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21 August 2009



To: Councillors Dr DR Bard and NIC Wright, Portfolio Holders

Mrs VM Barrett
Mrs PM Bear

AN Berent

R Hall
JH Stewart

JF Williams

Scrutiny Monitor
Opposition Spokesman, Planning
Portfolio
Opposition Spokesman, New
Communities
Scrutiny Monitor
Opposition Spokesman, New
Communities
Opposition Spokesman, Planning
Portfolio

Dear Sir / Madam

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 **TUESDAY, 1 SEPTEMBER 2009** at **9.30 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.

AGENDA

	PAGES
PROCEDURAL ITEMS	
1. Declarations of Interest	
2. Minutes of Previous Meetings The Portfolio Holders are asked to sign the minutes of the meetings held on 19 June 2009 and 7 July 2009 as correct records.	1 - 10
FOR CONSULTATION	
3. Review of Chairman's Delegation meeting	11 - 18
FOR DECISION	
4. Pre-Application Charging - Progress to date (Key)	19 - 26
5. Community Facility Grant application - Waterbeach Parish Council	27 - 30

FOR DISCUSSION

- | | | |
|-----------|--|----------------|
| 6. | Financial Monitoring Report - Planning Portfolio Expenditure to 31 July 2009 | 31 - 42 |
| 7. | Financial Monitoring Report - New Communities Portfolio Expenditure to 31 July 2009 | 43 - 50 |

STANDING ITEMS

- | | | |
|-----------|---|----------------|
| 8. | Forward Plan
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. | 51 - 52 |
|-----------|---|----------------|

FOR INFORMATION

- | | |
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| 9. | Date of Next Meeting
There will be an extra meeting on Thursday 1 October 2009 to deal with items relevant only to the New Communities Portfolio. It will start at 2.00pm in the Jeavons Room (First Floor). |
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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

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

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.