

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)



16 January 2009

To: Councillor Dr DR Bard (New Communities Portfolio Holder) and Councillor NIC Wright (Planning Portfolio Holder)

Opposition Spokesmen: Councillor A Berent and Councillor Mrs B Smith (New Communities) and Councillor P Bear and Councillor J Williams (Planning)

: Scrutiny and Overview Committee monitors: Councillor Mrs B Smith (New Communities) and Councillor Mrs V Barrett and Councillor R Hall (Planning)

Dear Councillor

You are invited to attend the next meeting of **PLANNING AND NEW COMMUNITIES JOINT PORTFOLIO HOLDERS' MEETING**, which will be held in **MONKFIELD ROOM, FIRST FLOOR** at South Cambridgeshire Hall on **MONDAY, 26 JANUARY 2009** at **10.00 a.m.**

Yours faithfully  
**GJ HARLOCK**  
Chief Executive

**The Council is committed to improving, for all members of the community, access to its agendas and minutes. We try to take all circumstances into account but, if you have any specific needs, please let us know, and we will do what we can to help you.**

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	<b>AGENDA</b>	<b>PAGES</b>
<b>1.</b>	<b>Declarations of Interest</b>	
<b>2.</b>	<b>Minutes of Previous Meeting</b>	<b>1 - 4</b>
<b>3.</b>	<b>Revenue and Capital Estimates - Planning</b>	<b>5 - 38</b>
<b>4.</b>	<b>Revenue and Capital Estimates - New Communities</b>	<b>39 - 62</b>
<b>5.</b>	<b>Supplementary Planning Documents</b>	<b>63 - 66</b>

**Biodiversity SPD**

The SPD chapters and appendices are attached to the online version of the agenda. A hard copy of the document is available for reference purposes in the Members' Room at South Cambs Hall.

**Biodiversity Sustainability Appraisal**

The document is attached to the online version of the agenda.

### **Listed Buildings SPD**

The SPD chapters and appendices are attached to the online version of the agenda. A hard copy of the document is available for reference purposes in the Members' Room at South Cambs Hall.

### **Listed Buildings Sustainability Appraisal**

The document is attached to the online version of the agenda.

- 6. Local Development Framework - Gypsy and Traveller DPD - Progress Report (Key) 67 - 70**
- 7. Regional Spatial Strategy Single Issue Review - Planning for Gypsy and Traveller Accommodation in the East of England - Examination in Public - Report of the Panel (Key) 71 - 74**
- 8. Forward Plans**

Each Portfolio Holder will maintain, for agreement at each meeting, a Forward Plan identifying all matters relevant to the Portfolio which it is believed are likely to be the subject of consideration and / or decision by the Portfolio Holder, Cabinet, Council, or any other constituent part of the Council. The plan will be updated as necessary and published on the Council's website following each meeting. Portfolio Holders will be responsible for the content and accuracy of their forward plans.
- 9. Date of Next Meeting**

10 March 2009 at 10.00am

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

While the District Council endeavours to ensure that visitors come to no harm when visiting South Cambridgeshire Hall, those visitors also have a responsibility to make sure that they do not risk their own or others' safety.

### **Security**

Members of the public attending meetings in non-public areas of the Council offices must report to Reception, sign in, and at all times wear the Visitor badges issued. Before leaving the building, such visitors must sign out and return their Visitor badges to Reception.

### **Emergency and Evacuation**

In the event of a fire, a continuous alarm will sound. 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**

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### **Toilets**

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

### **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, sub-committee or other sub-group of the Council or the executive.

### **Banners, Placards and similar items**

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**

Since 1 July 2008, the Council has operated a new Smoke Free Policy. Visitors are not allowed to smoke at any time within the Council offices, or in the car park or other grounds forming part of those offices.

### **Food and Drink**

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### **Mobile Phones**

Visitors are asked to make sure that their phones and other mobile devices are set on silent / vibrate mode during meetings or are switched off altogether.