Committee**

6 Members appointed by Cambridge City Council  
 4 Members appointed by Cambridgeshire County Council  
 6 Members appointed by South Cambridgeshire District Council

**Northstowe Development Control Committee**

4 Members appointed by Cambridgeshire County Council  
 6 Members appointed by South Cambridgeshire District Council

**4. Terms of reference:**

- 4.1 The Committees' remits are to discharge the functions ('the functions') set out in Annex 1, the exercise of which have been delegated to the Committees by the parties, subject to the limitation in paragraph 4.2. The functions delegated include the power of the Councils to determine planning applications by virtue of Regulation 3 of the Town and Country Planning General Regulations 1992.
- 4.2 The Committees shall only discharge the functions in respect of major developments<sup>1</sup> falling wholly or substantially within the areas shown edged in

---

<sup>11</sup> "Major development means development including any one or more of the following:

- (a) waste development;
- (b) the provision of dwelling-houses where
  - (i) the number of dwelling-houses to be provided is 10 or more; or

red on the plans forming Annex 2 (***to be circulated when available***). 'Major development' is defined by reference to Article 1 of the Town and Country Planning (General Development Procedure) Order 1995 as in force on [date] **or as subsequently amended or replaced**. NB – plans to relate to structure plan fringe infrastructure areas for City/SCDC/CCC and to similar for Northstowe in SCDC/CCC arrangement.

- 4.3 The Committees may exercise the subsidiary powers set out in the Order creating the arrangements and pursuant to section 111, Local Government Act 1972 in connection with the discharge of the functions.
- 4.4 The Committees may exercise the powers of delegation contained in section 101(2), Local Government Act 1972
- 4.5 In relation to applications falling wholly within the administrative area of one of the district councils, county members may vote in all matters, members nominated by the other district council may attend and speak at committee meetings but may not vote.

## 5. Standing Orders

- 5.1 The Committees shall be governed by the Standing Orders set out in Annex 3.

## 6. Administration

- 6.1 The council which is the host planning authority shall receive applications relating to the functions in the usual way and shall be responsible for all administrative stages leading to and flowing from the exercise of the functions.
- 6.2 Cambridgeshire Horizons staff shall be responsible for all matters connected with the administration of the committee, including the preparation and dispatch of agendas and securing premises at which the committee may meet.

## 7. Termination

- 7.1 These joint committee arrangements may be terminated pursuant to powers in the 2004 Act and will be subject to periodic review in the Order creating them

- 
- (ii) the development is to be carried out on a site having an area of 0.5 hectares or more and it is not known whether the development falls within paragraph (c)(i);
  - (c) the provision of a building or buildings where the floor space to be created by the development is 1,000 square metres or more; [clarify for article 3s in relation to things like libraries which may be smaller size] or
  - (d) development carried out on a site having an area of 1 hectare or more.
  - (e) **Regulation 3 developments for all [new] facilities – suggested wording to clarify c**

Annex 1

Functions delegated to the Committees. To exercise each of the Councils' powers and duties in relation to:

- development control on Major Developments including for the avoidance of doubt the power to approve authorise and direct the respective Councils to enter in to agreements regulating the development or use of land pursuant to S106 of the Town and Country Planning Act 1990 and related powers [and to prepare for approval by each Council a scheme of delegation to Officers insofar as this has not been agreed prior to commencement of the Committee and thereafter to keep such scheme of delegation under review]

**Annex 2**

**[Plans showing fringe areas.] – to be finalised by planning officers of the Councils**

**Annex 3**

**Draft Standing Orders**

**The final standing orders will reflect the relevant Codes of Conduct and Statements of conformity of the Councils involved to ensure that the arrangements are consistent with or better than those codes/statements.**

**1 Appointment of Chair and Vice-Chair**

- 1.1 The Committees shall, at their first meetings, and from time to time as it considers necessary, elect a Chair and Vice-Chair.
- 1.2 In the absence from any meeting of the Chair and Vice-Chair, a Chair for that meeting shall be appointed by the meeting, but shall relinquish the chair if the Chair or Vice Chair subsequently arrives at the meeting.

**2. Appointment of Spokespersons**

- 2.1 Each of the councils shall nominate one of the committee members which it appoints as its spokesperson.

**3. Notice Of And Summons To Meetings**

- 3.1 [Administrator to be identified] will give notice to the public of the time and place of any meeting in accordance with the access to information rules applicable to local authorities. At least five clear days before a meeting, the [administrator to be identified] will send an agenda by post to every member of the Committee. The agenda will give the date, time and place of each meeting and specify the business to be transacted, and will be accompanied by such details as are available.
- 3.2 The [administrator to be identified] will take reasonable steps to ensure that a copy of the agenda and accompanying papers are placed on deposit at the offices of each of the councils for public inspection at least five clear days before the meeting. The [administrator to be identified] will arrangements to ensure that arrangements are put in place for the inspection of background papers in accordance with section 100D, Local Government Act, 1972 and to ensure compliance with all other provisions of Part VA, of that Act.
- 3.3 Dates, times and venues for meetings shall be determined by the committee. In the absence of agreement or in cases of urgency, meetings may be called by the [administrator to be identified] following consultation with the Chair and Spokespersons.

**4. Membership**

- 4.1 Committee members shall be appointed by the councils from time to time in accordance with the terms of reference. A council may at any time replace

one or more of its nominated members by notice given to the [administrator to be identified].

5. **Alternate Members** [If we are to provide for alternate members.]

- 5.1 Each council will, by resolution, appoint one alternate member in respect of each political group which represents their council on the committees, but shall not appoint an alternate member for a political group which declines to nominate an alternate member. Each council will notify the [administrator to be identified] of alternate members appointed.
- 5.2 Alternate members will have all the powers and duties of any ordinary members of the committees. For the purposes of briefing meetings and circulation of papers, alternate members shall be treated in the same manner as ordinary members.
- 5.3 Alternate members may attend meetings in that capacity only to take the place of a member of the same political group who is an ordinary member of the relevant committee or sub-committee. The alternate member should withdraw from participation as a member of that committee or sub-committee in the business at that meeting during any period during which the principal member is in fact in attendance.

6. **Quorum**

6.1 The quorum of a meeting will be as follows:-

**Fringe Sites Development Control Committee**

3 Members from South Cambridgeshire District Council  
2 Members from Cambridgeshire County Council  
X Members from Cambridge City Council

**Northstowe Development Control Committee**

3 Members from South Cambridgeshire District Council  
2 Members from Cambridgeshire County Council

7. **Public speaking rights**

7.1 Members of the public have the public speaking rights set out in Annex A.

8. **Voting**

- 8.1 Every question shall be decided by a show of hands, subject to Rule
- 8.2 If any member demands a division and is supported by two other members rising in their places, the question shall be determined by a vote by roll-call and the [administrator to be identified] shall record and enter in the minutes the names of each member present and whether s/he voted for or against or abstained.

8.3 Any member may, immediately after any vote is taken, require a record to be made in the minutes of whether s/he voted for or against or abstained.

8.4 If there are equal numbers of votes for and against, the Chair will have a second or casting vote.

## **9. Minutes**

9.1 The Chair will sign the minutes of the committee at the next suitable meeting. The Chair will move that the minutes of the previous meeting be signed as a correct record.

## **10. Exclusion Of Public**

10.1 Members of the public and press may only be excluded either in accordance with the Access to Information provisions of the Local Government Act 1972 (consideration of 'exempt information') Rules in Part 4 of this Constitution or Rule 12 (Disturbance by Public).

## **11. Disorderly Conduct: Misconduct Of A Member**

11.1 If at any meeting of the committee any member, in the opinion of the Chair, misconducts him/herself by persistently disregarding the ruling of the chair, or by behaving irregularly, improperly or offensively, or by wilfully obstructing the business of the committee, the Chair or any other member may move "That the member named be not further heard", and the motion if seconded shall be put and determined without discussion.

11.2 If the member named continues his/her misconduct after a motion under the foregoing Rule has been carried, the Chair shall either move "that the member named do leave the meeting" (in which case the motion shall be put and determined without seconding or discussion); or adjourn the meeting of the Council or committee for such period as s/he is in his/her discretion shall consider expedient.

11.3 In the event of a general disturbance which in the opinion of the Chair renders the due and orderly despatch of business impossible, the Chair, in addition to any other power vested in him/her, may adjourn the meeting of the committee for such period as s/he is in his/her discretion shall consider expedient.

## **12 Disorderly Conduct: Disturbance by members of the public**

12.1 If a member of the public interrupts the proceedings at any meeting the Chair shall warn him/her. If s/he continues the interruption the Chair shall order his/her removal from the meeting.

12.2 In case of a general disturbance in any part of the Room open to the public the Chair shall order that part to be cleared.

## **13 Suspension Of Standing Orders**

13.1 Any of these Standing Orders may, so far as is lawful, be suspended by motion passed unanimously. Any motion to suspend any part of these rules



shall specify the purpose of their suspension. Any suspension shall only be to the extent and for the length of time necessary to achieve the stated purpose.

**14. Attendance at the Committee by other members of the Councils**

- 14.1. A member of any of the councils who is not a member of the committees may speak at a meeting of the committees at the request or with the permission of that committee or of its Chair made or obtained before the meeting. Such request or permission shall specify the matters in respect of which the member shall be permitted to speak.

**15. Development Control Forums**

- 15.1 The Committees will operate a scheme for development control forums in accordance with Annex B.

### **Annex 3a: Public Speaking Rights**

#### **Public Speaking**

Members of the public, or applicants or their agents, who want to speak about an application which is to be considered at a meeting of the committees can do so if they have:

- In the case of members of the public, already submitted a written representation on an application; and
- Notified the [administrator to be identified] by 12.00 noon on the day before the meeting.

A member of the public who has made a written representation on a planning application which is to be determined by the committees, will be notified in writing about the committee date and their public speaking rights in the week before the committee meeting.

#### **At the Committee Meeting**

A list of public speakers is available at the meeting. Agenda items for which there are public speakers are taken first, normally in the order of the agenda.

Each speaker will be allowed three minutes in which to make their representation. The Chair will tell the speaker when the three minutes has elapsed and the speaker must stop when requested by the Chair. The Chair has discretion to extend this time limit.

If more than one person wants to make a representation about the same application, then they should chose someone to act as a spokesperson. When several people wish to speak on the same application but wish to raise different issues, the Chair may agree to those speakers making representations. In these circumstances, less time may need to be given to each speaker.

The Chair will ask the speaker to come to the table at the beginning of the discussion of the report on the relevant application. The Chair will then invite them to speak following the Officer's introduction to the report on the application.

The speaker should address the Chair of the Committee, which is the normal convention for Committees.

When speaking please remember to:

- Keep to your 3 minutes or whatever other period has been agreed.
- Keep to the planning issues raised by the application.
- Highlight the main points you wish to raise and be as brief and concise as possible.
- Be courteous.

- At the end of public speaking, the Committee will discuss and determine the planning application.

**Annex 3b. Development Control Forums.**

Receipt of Petitions and Notification of Development Control Forum

1. Neighbour consultation letters on planning applications within the remit of the committee shall include information about the scheme for development control forums.
2. Petitions should be sent to the [administrator to be identified].
3. The [administrator to be identified] will:
  - (a) Liaise with the [Planning case officer] to obtain the following information:
    - \* The expiry date of the 21 day consultation period;
    - \* The addresses of the applicant and agent.
  - (b) Check whether the petition meets the criteria established in the scheme - ie:
    - \* It contains at least 25 signatures of residents and/or business owners in the County;
    - \* It includes the addresses of those who have signed it;
    - \* It has been received within 7 working days of the end of the 21 days consultation period (in the case of petitions of objection) and no later than 6 working days before a Forum meeting (in the case of petitions of support);
    - \* The application is not: a householder application; an application for a certificate of lawful use; or an application for advertisement consent.

[Note:

- (i) If any of these criteria are not met, the petitioners should be informed in writing that their petition will be reported to the committee, and that a Development Control Forum will not be held.
- (ii) Normally, a Forum will not be convened in the case of petitions relating to amendments to applications, or to applications which have already been the subject of a Forum. However, the [administrator to be identified], following consultation with the Chair and Spokesperson/s, is authorised to decide whether significant new issues are raised, making a Forum appropriate.
- (iii) A Forum will not be held to hear a petition of support alone, except where an application, which has not already been subject to a Forum meeting, is resubmitted following an earlier refusal of planning permission.

- (iv) Petitions may be submitted by email subject to the following:
- An e-mail petition must consist of individual e-mails, showing the sender's e-mail address.
  - An e-mail petition must include the sender's postal address.
  - The e-mails must be addressed to the organiser (rather than a council or the committee or its members) who must then let the [administrator to be appointed] have print-outs of the requisite number of supporting e-mails.
  - Random checks will be carried out on petitioners that have used the e-mail procedure.]

(c) Liaise with the Planning case officer and Chair and spokespersons about the date of the Development Control Forum and fix a date, time and venue. So far as practical at least 10 days (not working days) notice should be given to all those attending under (d).

(d) Send written invitations to:

- \* The lead petitioners;
- \* The applicants and agents;
- \* Committee members;
- \* Ward councillors;
- \* Planning officers;

The press will also be informed.

The invitations to the meeting should include:

- \* A short summary of the application details (to be provided by the planning case officer);
- \* The case officer as a contact point for planning enquiries and the [administrator to be identified] for queries about the petition process;
- \* An explanation of the fact that up to three representatives of the petitioners and up to three representatives of the applicants may attend and speak;
- \* Petitioners to be invited to contact the officers for a briefing on the procedures at the Forum.

(e) Inform all other councillors of the three councils that the meeting is taking place.

4. If two or more petitions are received relating to the same planning application, the following procedure should be applied:

- \* In the case of two or more petitions opposed to the application, or two or more petitions in support of the application, the petitioners will be encouraged to make a joint presentation. If agreement on this is not

possible between the petitioners, they would share the time allocations given in paragraph 9.

### **Development Control Forum Meetings**

5. The Press and Public are entitled to attend meetings as observers.
6. The [senior planning officer] (other than one of the case officers involved in dealing with the application) will chair the meeting.
7. The style of the Forum will be informal, but the authority of the Chair must be recognised. The decision of the Chair on any question of procedure will be final. No votes will be taken.
8. The main purpose of Forum meetings is to enable petitioners and applicants to give their views and to provide the means by which consensus can be built between the parties.
9. The format of the Forum will be as follows for each application:
  - \* Presentation of the application by the applicant/agent (up to three representatives) - up to 20 minutes;
  - \* Presentation of the views of the petitioners against the application (up to three representatives) - up to 20 minutes;
  - \* Presentation of the views of the petitioners in support of the application (where applicable) (up to three representatives) - up to 20 minutes;
  - \* Presentation by the case officer - up to 10 minutes;
  - \* Member questions and issues arising - up to 30 minutes;
  - \* Summing up by the applicants/agents - up to 5 minutes;
  - \* Summing up by the petitioners against the application - up to 5 minutes;
  - \* Summing up by the petitioners in support of the application - up to 5 minutes;
  - \* Final comments of the Chair.

### **After the Meeting of the Forum**

10. The [administrator to be identified] will take minutes of the meeting. The minutes will be a summary of the issues raised and should not be taken to express a view or decision which is in any way binding on the committee. The minutes will be circulated in draft to the Chair of the Forum, the Chair and Spokesperson/s of the committee and the case officer and finalised within 5 working days of the Forum. Copies of the finalised minutes will be sent, for information, to:
  - \* The petitioners' representatives at the meeting;
  - \* The applicants' representatives at the meeting;
  - \* Ward councillors;
  - \* Committee members.

The minutes, and the text of the petition, will also be appended to the report to the committee which invites it to determine the application.

11. The case officer should contact the applicants/agent after the meeting to discuss whether a meeting would be helpful to discuss the issues raised at the Forum and to discuss any changes that may be necessary to the application. The applicant will be encouraged to keep in direct contact with the petitioners and to seek their views on any amendment/s.
12. The case officer will inform the petitioners' representatives of any amendments to the application. Normally, no further Development Control Forum will be held if the planning application is amended - see paragraph 3 (b) (ii).
13. The petitioners' representatives will be informed of the date of the meeting at which the application is to be considered by the committee and will be sent copies of the committee report. The petitioners and applicants will be asked to send any further comments they may have on the report to the planning case officer as soon as possible, so that they can be circulated in good time to members of the committee.

**Annex 3c  
Costs Sharing Protocol**

**The ongoing administrative costs shall be borne initially from the joint budget administered through Cambridgeshire Horizons and thereafter in equal shares by the participating authorities**

**These costs are assumed to include committee administration and legal support; planning consultancy costs**

**Exceptional costs that arise in relation to, for example, appeals and legal proceedings will be borne, insofar as they cannot be met via the joint budget, proportionately by the Councils which are entitled to vote on the matters which give rise to the costs**



**Proposed Joint Working Arrangements**

1. To support the new structure of decision-making, Cambridgeshire Horizons and its partners recognise that new ways of joint working have to be put in place and managed effectively.
2. Attached hereto is the Paper (Appendix 2a) agreed by all the parties on how these new arrangements are to work. Figure B of the Paper illustrates the two extended linked teams, one for Delivery and one for Development Control. Each of these teams will comprise of staff from Horizons Core Team and staff within the local authorities working together wholly or primarily on major sites' work.
3. On the delivery side, the Delivery Team will be led and managed by Cambridgeshire Horizons Director for Development with support from the two Delivery Managers. He will be accountable to the Senior Officer Board for ensuring effective management of the team and responsible on a day-to-day basis to the Chief Executive of Cambridgeshire Horizons.
4. Cambridgeshire Horizons Director for Sustainable Communities will take overall responsibility for the leadership and management of the Development Control Team. He will be responsible solely for the reports/recommendations to the Joint Development Control Committees accountable to the Senior Office Board and the Chief Executive of Cambridgeshire Horizons, the Director will be supported by a Development Control Manager.
5. Formal Service Level Agreements will be drawn-up to ensure that outputs of work undertaken by local authority staff are co-ordinated, prioritised, completed and monitored in accordance with the relevant Delivery Plan.

This page is intentionally left blank

## **PROPOSED JOINT WORKING ARRANGEMENTS**

### **1. OVERVIEW**

- 1.1 Fig A shows an overview of the partnership arrangements for major sites (Northstowe and Cambridge Urban Fringes).
- 1.2 The three Local Authorities and Cambridgeshire Horizons will work together to deliver sustainable new communities within the agreed political structures. Overall officer direction will be given by the relevant Directors from the four organisations through the Joint Senior Officer Board. New Delivery Managers, based at Cambridgeshire Horizons, will be responsible for coordinating delivery. Existing Heads of Service in local authorities will be responsible for managing the delivery of their areas of activity through their teams.
- 1.3 Other organisations also have a vital role to play, including key delivery agencies, developers and infrastructure providers. These organisations will be represented on Delivery Boards and / or their sub / working groups as appropriate.
- 1.4 The Joint Senior Officer Board will oversee the management of the joint working arrangements. The Board will put in place effective coordination arrangements, performance management systems and team development programmes to support joint working.
- 1.5 Delivery Managers will produce Delivery Plans for each major site, for approval by the relevant Delivery Board. Each Delivery Plan will contain details of the programme, risk assessment and issues to be addressed, process for determining Section 106 Agreements and clear responsibility for delivery of tasks. Delivery Plans, which will nest within the overall Long Term Delivery Plan for the Sub Region currently being prepared, will be monitored and updated regularly.
- 1.6 The policy functions of the three authorities will continue to be undertaken within each of the local authorities. The Joint Strategic Planning Committee and the Senior Officer Board will ensure effective co-ordination with the Delivery Plan and each Delivery Manager will liaise with the relevant officers within the Local Authorities.
- 1.7 The proposals will help increase performance in addressing key issues, such as climate change, in accordance with Government policy.

### **2. ACCOUNTABILITY AND TEAM WORKING**

- 2.1 Fig B illustrates the arrangements for accountability and linkages / lines of loyalty. The diagram shows two extended linked teams, one for Delivery and one for Development Control. Each of these teams will comprise staff from the Cambridgeshire Horizons Core Team and staff within Local Authorities working wholly or primarily on major sites work.
- 2.2 The Cambridgeshire Horizons Director for Development will take overall responsibility for the leadership and overall performance of the **Delivery Team**. The Director will be accountable to the Joint Senior Officer Board for ensuring effective management of the team.

- 2.3 The Delivery Managers will coordinate the work of the Delivery Team, and manage and monitor progress in accordance with the Delivery Plan.
- 2.4 The Cambridgeshire Horizons Director for Sustainable Communities will take overall responsibility for the leadership and performance management of the **Development Control Team**. The Director will be accountable to the Joint Senior Officer Board for ensuring effective management of the team. The Director will provide reports to the Joint Development Control Committees.
- 2.5 The Director will be supported by a Development Control Manager, who will coordinate the work of the Development Control Team.
- 2.6 Core Team staff will report to one of the Delivery Managers or the Development Control Manager as appropriate. Local Authority staff involved in delivery of growth will either report to the Delivery Managers under secondment or to their Head of Service under a Service Level Agreement with Delivery Managers (see below). Staff will be expected to work with other staff (Core Team and Local Authority) as part of an extended team. Core Team staff will support Heads of Service in delivering their targets.
- 2.7 Formal **Service Level Agreements** (SLAs) will be drawn up by the Delivery Manager / Development Control Manager and relevant Heads of Service within local authorities to ensure that outputs of work undertaken by local authority staff are coordinated, prioritised, completed and monitored in accordance with the relevant Delivery Plan. The Joint Senior Officer Board will provide guidance on SLAs and ensure resources are used most effectively.
- 2.8 The Development Control Manager will liaise with Principal DC Officers from the relevant local authorities to ensure that the Joint Development Control Committee receives reports on applications within the agreed work schedule and to the required quality and consistency.

### **3. OTHER LOCAL AUTHORITY STAFF ENGAGED IN MAJOR SITES WORK**

- 3.1 There are many staff across the three Authorities who will have a significant input to the growth agenda, but are not included in the formal joint team arrangements. These staff are generally working in specialist areas, such as education and major infrastructure projects. However, the work of these staff is essential to ensure sustainable communities are delivered. The Joint Senior Officer Board has a key role in liaising with relevant directors in the Local Authorities and monitoring delivery.

### **4. RESOURCES REQUIRED TO DELIVER SUSTAINABLE GROWTH**

- 4.1 The major sites present a substantial challenge for the area on top of existing high levels of growth. The Local Authorities already put substantial levels of funding into the growth agenda, despite severe budget pressures. Growth Area Fund has been a substantial help in bolstering resources, as well as funding capital projects. However, the next few years present resource challenges if we are to deliver high quality developments and sustainable communities. We recognise that it would be unrealistic for Government to fully meet the level of additional resource we have identified and we have therefore given careful consideration to our bid to ensure we prioritise the key

areas, making the most of efficiencies of joint working and joint decision making, and the potential for some costs to be covered by Section 106 Agreements.

- 4.2 We have sought to strike a balance between resources for additional staff and resources for work to be undertaken by consultants, taking account of best value, recruitment issues and availability of expertise. Careful consideration has also been given to ensure that new staff are located within the most appropriate organisation within the joint working arrangements set out above.
- 4.3 The level of resource required will increase over the next three years as more sites are brought forward. Planning applications have already been submitted for some of the Urban Fringe sites and this work, which together with pre-planning and infrastructure work associated with Northstowe and other sites, has stretched the Authorities and Horizons to the limit. Further applications are expected to be submitted in 2007, including an application for Northstowe. Work will also need to be stepped up on medium term sites, such as Cambridge East, which will ultimately provide around 12,000 homes.
- 4.4 A detailed assessment has been undertaken to determine the existing level of resources and additional resources required to ensure delivery of the major sites. It is vital to increase staff levels at Horizons to provide a strong cross-sector Core Team to coordinate and drive growth. Staff employed at Horizons will be deployed flexibly to support the work of the Local Authorities. Ten additional staff are required based at Cambridgeshire Horizons for 2007/8 (including project management, development control coordination and specialist advisors in key areas), plus 2 additional staff for 2008/9 and a further 2 staff for 2009/10. Fig C shows the proposed organisational structure for Cambridgeshire Horizons, including existing, modified and new posts, for 2007/8.
- 4.5 In addition, further new posts located in the Local Authorities are identified as essential to deliver growth. These include development control, community development and urban design. Ten additional staff are required in local authorities (over and above the Horizons staff identified above) for 2007/8. A further 3 staff are required for 2008/9 and a further 3 staff for 2009/10. These posts would be integrated with existing staff within the authorities, but subject to the SLA arrangements described above.
- 4.6 Additional funds are sought for specialist consultancy work, such as valuation, legal advice, feasibility studies and project appraisal, which will also increase as further sites are brought forward.
- 4.7 Cambridgeshire Horizons has a sub-regional role and, in addition to its work in Cambridge City and South Cambridgeshire, supports its other local authority partners in East Cambridgeshire, Fenland and Huntingdonshire to deliver infrastructure and housing. The two posts of Project Manager (Other Sites / Sub-regional Infrastructure and Quality of Life), shown separate from the Core Teams for the major sites in Fig C, will work closely with the Core Teams.
- 4.8 Our bid for additional resources, based on robust evidence, is shown in the table below. Overheads are included in the costs. Full details of the assessment of current and additional resources are available if required. The table shows only expenditure channelled through Cambridgeshire Horizons,

and does not include spending by local authorities on growth work undertaken within the authorities.

	<b>Existing 2006/7 £000s</b>	<b>Total Required 2007/8 £000s</b>	<b>Total Required 2008/9 £000s</b>	<b>Total Required 2009/10 £000s</b>
Core	1500	2000	2100	2200
Local Authority	500	1000	1150	1300
Consultancy	300	1000	1250	1500
<b>Total</b>	<b>2300</b>	<b>4000</b>	<b>4500</b>	<b>5000</b>

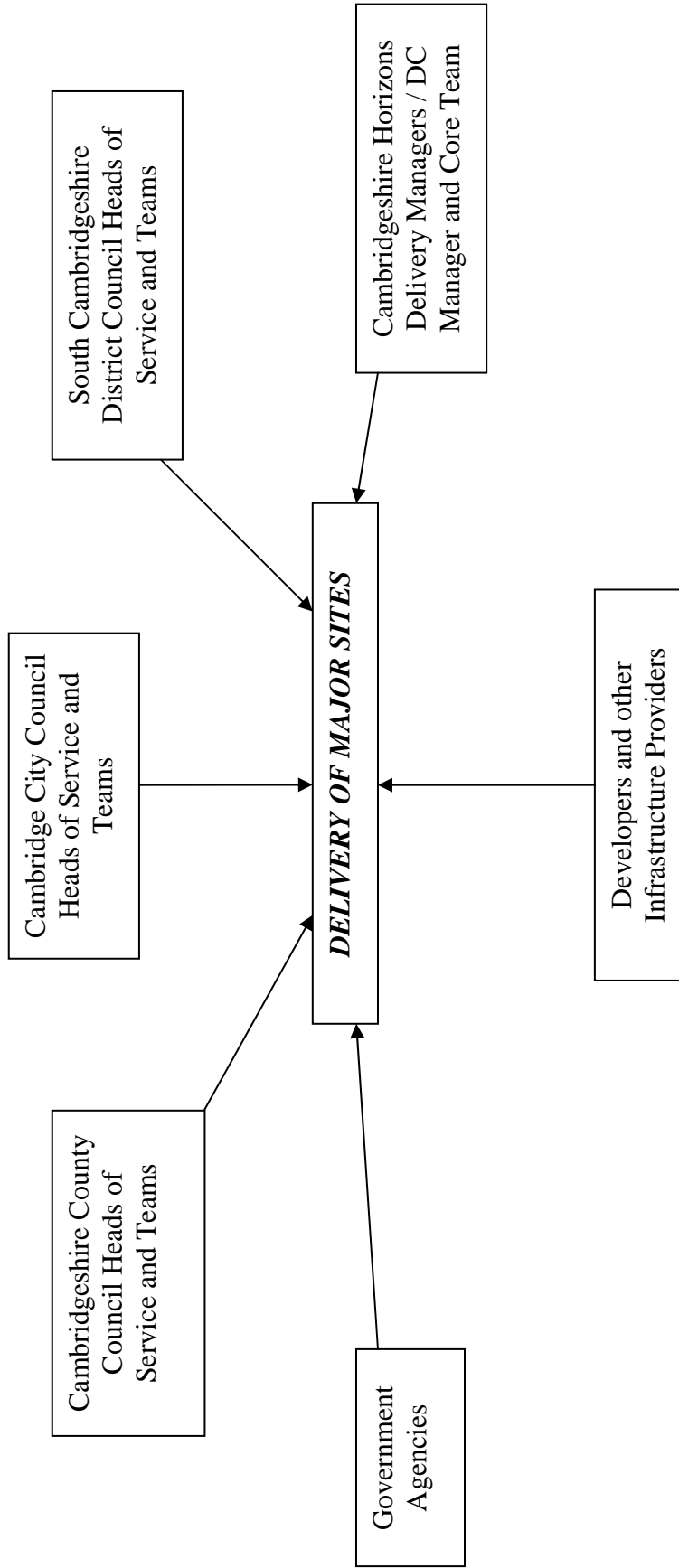
## 5. TIMETABLE FOR IMPLEMENTATION

- 5.1 Subject to consultation and approval of the above proposals, implementation of the joint working arrangements will commence as soon as possible, with a view to SLAs being in place by April 2007.

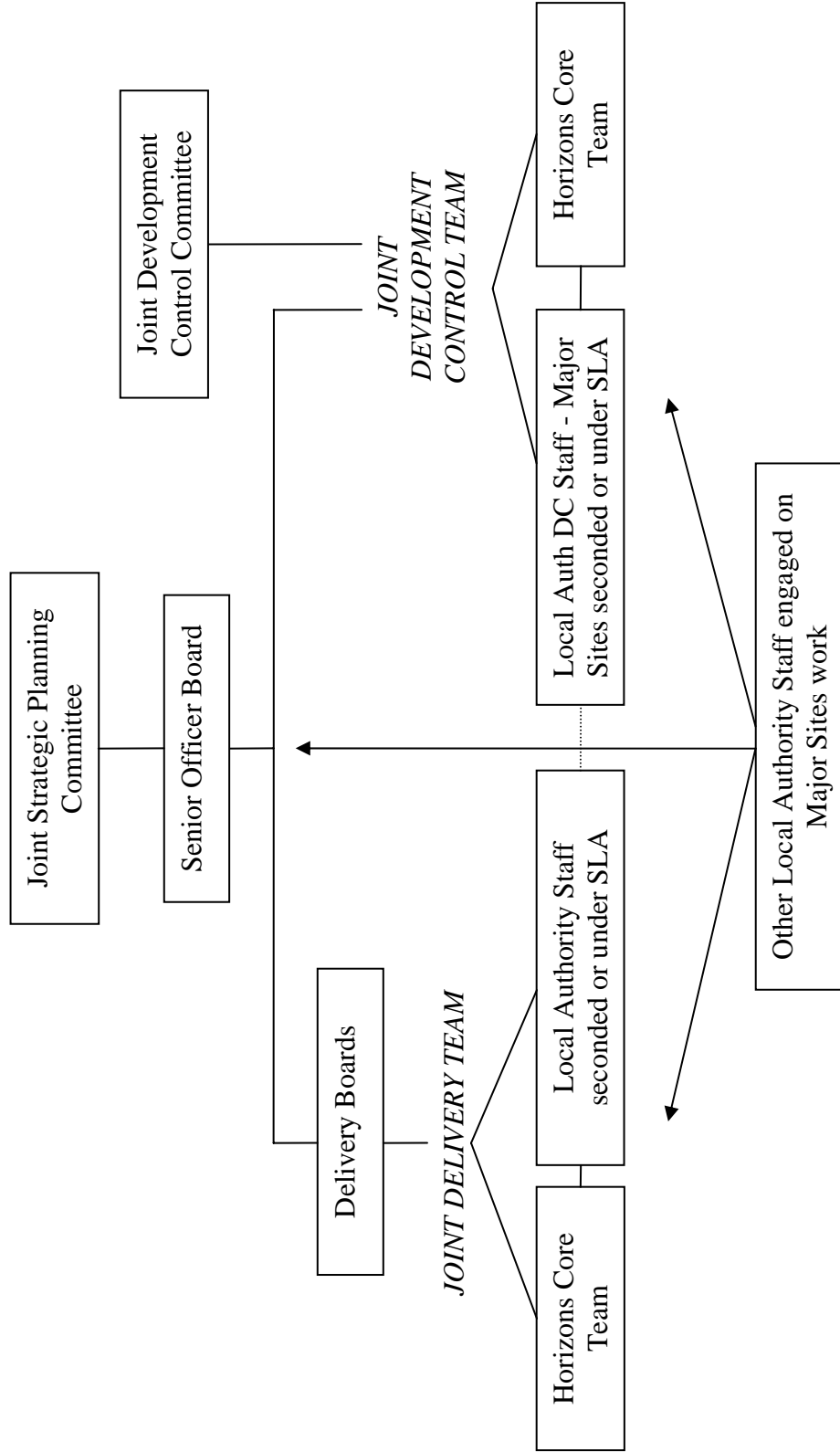
Prepared by the *Growth Area Directors* of Cambridge City Council, South Cambridgeshire District Council, Cambridgeshire County Council and Cambridgeshire Horizons

19th December 2006.

**FIG A: MAJOR SITES DELIVERY LOCAL DELIVERY PARTNERS  
OVERVIEW DIAGRAM**

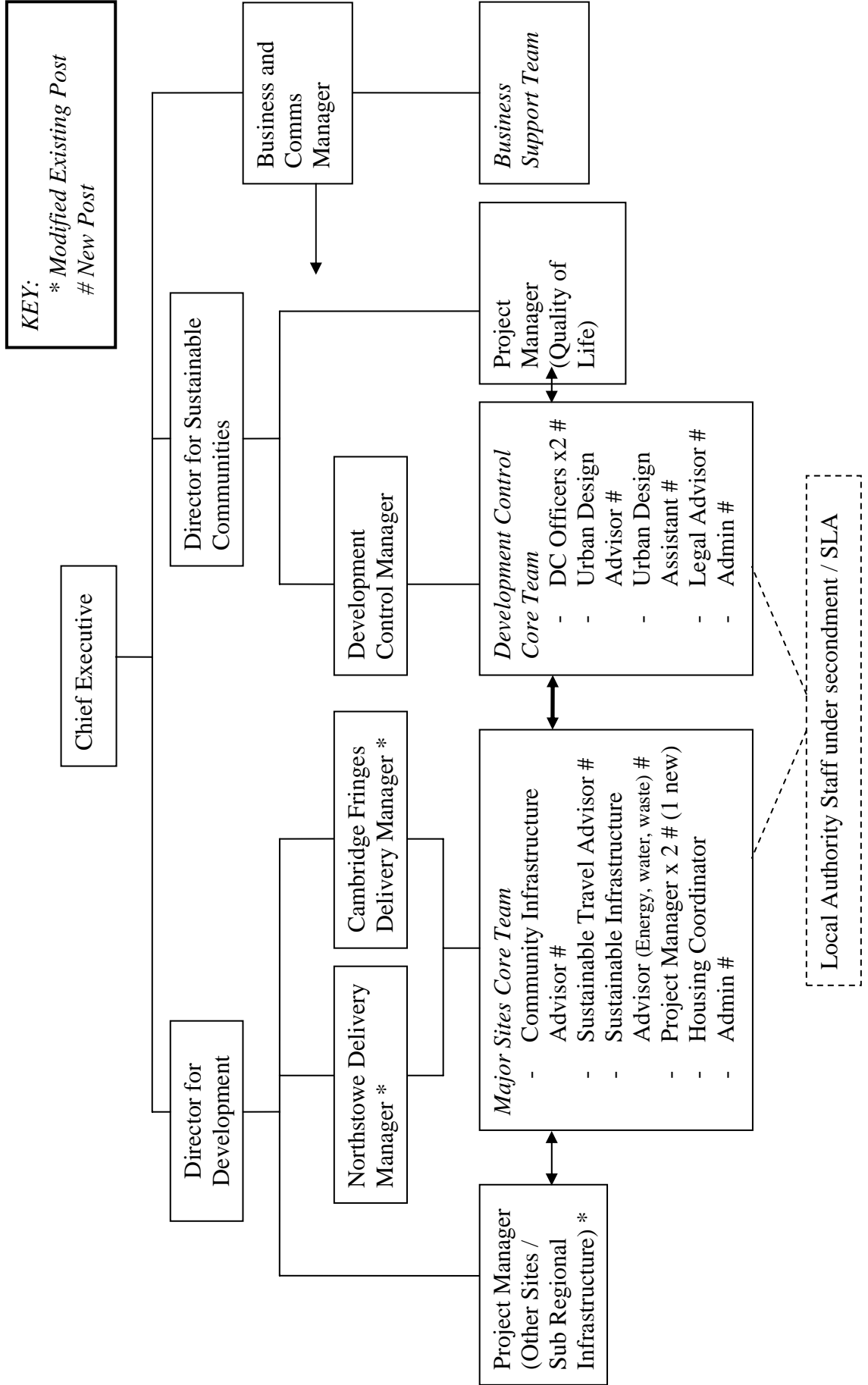


**FIG B: ACCOUNTABILITY AND TEAM LOYALTY DIAGRAM**





**FIG C: CAMBRIDGESHIRE HORIZONS LINE MANAGEMENT DIAGRAM 2007/8**



This page is intentionally left blank

**Resources Required**

1. The Paper on Proposed Joint Working Arrangements (Appendix 2a) sets out in paragraph 4.4 the additional staffing needs for Cambridgeshire Horizons, an initial additional 10 staff in 2007/08 rising to 14 in 2009/10. Further new posts required within the local authorities themselves are set out in paragraph 4.5. The proposal is for an initial 10 additional staff in 2007/08 rising to 16 in 2009/10.
2. Including additional costs for specialist consultancy work, the revenue support required rises from £2.3M in the current year (06/07) to £4M in 07/08, £4.5M in 08/09 and finally £5M in 09/10.
3. Attached hereto is a proposal for capital resources to enable the sub-region to operate a 'rolling fund'. The purpose of this fund would be to fund essential infrastructure at the earliest possible time to lever-in private sector funding. Three specific highways infrastructure projects for Northstowe and Southern Fringe have been costed at £31M. Early provision of these highways projects would facilitate early provision of housing on both these major developments.

This page is intentionally left blank

**Pump-Priming Delivery of Key Infrastructure to support the  
Growth Agenda in the Cambridge Sub-region**

**1.0 The Scale of the Task**

- 1.1 In the next few years, the rate of house building, associated infrastructure and services need to increase from around 2150 per annum (1999 – 2006) to 3200+ per annum (2006 – 2010) and then 3500+ per annum (2010-2016).
- 1.2 For this step change to occur planning permissions for some 20000+ houses on large sites will need to be granted mostly over the next two years or so. In addition, comprehensive and deliverable plans for Section 106 arrangements and associated infrastructure and services need to be in place.
- 1.3 To put the scale of the task in perspective, it is large by any recent UK standards. For instance, the fastest urban growth achieved in the last 30 years was in Milton Keynes where completions averaged 2500 per annum for 20 years.

**2.0 The Crucial Need for Early Infrastructure**

- 2.1 To achieve the ambitious targets set out above it will be necessary to leverage in substantial private sector investment for infrastructure by the judicious use of public sector funding.
- 2.2 Given the scale of development and the 'risk' carried by developers it is almost inevitable that traditional developer contributions via Section 106 will generally arrive after the point when major infrastructure commitment needs to be made. Current efforts to raise private finance on acceptable terms appear to indicate the need for continuing public sector financial involvement either by way of direct investment or underwriting of risk.
- 2.3 Provision of infrastructure such as roads, sewerage systems etc at the earliest possible stage reduce developers' risk and enhance the attractiveness of substantial private sector investment.

**3.0 A Rolling Fund**

- 3.1 Whilst it may be necessary for the public sector to 'pump-prime' infrastructure investment the opportunity should be taken to maximise that preliminary investment. The most appropriate way of achieving this would appear to be by creating a rolling fund. Such a fund would be used to invest in key infrastructure delivery and be repaid from Section 106 contributions at times to be agreed in negotiations with the relevant developers.
- 3.2 In this way, the Government would achieve the necessary kick-start of infrastructure delivery and obtain real value for money with the fund being replenished. Using the Cambridge Sub-region, as a pilot project for this initiative would enable the Government to assess the benefits of the approach, which if successful, could then be rolled out to other growth/regeneration areas.

**4.0 Cost of Infrastructure Projects**

- 4.1 It is suggested that the Rolling Fund for the Cambridge sub-region initially be some £31M. This would enable provision of essential infrastructure upfront to ensure that progress on both Northstowe (upto 10000 units) and Southern Fringe (4000 units and Addenbrookes Hospital Medi Park) can be started at the earliest possible opportunity.
- 4.2 The Government through the GAF 2 bidding process has already committed £6M to the construction of the first phase of the Addenbrookes Access Road which is due to be completed by March 2008. Phase 2 will take some 18 months to construct and its cost will be split over two financial years. If funding were to be guaranteed now, then a start on site could be made in the autumn of 2007 with completion in 2009.
- 4.3 The cost of the second phase including the purchase of essential properties is currently estimated as being £16M and spend over the contract period would be relatively even with some £8M being spent in 2007/08 and the remaining £8M in 2008/09. Letting the construction of the road as a single package will save cost overall.
- 4.4 Secondly, the Fund could be used to meet the cost of providing the distributor roads (known locally as roads C and D) for the new town of Northstowe. This would enable substantial development to proceed before the upgrading of the A14 now scheduled for completion in 2015. Without such intervention there is a risk that development will proceed much more slowly.
- 4.5 The current costs of the roads and associated busway works are estimated to be £15M ie with Road C costing £5M in 2009/10 and 2010/11 and Road D costing £4M in 2009/10 and £1M in 2010/11.

4.6.1 Total cashflow for these three projects is as follows:-

2007/08	-	£8M
2008/09	-	£8M
2009/10	-	£9M
2010/11	-	£6M

4.7 In terms of recoupment of S.106 monies, it is suggested that this be in accordance with the profile of likely housing completion numbers of Northstowe and the Southern Fringe:-

2011/12	-	£8M
2012/13	-	£8M
2013/14	-	£8M
2014/15	-	£7M

**5.0 Management of the Fund**

5.1 Whilst Management arrangements of the Fund would be subject to agreement with the Government to meet the requirements of accountability

and full transparency, the following proposals are put forward as a basis for such arrangements.

- 5.2 The Fund would be held and administered by Cambridgeshire Horizons, the Local Delivery Vehicle for the Cambridge Sub-region, a private company limited by guarantee with Cambridgeshire County Council acting as the accountable body.
- 5.2 Attached hereto are extracts from Cambridgeshire Horizons Memorandum and Articles of Association setting out the Company's Objectives and Powers. Of particular relevance is the ability to 'co-ordinate funding streams from various sources, including, without limitation, the Government, Section 106 arrangements, Private Finance Initiative and the Private Sector (Clause 3.3) and the various powers in Clause 4 that relate to receiving and using funds for the implementation of infrastructure to support the growth agenda.
- 5.4 Re-investment of funds repaid to Cambridgeshire Horizons via Section 106 Agreements would be subject to Board approval and compliance with the Memorandum and Articles of Association to further the delivery of the growth agenda.

This page is intentionally left blank





**Yvette Cooper MP**  
*Minister for Housing and Planning*

**Department for Communities and Local  
Government**

Eland House  
Bressenden Place  
London SW1E 5DU

Tel: 020 7944 8931  
Fax: 020 7944 8953  
E-Mail: [yvette.cooper@communities.gsi.gov.uk](mailto:yvette.cooper@communities.gsi.gov.uk)

[www.communities.gov.uk](http://www.communities.gov.uk)

Sir David Trippier  
Chairman  
Cambridgeshire Horizons  
Endurance House  
Vision Park, Histon  
Cambridge  
CB4 9ZR

*Dear Sir David*

#### **CAMBRIDGESHIRE HORIZONS - EXTERNAL REVIEW**

Thank you for your letter and enclosures of 20 December 2006.

I am pleased that you and local partners have been able to put forward a package which, subject to the points below, represents a very substantial strengthening of the delivery arrangements for sustainable growth in and around Cambridge and which carries local partner support. I confirm that with resolution of the issues outstanding I would be prepared to endorse this and recognise that in the resources we can make available for successful delivery.

First, we all recognise that growth requires a long term commitment, and therefore to give the mechanism you have set out the necessary certainty, there should be a strong statutory framework for the joint planning committee, that includes all parties. You may wish to discuss the details of this further with my officials. This does not involve Government in membership appointments or any other direct sponsorship or direction of the Committee but it does give the arrangements you have set out a long term strength which will be valuable both in terms of private sector investors and the undertakings I can give you on resources and support we can make available.

Turning to the operation of the twin mechanisms you propose - a joint planning committee for the major sites - and a joint officer unit to manage delivery, these seem to me to represent a positive way forward. In developing these proposals further, we would look in particular at whether there was a clear and simple structure and unified reporting and management arrangements for the officer unit, and a robust agreement to ensure that matters of detail were appropriately delegated and that the joint committee focussed on major decisions. It should clearly be for each authority to determine the membership

appropriate for its role on the joint committee. As now we would also look for a robust business plan linking the work of both the joint committee and the officer unit to the necessary decisions for the major sites. It would be important also in terms of external benefits to achieve a streamlined "one stop" service for the whole.

On the issues of resources and subject to further discussion on the points above, you will appreciate that the next spending round is likely to be very tight with a number of competing priorities across the region. However in recognition of the importance of early sustainable growth around Cambridge and subject to resolution of the points above, I would be willing to consider a significant increase in revenue support for the strengthened delivery mechanism you have set out, and to make a start on the revolving fund concept in 2007/8 and to indicate future support in the parliamentary statement taking forward the statutory joint committee. I suggest that your team have further discussions on this with my officials - Henry Cleary in the Growth team here and Alex Plant who leads on Development and Infrastructure in GO East.

A handwritten signature in black ink, appearing to read 'Yvette Cooper', with a long horizontal flourish extending to the right.

YVETTE COOPER

**SOUTH CAMBRIDGESHIRE DISTRICT COUNCIL**

---

**REPORT TO:** Leader and Cabinet 8 February 2007  
**AUTHOR/S:** Chief Executive / HR Manager, Finance Project Officer

---

**LOCAL GOVERNMENT PENSION SCHEME  
DISCRETIONARY COMPENSATION REGULATIONS 2006**

**Purpose**

1. The purpose of the report is to seek Cabinet's agreement to recommend to Council changes in the way the Council applies its discretionary compensation policy in respect of the Local Government Pension Scheme ("LGPS").

**Executive Summary**

2. The Local Government (Early Termination of Employment) (Discretionary Compensation) (England and Wales) Regulations 2006 ("the 2006 regulations") came into force on 29 November 2006. As a consequence of this regulatory change and age equality legislation, which came into force on 1 October 2006, the Council's discretionary compensation policy needs to be amended.
3. The 2006 regulations state that, in formulating and reviewing its policy, the Council must:
  - (a) have regard to the extent to which the exercise of its discretionary powers in accordance with the policy, unless properly limited, could lead to a serious loss of public confidence;
  - (b) be satisfied that the policy is workable, affordable and reasonable having regard to the foreseeable costs.
4. The Council usually adopts its discretionary compensation policy in line with Cambridgeshire County Council, the Administering Authority of the Cambridgeshire LGPS, of which this authority is a member. The County Council agreed policy revisions at its meeting on 12 December 2006; the recommendations in this report mirror those agreed by the County Council.

**Background**

5. The Council currently makes discretionary compensation payments to employees whose employment is terminated early by reason of redundancy, or in the interests of efficiency of the service ("PRIIEAF"), in accordance with its policy under the Local Government (Early Termination of Employment) (Discretionary Compensation) (England and Wales) Regulations 2000 ("the 2000 regulations").
6. The Council's discretionary compensation policy includes the following clarifications:
  - (a) Staff with pre-1972 service, being made redundant or retired in the interests of service efficiency, who are over the age of 50 and have 5 or more years of pensionable service, will be awarded compensatory added years ("CAY") including pre-1972 service, where appropriate, whether or not the employee has made additional contributions in order to uprate their pre-1972 service, so long as this does not provide an employee with a greater benefit than they would have received at their expected date of retirement.

- (b) All local government service, even if broken, to count for the purposes of redundancy payment or CAY calculations; however, no period of employment to ever count twice, i.e. where the employee concerned has already received such enhanced compensation from a previous employer or employers, only the remaining, un-compensated, service shall be counted.
7. The 2000 regulations have now been replaced by the 2006 regulations, which came into force on 29 November 2006 and have retrospective effect from 1 October 2006.
8. The 2006 regulations:
- (a) provide local government employers with powers to consider making a one off lump sum payment to an employee that must not exceed 104 weeks' pay;
  - (b) no longer provide for the award of CAY, but local government employers may still exercise discretion to "augment" an LGPS member's pension by the application of regulation 52 of the LGPS Regulations 1997 (see paragraph 11. (a) below);
  - (c) contain transitional protection arrangements to the end of the current financial year, which means that an employer can choose to apply either the 2000 regulations, enabling the use of CAY, or the 2006 regulations, for a person whose employment with them commenced before 1 October 2006 and whose termination date is on or after 1 October 2006 and before 1 April 2007;

### **Considerations**

9. The issues and principles to be considered are set out under a series of sub-headings below.

### ***Proposed revised policy approach***

10. In developing a revised approach to discretionary compensation, it is suggested that the Council should apply the following principles:
11. General:
- (a) Regulation 52 of the LGPS Regulations 1997 allows employers to award a member an additional period of membership at any time during active membership of the scheme; however, such augmentation of an LGPS pension creates a substantial strain on the pension fund as the resulting additional payments have to be made from it. The Council would have to pay the cost to the pension fund, calculated on actuarial assumptions about the longevity of the person concerned. The County Council is not aware of any other county council in the East of England that intends to use augmentation provisions as a consequence of the regulation changes. The Council should therefore continue not to seek to make use of the augmentation regulatory provisions due to the costs and complexities this entails.
  - (b) The Council should seek to develop a discretionary compensation policy that can be applied consistently to all, regardless of age.
12. Redundancy policy:
- (a) The Council should adopt a policy to replace the current CAY provisions in cases of redundancy. The County Council considered a number of options for this element of the proposed revised policy. The most sustainable of these, in terms of compliance with legislative requirements, equality of application, ease of administration and affordability, while maintaining an acceptable level of compensation for employees, are:

- (i) To award an overall lump sum of 1½ times the redundancy payment to all employees with 2 or more years' continuous employment within local government (or a public sector company recognised by Modification Order), regardless of LGPS membership. (Note: The overall lump sum so awarded would include the statutory redundancy payment due.)
  - (ii) To base the overall redundancy lump sum on actual week's pay.
  - (iii) Not to award CAY for redundancy cases, unless covered by the transitional protection arrangements up to 1 April 2007 (see paragraph 14. (a) below).
  - (iv) Employees aged 50 and over would still receive immediate payment of their pension benefits. (Note: The government is proposing the earliest age for release of pension to be 55 by 2010 for current members; the earliest age for release of pension to be 55 for new joiners from 1 April 2008; both, except on the grounds of ill health.)
- (b) The Council would continue with its clarification of all local government service, even if broken, to count for the purposes of redundancy payment calculations; however, no period of employment to ever count twice, i.e. where the employee concerned has already received compensation from a previous employer or employers, only the remaining, un-compensated, service shall be counted.
- (c) In proposing such a policy, the Council recognises that redundancies will be considered a last resort and that action will be taken to prevent these where possible, e.g. through the use of redeployment. However, where redundancies occur then compensation will be made in a manner that is appropriate, non-discriminatory and affordable to the authority.

13. PRIEEAF:

- (a) Similarly, the Council should adopt a policy to replace the current provisions in cases of PRIEEAF:
- (i) PRIEEAF cases from 1 April 2007 will be treated on their individual merits, with flexibility to pay a lump sum of up to 104 weeks' pay (this recognises that there may be a need for some negotiation in such cases).
  - (ii) For PRIEEAF cases covered by the transitional protection arrangements up to 1 April 2007 (see paragraph 14. (a) below), CAY payments will only be awarded if approved in accordance with current Council policy.
  - (iii) Employees aged 50 and over will continue to receive the immediate release of their pension benefits when PRIEEAF is applied. (Note the government's proposed age changes, as under paragraph 12. (a) (iv) above.)

14. Transitional Protection Arrangements:

- (a) The Council should adopt and follow transitional protection arrangements afforded by the new regulations, as outlined in paragraphs 15 to 16 below.

***Transitional protection arrangements***

15. The 2006 regulations contain transitional protection arrangements to the end of the current financial year, which means that an employer can choose to apply either the 2000 regulations, enabling the use of CAY, or the 2006 regulations, for a person whose employment with them commenced before 1 October 2006 and whose termination date is on or after 1st October 2006 and before 1 April 2007.

16. In order both to ease the administrative changeover and also to enable current Council restructuring activities to be effectively dealt with, it is proposed that for those employees who commenced employment with the Council before 1 October 2006 and leave the organisation as a consequence of redundancy or PRIEEAF, then the Council's existing policy remains in operation until 31 March 2007. If approved, this will enable the Council to award CAY in cases where relevant authorisation is provided. From 1 April 2007, all employees will be covered by the revised policy arrangements outlined in paragraphs 11 to 13 above.
17. There are two cases resulting from the 2nd tier review that occur during the period of the transitional protection arrangements, one of which will have been settled under the current 2000 regulations by the time this report is presented to Members:
- (a) In this first case, an award of 1½ times the redundancy payment proposed under the 2006 regulations would have resulted in a lump sum only slightly higher than the combined current redundancy payment plus CAY lump sum available under the 2000 regulations; the person concerned also receives a CAY annual payment under the 2000 regulations.
  - (b) In the second case, the person concerned is not eligible for CAY under the 2000 regulations, so it is not possible to make a similar comparison.

**Summary**

18. These proposals are summarised in the table below:

	Redundancy	PRIEEAF
Transitional arrangements, 1 October 2006 to 31 March 2007	Redundancy – standard payment, calculated on actual remuneration  Pension, including CAY, if applicable	Redundancy – standard payment, calculated on actual remuneration  Pension, including CAY, if applicable
Policy from 1 April 2007	Redundancy – 1½ times standard payment, calculated on actual remuneration  Pension, if applicable	Lump sum of up to 104 weeks' pay, calculated on actual remuneration  Pension, if applicable

**Exception**

19. Any employment contracts which specifically mention termination arrangements, including redundancy and pension enhancements, will need to be honoured to ensure that the Council does not breach terms of the contract. There appears to be only one such arrangement in force at the present time that relates to the termination package. In this case, in order to preserve the agreed termination package, the Council will need to augment the person's pension by awarding an additional period of membership of the pension scheme. This will be a lower cost option in view of the small number of days of service that this officer would require to achieve full pension. It would clearly be to the advantage of the authority to augment, rather than award an enhanced redundancy payment in accordance with paragraph 12. (a) (i) above.

### Options

20. Cabinet could decide to recommend the adoption of a discretionary compensation policy as outlined above.
21. On the other hand, Cabinet could decide to recommend the adoption of an alternative discretionary compensation policy; however, the Council's policy would not then mirror that of the County Council and, in addition, any "improved" policy would not be as affordable.
22. A third option would be to restrict the calculation of a redundancy payment to the basic statutory redundancy payment formula. This would mean that the multiplier applied to the number of weeks (paragraph 12. (a) (i) above) would not be used. The result would mean the implementation of a policy much less favourable in terms and would be highly likely to meet with resistance from staff and unions alike.
23. Another option would be not to count periods of qualifying employment where the employee had had a break in service from local government, i.e. not to count previous local government service, where broken. However, counting all local government service recognises the value of such service to the whole sector and acknowledges the renewal of commitment to local government by those returning, perhaps with new or enhanced skills.

### Implications

24. Financial - While the proposed policy amendments ensure a consistent approach to the management of redundancy and PRIIEAF issues, the cost of implementing the proposed revised proposals cannot be fully quantified, as this is based upon the demography of the workforce affected by the application of the policy and the nature and extent of further workforce re-organisations. While an employee aged over 50 may, comparatively, receive a reduction in the level of payment made as a consequence of adopting the new policy proposals, those employees aged less than 50 will potentially receive an enhanced redundancy entitlement, regardless of their membership of the LGPS. There is however, an anticipated reduction in costs associated with CAY annual pension costs that the Council has previously had to pay in the cases of redundancy and PRIIEAF.
25. Legal - Failure to amend its discretionary compensation policy as an employing authority would leave the Council open to statutory challenge and enforcement activity. The proposed policy amendments are considered sufficient to satisfy the requirements of the recent age equality legislation, given that an exception in regulation 33 of this legislation enables employers to pay enhanced redundancy payments. However, as case law in respect of this legislation is expected to develop, it is considered prudent that this policy be reviewed following a 6-month period of operation.
26. Staffing - Any reduction in the benefits available to staff could have serious impacts, both on existing staff in terms of morale and retention.
27. Risk Management - The following potential risk issues have been identified, with proposed mitigating actions:
  - (a) The Council is unable to effectively meet statutory requirements in respect of the LGPS regulations and age equality legislation - The proposals have been assessed in respect of the LGPS regulations and age equality legislation and are considered to be compliant with these statutory requirements; the

recommendation to review this policy after a period of 6 months in operation will further enable legal compliance to be assured.

- (b) The cost of managing redundancy and early retirement in the interests of efficiency increases as a consequence of the revised policy arrangements - The recommendation that the revised discretionary policy be reviewed after a period of 6 months in operation will ensure that the financial implications of these revisions can be fully assessed.
- (c) The Council is not able to make the best use of discretionary provisions of the LGPS to enable the efficient and effective management of the workforce - The proposals are considered to provide sufficient flexibility to enable the Council to use these discretions to manage workforce efficiency and effectiveness.

- 28. Equal Opportunities - Awarding an overall lump sum of 1½ times the redundancy payment would not be age discriminatory, as regulation 33 of the 2006 regulations enables employers to pay enhanced redundancy payments. However, the Council will need to ensure that lump sum payments in any future PRIIEAF cases are provided on a non age discriminatory basis.

**Consultations**

- 29. The Council has consulted with the unions over the proposed changes. Unison has advised its acceptance of the changes proposed in the report.

**Effect on Annual Priorities and Corporate Objectives**

29.	Affordable Homes	Redundancy and retirement benefits are key elements of the Council’s recruitment and retention policy, through which it aims to attract and retain the quality staff necessary to provide services, achieve its priorities and meet its objectives.
	Customer Service	
	Northstowe and other growth areas	
	Quality, Accessible Services	
	Village Life	
	Sustainability	
	Partnership	

**Conclusions/Summary**

- 30. This report sets out the issues and principles to be considered in order to ensure that the Council meets the statutory requirements, while in addition both maintaining flexibility as an employer and also preventing any additional financial pressures as a consequence of adopting a new policy.
- 31. In adopting the proposed revised policy as set out above, the authority will have acted reasonably by limiting the extent to which it has chosen to exercise the powers available to it under the new regulations. The proposed revised policy is workable, affordable to the authority and will maintain a reasonable level of compensation for employees, having regard to the foreseeable costs.



**Recommendations**

32. Cabinet is requested to recommend the following proposed revised discretionary compensation policy for final determination by Council:
- (a) General policy
    - (i) The revised policy should seek to minimise any adverse impact on the terms and conditions of employment for Council employees.
    - (ii) The Council should continue not to seek to use the LGPS augmentation provisions due to the costs and complexities this would entail.
    - (iii) The revised policy should be applied consistently to all, regardless of age.
    - (iv) The revised policy should be reviewed after 6 months of operation in order to manage any potential risks and issues arising.
  - (b) Transitional protection
    - (i) The Council should continue to use the discretions it currently applies under the 2000 regulations to award CAY for any protected employees made redundant/subject to PRIEEAF before 1 April 2007.
  - (c) Redundancy policy
    - (i) Redundancy should remain calculated on actual week's pay, rather than statutory redundancy provisions.
    - (ii) All local government service, even if broken, should continue to count for the purposes of redundancy payment calculations; however, no period of employment should count twice, i.e. where the employee concerned has previously received compensation, only the remaining, un-compensated, service should be counted.
    - (iii) The revised redundancy policy for all employees should be to award an overall lump sum of 1½ times the redundancy payment to employees with 2 or more years' continuous employment within local government (or a public sector company recognised by Modification Order), regardless of their membership of the LGPS, with effect from 1 April 2007. (Note: The overall lump sum so awarded would include the statutory redundancy payment due.)
  - (d) PRIEEAF policy
    - (i) The revised PRIEEAF policy for the Council should be a flexible approach to award a lump sum of up to 104 weeks' pay.

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

Local Government (Early Termination of Employment) (Discretionary Compensation) (England and Wales) Regulations 2006 (SI 2914)

**Contact Officer:** Susan Gardner Craig – HR Manager  
Telephone: (01954) 713285  
John Garnham – Finance Project Officer  
Telephone: (01954) 713101

This page is intentionally left blank

**SOUTH CAMBRIDGESHIRE DISTRICT COUNCIL**

---

**REPORT TO:** Leader and Cabinet 8 February 2007  
**AUTHORS:** Executive Director / Senior Planning Policy Officer

---

**REPORT TO CONSIDER THE COUNCIL'S RESPONSE TO THE PROPOSED CHANGES TO THE DRAFT REVISION TO THE REGIONAL SPATIAL STRATEGY FOR THE EAST OF ENGLAND AND THE STATEMENT OF REASONS.**

**Purpose**

1. The purpose of this report is to outline the contents of the Government's consultation on the proposed changes to the draft revision to the Regional Spatial Strategy (RSS) and to agree the response to the Secretary of State from South Cambridgeshire District Council. Copies of the East of England Plan are available in the Members' Lounge.

**Executive Summary**

2. This report outlines the contents of the consultation on the proposed changes to the draft revised RSS and recommends the suggested responses by this Council to the following issues:
  - (a) RSS changes do not increase the housing or jobs figures for the District and Cambridge is confirmed as a Key Centre for Development and Change.
  - (b) The Cambridge Green Belt is not to be reviewed as a result of this RSS but it is implied that this may have to be reconsidered in the review of the RSS.
  - (c) The removal of the reference to Cambridge as a compact city from the revised Policy CSR1.
  - (d) The supporting text in mentioning Northstowe talks of a settlement of 'initially' 8-10,000.
  - (e) The 40% or more of housing in the Cambridge Sub-region to be affordable has been removed from the text in the RSS – regional target is 35%.
  - (f) The requirement for employment to contribute to affordable housing has been removed from the plan.
  - (g) There must be a continuation of the policy for selective management of the economic growth in the Cambridge Sub-region.
  - (h) The RSS is no longer able to contain a policy opposing a second runway at Stansted because this is national policy but the relocation of Cambridge Airport is supported by the RSS.
  - (i) The housing figures in Policy H1 should be seen as a minimum rather than a ceiling.
  - (j) Welcome inclusion of policy on provisions for Travellers and gypsies.
  - (k) Welcome policy that identifies regional roads as well as strategic ones.
  - (l) Welcome that the Cambridge area will be subject to a further transport study but that there needs to be a commitment within the RSS that further investment will be available in this area. And that previously listed road schemes be reinstated.
  - (m) Welcome new chapters on water, carbon emissions and renewable energy.
  - (n) The RSS review implies that further growth could be identified in the Cambridge Sub-region. This District is already meeting a challenging agenda

for growth. Continued sustainable growth may only be possible if the remaining Districts in the Cambridge Sub-region play a greater role.

### **Background**

3. The East of England Regional Assembly (EERA) prepared a draft revision to the initial Regional Spatial Strategy (RSS) called the East of England Plan, which was issued for consultation in December 2004. Following the consultation an Examination in Public (EiP) was held from November 2005 to March 2006 to test the soundness of the draft RSS. In June the Government published the report of the Independent Panel that conducted the EiP. This report makes recommendations as to how the draft RSS might be improved.
4. The current consultation is on the changes the Government now proposes to the draft RSS and the statement of reasons. The document consists of two parts:
  - (a) Part 1 A Schedule of the Secretary of State's decisions on each of the EiP Panel recommendations and the reason for them.
  - (b) Part 2 The RSS text incorporating the Secretary of State's Proposed Changes.
5. The process of revising the RSS has been informed by Sustainability Appraisal (SA) incorporating Strategic Environmental Assessment (SEA) at the draft Revisions and Proposed Changes stages and by Appropriate Assessment (AA) at the Proposed Changes stage.
6. The consultation period for the proposed changes is from 19 December 2006 until 9 March 2007. Ministers will give consideration to representations on the Proposed Changes before deciding on the final version of RSS.
7. The final version of the RSS will be published in mid 2007, along with a summary analysis of the responses to the consultation on the Proposed Changes and the final stage of the SA.
8. Throughout the report for reference purposes the page number in the consultation document has been included in brackets. This can be accessed via the following link: <http://www.goeast.gov.uk/goee/docs/193657/193668/ProposedChanges.pdf>

### **The Proposed Changes to the Draft Revision of the Regional Spatial Strategy**

9. South Cambridgeshire District Council was generally content with the RSS as submitted to the Secretary of State, as it did not propose to increase the level of development in the District beyond that which is already being planned for. Neither the RSS EiP Panel nor the Secretary of State proposes any changes to the housing numbers for South Cambridgeshire. There has been no increase in either housing or job numbers for South Cambridgeshire District. However there have been some changes to reflect the contents of the recently published Planning Policy Statement 3 (PPS3). The proposed changes have also incorporated the aspirations contained in the recent publication on Planning and Climate Change – a supplement to PPS1. The Barker Review of Land Use Planning that was published in December 2006 came too late for its ideas to be incorporated into these proposed changes.
10. It is stated in the proposed revised text of the RSS '... that one of the key ambitions of this RSS is to allow the region to accommodate higher levels of growth in sustainable ways.' (Page 82) One of the key roles of this RSS is putting in place a strategy that

promotes rather than constrains, medium and long-term growth. Growth is to be focused on a group of significant urban areas named Key Centres for Development and Change (KCDC) – Cambridge has been confirmed as one of these centres.

**Suggested response by South Cambridgeshire District Council**

11. *This is consistent with the challenging levels of development for which South Cambridgeshire and Cambridge City are already planning. Further development on the edge of Cambridge cannot be accommodated without calling into question the fundamental purposes of the Cambridge Green Belt to protect the character and setting of the historic city or to prevent villages in the vicinity of Cambridge merging with the City or with one another.*
12. **Green Belt** – In Policy SS7 Green Belt this RSS does not provide for a further review of the Cambridge Green Belt beyond that undertaken through the Cambridgeshire and Peterborough Structure Plan and related local plans/LDDs. (Page 95). Elsewhere in the region where Green Belt boundaries are being reviewed in the RSS then it is stated that the aim should be to release sufficient land to avoid the need for further review before 2031. To achieve this, in preparing LDDs it should be assumed that the rate of development at the Key Centres in question will be the same from 2021 to 2031 as the average rate 2001 to 2021. (Page 96)
13. In considering the Cambridge Sub Region the revised text states...’ The Cambridge Green Belt will be protected following the recent review in the Cambridgeshire and Peterborough Structure Plan 2003 and in local plans/DPDs, in order to deliver the vision for the sub-region. The issue may need to be revisited in the review of the RSS.’ (Page 200) This implies that as part of the review process the Cambridge Green Belt could once more be re-examined.

**Suggested response by South Cambridgeshire District Council –**

14. *The Council welcomes the fact that the Cambridge Green Belt will not be reviewed through this RSS but is concerned at the suggestion that it may be examined in the future as part of the RSS review. The potential for revising the boundaries of the green belt around Cambridge without undermining the purposes of the Cambridge Green Belt was comprehensively explored during the preparation of the Cambridgeshire and Peterborough Structure Plan. The evidence is that opportunities for further revisions to deliver regionally strategic levels of development post 2021 are unlikely to be found without harming the character and setting of Cambridge or resulting in coalescence with nearby villages. . Whilst this does not form part of this review of the RSS the District Council advises caution on the assumption that growth can continue at the same rate post 2021 in or close to Cambridge.*
15. **Compact City** - The revised wording of Policy CSR3 omits the word compact when describing Cambridge.(Page 200) The reason given for omitting the reference to a compact city is that.....’ it may give a misleading emphasis including in regard to future development options.’ (Page 23) The term compact stems from work commissioned by this Council into planning for this area and was subsequently included in the Cambridgeshire and Peterborough Structure Plan 2003 and the draft RSS 2004. The removal of this term should not be taken lightly since it would imply a change of approach to planning in Cambridge. There is no evidence base upon which the Secretary of State can rely to make this proposed change to the purpose of the Cambridge Green Belt In contrast, the Structure Plan Examination in Public Panel who inserted those words into the purposes of the Cambridge Green Belt had available to them a substantial evidence base including the Cambridge Green Belt

Study prepared by Landscape Design Associates commissioned by the District Council.

16. If Cambridge is not to be planned as a compact city this has implications for South Cambridgeshire since it may be increasingly difficult to protect the villages of the District from encroachment from Cambridge. If as is implied that the rate of growth will continue beyond 2021 at the level proposed in the RSS then S Cambridgeshire could have an annual growth of some 1,900 houses if Cambridge City is considered full.

***Suggested response by South Cambridgeshire District Council –***

17. *The Council objects to the deletion of the term ‘compact’ from the description of Cambridge in Policy CSR3.*
18. **Northstowe** - In the supporting text to Policy CSR1 it states that ...’ Northstowe will take advantage of the Cambridgeshire guided busway and should optimise the development potential of its location with a settlement initially of 8-10,000 new homes .....’ (Page 198) In the South Cambridgeshire Core Strategy DPD it is stated that Northstowe will be a new settlement up to 10,000. The wording in the supporting text of the RSS as proposed to be changed would now imply that this figure could be exceeded.
19. There is no explanation given to this proposed change of wording. South Cambridgeshire in planning for the new settlement of Northstowe considered carefully its population size, how it will relate to nearby villages and how it will sit in the local landscape. If the settlement is to be bigger this must be planned for from the outset in order that its centre will be large enough to serve the ultimate size of the town. Most towns and cities evolve over centuries, their centres being able to grow through the redevelopment. Northstowe will be a new settlement built at a high density, which will not have such opportunities for redevelopment for decades to come. Neither is it like the old ‘new town ‘ of Harlow that is proposed for expansion in the RSS. This old ‘new’ settlement was built at a low density and so there is potential for infill and re-development of its ageing fabric, albeit 60 years later than the stage at which we now are with Northstowe.
20. ***Suggested response by South Cambridgeshire District Council –***  
*Reference to Northstowe as a settlement of initially 8-10,000 houses should be deleted and its size confirmed in the revised wording to Policy CSR1.*
21. *In Policy CSR1 when Northstowe is mentioned the population size should be included as follows ‘..... at the new settlement of Northstowe, with a population size of up to 10,000, linked to the guided busway....’*
22. **Affordable housing** - In the draft RSS in the supporting text to Policy CSR2 regarding housing provision it was stated that 40% or more of the new housing in the Cambridge sub-region will be affordable housing. This requirement is no longer included in the revised RSS. There is much evidence in the Cambridge Sub-region in the Housing Needs Assessment studies for Cambridge City and South Cambridgeshire that there is a need for an affordable target above the regions proposed 35%.
23. Furthermore, in the supporting text for Policy CSR2 in the draft RSS the following was included...’Employment development will also be expected to contribute towards affordable housing.’ The Council had requested that this requirement be included in

the policy thereby giving it greater force. It would appear now that this has not been included in the policy for the region as a whole and that it has also not been kept in the revised supporting text. (Page 199) This is an important requirement inserted by the Examination in Public Panel for the Cambridgeshire and Peterborough Structure Plan and continues to be relevant for inclusion in Policy CSR2. It has also been supported by the Inspector who recently considered the Cambridge City Local Plan.

24. **Suggested response by South Cambridgeshire District Council –**  
*In Policy CSR1 there should be a new paragraph added after the second paragraph using the following wording....' In recognition of the pressures for housing arising in the Cambridge Sub-region at least 40% of new housing needs to be affordable. Employment development will also be expected to contribute towards affordable housing. '*
25. *Policy H3 should specifically recognise the problem of affordability in the Cambridge Sub-region and the following wording should be added to the end of the policy.....' In some areas of the region such as the Cambridge Sub-region there will need to be set higher targets for affordable homes'.*
26. **Employment –** There has been an addition to the Panel's proposed wording for Policy E1 in that LDDs should provide an enabling context to achieve the targets for job growth included in Policy E1. (Page 37) The targets may be revised through the RSS review in conjunction with a review of the Regional Economic Strategy (RES). It is intended that at the RSS review targets will be produced for each district. - albeit with a degree of flexibility at local level.
27. **Suggested response by South Cambridgeshire District Council –**  
*The Council welcomes the flexibility for the job growth figure for Cambridgeshire County to be allocated between each of the five Districts provided that the level of job growth in Cambridge and South Cambridgeshire continues to be governed by the 'selective management of growth' policy to encourage the growth of high technology research and development companies that need a location close to the historic city of Cambridge..*
28. **Stansted airport -** The policy on the Regions' airports Policy E8 confirms that the 2003 Air Transport White Paper (ATWP) states the policy for Stansted – i.e. that a second runway will be located there and that the draft RSS could not include a policy contrary to this national policy.(Page 40 & 146) The exclusion of this policy will not prevent this Council from continuing its opposition to a second runway at Stansted.
29. In Policy T12 access to the region's airports is considered and it is indicated that airport developers will be expected to contribute to the delivery of improvements to surface access that may be required to serve any airport expansions.(Page 146) A key priority will be to ensure that airport surface facilities reinforces the shift to more sustainable travel sought by the Regional Transport Strategy (RTS).
30. **Suggested response by South Cambridgeshire District Council –**  
*In the context that it is government policy to promote a second runway at Stansted and the Secretary of State is required to agree the RSS, it is understandable that the RSS is proposed to be modified to remove references to opposition to a second runway. However, equally the Council can continue its opposition to the proposal of Stansted to have a second runway and welcomes the recognition that the airport developers will be expected to contribute to any surface access improvements necessary as a result of the expansion of the airport.*

31. **Cambridge Airport** - In Policy E8 the Plan supports the relocation of operations at Cambridge Airport to a suitable alternative location subject to adequate environmental safeguards.(Page 115)
32. **Suggested response by South Cambridgeshire District Council –**  
*The Council welcomes the inclusion of this mention of Cambridge Airport.*
33. **Housing** - PPS 3 sets out the general approach to the supply of housing land at the local level and it is this that has informed many of the changes in the chapter on housing.
34. Policy H1 states that *at least* 508,000 additional dwellings will provided in the region. (23,500 for South Cambridgeshire) (Page 117) The figures included in this policy are to be seen as a minimum requirement rather than a ceiling, which should not be exceeded. This approach may be acceptable for other parts of the region but in South Cambridgeshire District the level of growth already proposed in the Cambridgeshire and Peterborough Structure Plan and included in the RSS is far higher than any other district in the county not considering those across the region. Whilst the proposed annual average rate for this district between 2006 - 2021 is 1,330 houses for East Cambs it is 360; Fenland 510; Huntingdonshire 550 and Cambridge 1,100, even Harlow is less at 1,010. For Districts such as South Cambridgeshire, which are already planning very high levels of development, the RSS housing figures should be targets to be achieved rather than minimums as proposed in the modifications.
35. **Suggested response by South Cambridgeshire District Council**  
*The RSS should be revised to recognise the existing step change in growth that the Cambridge Sub-region has taken and the words ‘at least ‘ be removed from Policy H1 for Districts planning for annual growth in excess of 1,000 dwellings.*
36. Included in Policy H1 to comply with PPS 3 is the need to plan for continuous delivery of housing for at least 15years from the date of adoption.(Page 118) It is recognised that where LDD preparation is already well advanced as in South Cambridgeshire that this requirement will be too late to achieve for these documents. This will have implications for the timing of a review of the Core Strategy DPD. The current period for this DPD is up to 2016 and the new requirement would need to consider up to at least 2021 and more likely up to 2022 to provide a 15 year supply of housing level. The review of the South Cambridgeshire Core Strategy is programmed to begin towards the end of this year, shortly after the Secretary of State finalises the RSS.
37. **Travellers and Gypsies** - Policy H4 considers the provision for Travellers and Gypsies across the region (Page 126) and this Council is already progressing the requirements of this policy and recognises the urgent need for provision for this section of the population.
38. **Suggested response by South Cambridgeshire District Council**  
*The Council welcomes the inclusion of Policy H4. It is hoped that other districts progress the requirements of this policy and that the rapid progress of this Council is recognised by the Government and that this does not prove to be disadvantageous to this Council.*
39. **Transport** – The policies in this chapter more obviously show the change in emphasis of the RSS towards recognising the future affects of climate change and the need to mitigate against them.



40. Policy T6 includes consideration of both strategic and regional roads. The policy therefore now includes A10 (N) and A1307 (formerly A10 south), which will be improved, managed and maintained according to the aims of the policy. Regional routes should be the lowest level carrying significant movement by heavy vehicles. Roads not identified within the hierarchy should carry predominantly local traffic and not be part of the region's lorry network. (Page 49 & 139)
41. ***Suggested response by South Cambridgeshire District Council***  
*This policy is to be welcomed by the Council since many of the non-regional roads pass through villages in this District.*
42. In Policy T15 Cambridge has been identified as an area where further study will be carried out because it is recognised that the areas listed in the policy are likely to come under increasing pressure as a result of underlying traffic growth and the development strategy of the RSS. (Page 53) The implication is that in the next rounds of investment these areas will have more funds made available to them.
43. In Appendix A there is further information including funding sources for currently programmed schemes. (Page 249) There are a number of schemes that are not listed that are important in a local context and which should be re-instated.
44. ***Suggested response by South Cambridgeshire District Council***  
*The Council welcomes the recognition that the Cambridge area will be subject to a further study but there needs to be a reassurance that this will be linked to further commitment to investment in infrastructure in the Cambridge Sub-region if further growth.*
45. *It is of great concern that schemes have been omitted from the tables in Appendix A that are seen by this Council as being important to supporting the growth agenda.*
46. *The following schemes should be reinstated into Appendix A:*
- (a) *M11 dual 3 lane J9-14 – was previously listed as ‘part of an endorsed transport strategy – further appraisal needed’.*
  - (b) *A428 dualling A1 to Caxton – was previously listed as ‘part of an endorsed transport strategy – further appraisal needed’.*
47. **New inclusions** – New chapters have been created in the proposed changes. This reflects the new emphasis on reducing climate change emissions within Government policy generally and the policy statement on renewable energy on 8<sup>th</sup> June 2006 and the draft PPS Climate Change and Planning in particular.
48. The chapters are entitled:
- (a) Carbon dioxide emissions and renewable energy (Page 56 & 166)
  - (b) Water (Page 57 & 170))
49. These new chapters contain policies that reflect the thinking of the Government as set out in the consultation document ‘Building a Greener Future: towards Zero Carbon Development. (Published in December 2006) In this the Government states its key goal is to achieve zero carbon new homes within a decade. It sets out the problem of ‘energy security’ in that soon Britain will be a net importer of oil and dependent on imported gas at a time when global demand and prices are increasing. There needs to be a move towards creating a healthy diversity of energy supply. Also

within this document the Government highlights the problem that too few houses have been built since the early 1980s to meet demand and that housing affordability is an increasing problem. It then relates these two problems by proposing that the new houses that need to be built should be built in such a way as to cut carbon emissions. The scale of the new development it is hoped will deliver economies of scale and bring down costs of environmental technologies that could be applied to the new homes.

50. In this document the Government sets a target for moving to carbon neutral housing:
- (a) 2010 to a 25% improvement in the energy/carbon performance set out in building regulations
  - (b) 2013 to a 44% improvement
  - (c) 2016 to zero carbon
51. Alongside this consultation document the Government published 'The Code for Sustainable Homes'. The Code uses a sustainability rating system - indicated by 'stars' to communicate the overall sustainability performance of a home (one being the least and six the most sustainable). From April 2008 the Government intend to propose that this voluntary code will be made mandatory and be linked to building regulations. The one star rating contains minimum standards for water and energy efficiency and the new RSS chapters will assist in moving to carbon neutral homes.<sup>1</sup>
52. ***Suggested response by South Cambridgeshire District Council***  
*The Council welcomes the inclusion of policies on water, carbon emissions and renewable energy but considers that improved sustainability at the dwelling level will need to be complemented with measures to promote the overall sustainability of the development as a whole.*
53. **Early review** - The proposal for an early review of the RSS is included in Policy IMP3 and the primary focus of it will be '...to provide for further growth and development for the 2021-31 period and any additional that may be possible in the period to 2021. As well as the organic growth of existing settlements it should consider spatial development options, including major urban extensions and major and small new settlements with the capacity for continuing development to and beyond 2031.'(Page 246) The review is to start in 2007 and be completed by 2010.
54. The factors prompting this review are:
- (a) The most recent household projections,
  - (b) The continued deterioration in housing affordability,
  - (c) The proximity of London
  - (d) Region's economic potential.
55. The Government in all its recent publications relating to climate change has stressed the need for an increase in house building to meet national demand and the opportunity this presents to build more energy efficient homes. The Cambridge Sub-Region has already accepted this challenge and is already planning for the step change in growth proposed in the RSS. This step change in house numbers was needed because of the rapid growth of the economy due to the increase in high technology industry in Cambridge. The Structure Plan contained policies to

---

<sup>1</sup> Zero carbon means that over a year the net carbon emissions from energy used in the home will be zero

selectively manage this economy. This selective management has been included in the RSS – Policy CSR2. If further growth is planned for this area it must be related directly to the local economy and not just added on to the housing figures.

56. In the RSS it states that the Key Centres will be the focus for development and that at most, but not all, Key Centres there is likely to be the need for significant continued growth after 2021. (Page 88) This therefore could have implications for South Cambridgeshire if Cambridge is identified for further growth. If the term compact is to be removed from Cambridge then this implies that either the City will be allowed to expand further, inevitably into South Cambridgeshire District, or a new settlement will be proposed relatively close to the City. Both these scenarios would have significant implications for this District. There needs to be an opportunity for this District to implement the growth that is already planned for before further growth is imposed. The focus for the current strategy has been to locate most of the housing growth in the Cambridge Sub-Region in or close to Cambridge in order to provide more houses close to the current focus of jobs in the Sub-Region. The other Districts in the Cambridge Sub-region will be planning for substantial reductions in development during the period up to 2021.

57. ***Suggested response by South Cambridgeshire District Council***

*The Council is already meeting a very challenging agenda of growth and considers that if further growth is to be imposed on the Cambridge Sub-region it must be at a level directly related to local job growth, environmental, social and infrastructure capacity all of which will be stretched by the current RSS in that part of the Sub-Region close to Cambridge. Continued sustainable growth may only be possible if the remaining Districts in the Cambridge Sub-Region play a greater role in accommodating housing and employment growth after 2021.*

### Implications

58. Financial	None
Legal	The Council will be obliged to amend its Local Development Framework documents to reflect any changes in policy in the revised RSS
Staffing	The Development Plan Documents already produced by the Council will have to be revised to comply with the requirements of the revised RSS
Risk Management	Seeking an agreed response from all of the Cambridgeshire Local Authorities
Equal Opportunities	None

### Effect on Annual Priorities and Corporate Objectives

59. Affordable Homes	The RSS has set a target for affordable homes in the region
Customer Services	
Northstowe and other growth areas	The RSS has policies that will affect the planning of these areas
Quality, Accessible Services	The RSS has policies that will affect the future accessibility of services within the District
Village Life	The RSS has broad policies that could affect village life
Sustainability	The RSS has as one of its aims to promote sustainability
Partnership	The RSS aims to promote joint working

**Conclusions/Summary**

60. South Cambridgeshire District is generally content with the RSS as submitted to the Secretary of State with some reservations as highlighted in this report.

**Recommendation**

61. Cabinet is recommended to agree the responses to the proposed changes to the draft revision to the Regional Spatial Strategy for submission to the Secretary of State.

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

- The Secretary of State's Proposed Changes to the Draft revision to the Regional Spatial Strategy for the East of England and Statement of Reasons December 2006.
- Report of the Panel Examination in Public – June 2006
- East of England Plan – draft revised Regional Spatial Strategy - December 2004
- Cambridgeshire and Peterborough Structure Plan 2003

**Contact Officer:** Alison Talkington Senior Planning Policy Officer  
Telephone: (01954) 713182

**SOUTH CAMBRIDGESHIRE DISTRICT COUNCIL**

---

**REPORT TO:** Leader and Cabinet 8 February 2007  
**AUTHOR/S:** Chief Executive / Democratic Services Manager

---

**CABINET SCHEDULE OF MEETINGS 2007-2008****Purpose**

1. To consider dates and times for Cabinet meetings during the 2007-2008 civic year.

**Considerations - Dates**

2. Proposed meeting dates for Cabinet are set out below. They follow the current principle of meetings on the second Thursday of each month excepting August, although due to the revised schedule of Council meetings during 2007-2008, and to avoid clashes with school holidays it is suggested that the meetings in July 2007, October 2007 and February 2008 take place on the Monday of the second week.
3. The proposed schedule is as follows:

Thursday 10 May 2007  
Thursday 14 June 2007  
Monday 9 July 2007  
Thursday 13 September 2007  
Monday 8 October 2007  
Thursday 8 November 2007  
Thursday 13 December 2007  
Thursday 10 January 2008  
Monday 18 February 2008  
Thursday 13 March 2008  
Thursday 10 April 2008  
Thursday 8 May 2008.

**Considerations – Time of meeting**

4. Traditionally Cabinet meetings have commenced at 10.00am. Cabinet is requested to consider whether it wishes to continue to meet at 10.00am or whether another time would be more suitable.

**Recommendations**

5. That Cabinet agree a schedule of meeting dates and times for the 2007-2008 Civic Year.

**Background Papers:** the following background papers were used in the preparation of this report: None

**Contact Officer:** Richard May  
Telephone: (01954) 713016  
e-mail: [richard.may@scams.gov.uk](mailto:richard.may@scams.gov.uk)

This page is intentionally left blank