

**COUNCILLORS' BULLETIN
WEDNESDAY, 11 MAY 2016**

CONTENTS



South
Cambridgeshire
District Council

1. Meetings and events from Thursday 12 May to Friday 27 May 2016

Date	Time	Name	Venue	Contact
Thu 12 May				
Fri 13 May				
Mon 16 May				
Tue 17 May				
Wed 18 May	10:30am	Joint Development Control Committee – Cambridge Fringes	Guildhall in Cambridge	Sarah Steed
Thu 19 May	10am 2pm	Leader's Portfolio Meeting Council	Monkfield Room Chamber	Patrick Adams Graham Watts
Fri 20 May				
Mon 23 May				
Tue 24 May				
Wed 25 May				
Thu 26 May				
Fri 28 May				

INFORMATION FOR DISTRICT COUNCILLORS

2. Assets of Community Value

The following have been included on the list of Assets of Community Value:
Land known as the "recreation ground extension", Home Farm Road, Longstanton.
The Hare and Hounds Public House, 60 High Street, Harlton, Cambridge CB23 1ES

The following nomination has been refused:
La Pergola at The Wheatsheaf, Harlton, CB23 1HA

For more information about Assets of Community Value see
<https://www.scambs.gov.uk/community-right-bid> or watch our short introductory film on the subject <https://www.youtube.com/watch?v=rniGIWBEyio>

UPCOMING DISTRICT COUNCILLOR TRAINING

Unless otherwise specified, please confirm your availability to attend any of the following briefing or training events by contacting [Patrick Adams](#) on 01954 713408. This will ensure your training records are kept up to date and suitable venue and catering booking can be made. Your cooperation is greatly appreciated.

3. Joint Assembly and Councillor Briefing

All District Councillors are invited to attend a briefing session on the City Deal transport options for:

- Cambridge access, capacity and congestion
- Milton and Histon Road scheme

Please see attached flyer for more details.

4. Member Development Programme 2016/17 - dates for the diary

Please find attached the new Member Development Programme for 2016/17.

A new addition to the programme this year is the introduction of Member Development Days every month (after August). Please block these dates out in your diaries as they will be used for briefings or workshops on key issues that arise throughout the year or for training/development sessions specifically requested by Members.

Information on upcoming sessions as part of the Programme will be promoted via the Weekly Bulletin - may I ask that all Members look through the Programme and inform anyone from the Democratic Services Team if they are interested in attending. Some sessions are extended to Parish Councillors/Clerks, so please also encourage their attendance.

Should you require any further information on the Programme please contact Graham Watts, Democratic Services Team Leader, at graham.watts@scams.gov.uk or (01954) 713030.

GENERAL INFORMATION

5. Media Monitoring



Arising from the results of the Member Communication Needs Survey, many members highlighted the fact that residents found out about SCDC matters through the media.

The Council's Communications Team will produce a weekly summary of recent news items to be published in the Bulletin to help keep members informed of recent coverage of SCDC.

Contact the [Communications Team](#) for further information.

Date	Publication	Details		
04/05/2016	Cambridge News	Sell-off to cost city millions (Shelter view on right to buy changes)	P8	
04/05/2016	Cambridge News	Polling day for new police boss (SCDC elections also mentioned)	P13	
06/05/2016	Cambridge News online	'Drones were monitoring my every move' - Orwell man Peter Titchmarsh takes hammer to solar panels	Link	
06/05/2016	BBC Radio Cambridgeshire	Election results 2016		
07/05/2016	Cambridge News	Lib dems gain seats as Tories stay in charge	P5	

6. Items of Interest from the Local Government Association (LGA)



Items of Interest from the Local Government Association (LGA)

The Local Government Association provides a list of news headlines relevant to its members. Please click the headlines below for more details.

Friday 6 May 2016: *Guardian Online*: ["Leading government figures see social housing as toxic"](#)

Lord Kerslake discusses the progress of the Housing and Planning Bill, which has seen 18 government defeats and “some significant improvements made”.

Tuesday 10 May 2016: *Telegraph*: [Ministers told to spend £258 million windfall from rural broadband “as quick as possible” on not-spots](#)

Campaigners and MPs are urging ministers to ensure a £258 million windfall on improving rural broadband is spent as quickly as possible.

Tuesday 10 May 2016: *Mirror*: [Last-ditch attempt to block Tories counting £450,000 houses as “affordable homes” defeated](#)

MPs have rejected Lords’ amendments to the Housing and Planning Bill that attempted to block counting £450,000 homes for sale as part of the Government’s obligation to provide affordable housing.

Tuesday 10 May 2016: *Guardian Online*: [Council chief steps down after election blunder](#)

The Chief Executive of Barnet Council has stepped down after a mistake last week that led to hundreds of voters being turned away from polling stations across the borough.

Tuesday 10 May 2016: *Express*: [Village stuck with slow internet after pensioner blocks BT upgrade](#)

A Norfolk pensioners has been accused of blocking plans for high-speed broadband in a village because he refuses to allow a BT engineer to work on a junction box on his property.

7. Weekly Planning List



To view the list of planning applications submitted in the past seven days, please visit the Council’s on-line [Planning Application Search](#). Once the page has loaded, select the [Planning Weekly List option](#) to see planning applications determined or registered each week for the past ten weeks, or use the [Search option](#) to set your own criteria.



The system will provide a range of information on current and decided applications since 1948, including a brief description of the development, reference number, decision and the date of decision. More recent applications show the name and telephone number of the council officer who is dealing with the application.

Search results are presented in a collection of pages, the number of which depends on the number of results your search produces. There are navigation tools to allow you to browse your results.

EXECUTIVE DECISIONS TAKEN SINCE WEDNESDAY 4 MAY 2016



In accordance with the [Access to Information Procedure Rules in Part 4 of the Council's Constitution](#), any executive decision shall be published normally within five days of being made. That record will bear the date on which it is published and will specify that the decision will come into force, and may then be implemented, on the expiry of 5 working days after the publication of the decision, unless called in for review by the Chairman of the Scrutiny and Overview Committee or by any five other councillors.

A list of decisions currently within the call-in period is available [on the Council's website](#).

The call in procedure is set out in full in [Part 4 of the Council's Constitution, 'Scrutiny and Overview Committee Procedure Rules'](#).

8. Melbourn Neighbourhood Area Designation

The Planning Portfolio Holder **AGREED** to

- a) The designation of a Neighbourhood Area for Melbourn as proposed by the Parish Council.
- b) An amendment to the neighbourhood area addendum of the Local Development Scheme that was approved in August 2015 so that Melbourn can be added to the list of Neighbourhood Area designated within the District.

This decision was first published on Wednesday 11 May and so the deadline for call-in is Wednesday 18 May. If not called-in this decision can be implemented on Thursday 19 May.

DECISIONS MADE BY OFFICERS AND REPORTED FOR INFORMATION

Please click on the link below to find details of decisions made by officers under delegated authority:

<https://www.scambsgov.uk/content/access-information>

OTHER INFORMATION

9. Newly-Published Items on modern.gov



Decisions

- [Melbourn Neighbourhood Area Designation](#)

Minutes

- [Planning Committee 22 April](#)

Issues

- [Political composition of the Council since 1973](#)

10. **SCDC Starters and Leavers**



New Employees at the Council

Name: Brian O'Sullivan
Job title: Shared Service Programme Manager
Date started: 9 May 2016

Staff who have moved jobs

Name: Shirley Stephen
Old job: Supported Housing Officer
New job: Community Impact Team Leader
Date moved: 1 April 2016



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Agenda Item 3

Greater Cambridge City Deal

Joint Assembly and Councillor Briefing

Tuesday 24 May 2016 / 18:00 to 19:00

Council Chamber, Cambridgeshire County Council, Shire Hall

You are invited to attend a briefing session on City Deal transport options for:

- Cambridge access, capacity and congestion
- Milton and Histon Road schemes

At the briefing officers will present key information and be available to answer questions.

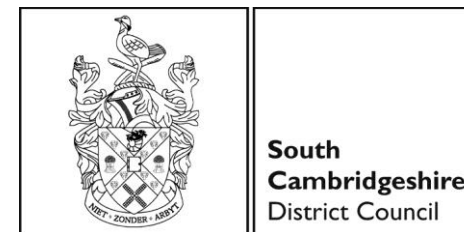
Papers outlining next steps for these schemes are due to be published on 24 May, ahead of meetings of the Joint Assembly on 2 June and Executive Board on 9 June.

To confirm attendance please e-mail City Deal Project Officer joanna.harrall@cambridge.gov.uk

If you are unable to attend, please be advised there will be further opportunities published in due course.

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Member Development Programme 2016/17



Date	Time	Topic	Delivered by	Notes
10/05/16	11.00 – 16.30	Induction for newly elected Members	Jean Hunter (Chief Executive); Graham Watts (Democratic Services Team Leader); Shirley Tracey (Monitoring Officer)	Programme for the day to include presentation of induction pack, completing necessary paperwork, a tour of the building, a session on Code of Conduct/Governance, an assessment of ICT needs and provision of access to the Council's network, followed by an informal discussion with the Chief Executive Essential for new Members
19/05/16	11.00 – 12 noon	Briefing for newly elected Members on the Annual General Meeting	Graham Watts (Democratic Services Team Leader)	A briefing prior to the AGM for newly elected Members to go through Standing Orders, processes and procedures for meetings of Full Council Essential for new Members
20/05/16	9.30 – 13.00	Planning Committee training	Julie Baird (Head of Development Management); Jane Green (Head of New Communities)	This session will cover the role of the Committee, legal advice and probity, the scheme of delegation, Local Plan and policy context, development management to include material planning considerations, quality of design and enforcement Mandatory for Members and Substitutes of the Planning Committee <i>All Members to be invited to attend</i>

31/05/16	10.00 – 14.00	Induction for new Members of the Greater Cambridge City Deal Executive Board or Joint Assembly	Tanya Sheridan (Greater Cambridge City Deal Programme Director)	<p>This session is for new Members appointed to the City Deal Executive Board or Joint Assembly from all partners (Cambridge City Council, Cambridgeshire County Council, South Cambridgeshire District Council, the University of Cambridge and the Local Enterprise Partnership)</p> <p>Essential for new Members of the Executive Board or Joint Assembly</p> <p><i>All Members of the Executive Board and Joint Assembly will be invited to attend as a refresh opportunity</i></p> <p>(To be held at the Guildhall, Cambridge)</p>
May/June*	Half-day	iPad training including 'Good' and 'Modern.Gov' applications	The Information Communications & Technology Shared Services Team and the Democratic Services Team	<p>Some new Members may need to be shown how to use their iPads to access their e-mails through the 'Good' App, the intranet and the 'Modern.Gov' App</p> <p>*Date to be confirmed subject to demand and availability of Members</p> <p><i>All Members to be invited for a refresh opportunity</i></p>
June*	1 – 2 hours	Introduction to using social media	The Communications Team and Democratic Services Team	<p>Informal practical session to help Members sign up to Twitter, Facebook and/or other social media applications and demonstrate how to use them</p> <p>*Date to be confirmed subject to demand and availability of Members</p>
01/06/16	1 hour	Planning training	The Planning and New Communities Team	<p>A training session to be held prior to the meeting of the Planning Committee. The specific subject will be confirmed nearer the time of the meeting</p> <p><i>All Members to be invited to attend</i></p> <p><i>Parish Councillors/Clerks will also invited to attend</i></p>

06/06/16	9.30 – 16.00	Licensing Committee training	James Button Solicitors – joint session with Cambridge City Council	<p>All Members who wish to sit on the Licensing Committee, either as a full Member or as a substitute, need to have received training in the last two years. This session will cover decision-making, taxi licensing, the Licensing Act and gambling</p> <p>Mandatory for Members and Substitutes of the Licensing Committee</p> <p><i>(To be held at the Guildhall, Cambridge)</i></p>
15/06/16	14.00 – 16.00	Introduction to local government finance and the Council's budget	Alex Colyer (Executive Director, Corporate Services)	<p>Aimed at new Members to provide an overview of local government finance, the Council's budget and Medium Term Financial Strategy and an explanation of the Council's annual budget setting process.</p> <p><i>All Members to be invited as a refresh opportunity</i></p>
01/07/16	14.00 – 16.00	Update on the Greater Cambridge City Deal Programme	Tanya Sheridan, Greater Cambridge City Deal Programme Director	<p>A briefing to provide an update on the Greater Cambridge City Deal Programme</p> <p><i>All Members of each of the three partner Councils (Cambridgeshire County Council, Cambridge City Council and South Cambridgeshire District Council) to be invited</i></p>
04/07/16	14.00 – 16.00	Introduction to grants, locality working and community rights	Gemma Barron (Partnerships Manager)	<p>Aimed at new Members to outline a number of grants that may be available to communities in their wards, locality working (or patch-based working) and community rights.</p> <p><i>All Members to be invited as a refresh opportunity</i></p>

06/07/16	1 hour	Planning training	The Planning and New Communities Team	<p>A training session to be held prior to the meeting of the Planning Committee. The specific subject will be confirmed nearer the time of the meeting</p> <p><i>All Members to be invited to attend</i></p> <p><i>Parish Councillors/Clerks will also invited to attend</i></p>
15/07/16	10am – 1pm	Planning Committee training	John Williamson, Cambridgeshire Spatial Planning Unit and part-time Planning Inspector	<p>This session will cover strategic planning policy matters, including recent changes in National Planning Policy and guidance and milestone appeal decisions</p> <p>Mandatory for Members and Substitutes of the Planning Committee</p> <p><i>All Members to be invited to attend</i></p> <p><i>Parish Councillors/Clerks will also be invited to attend</i></p>
18/07/16	14.00 – 16.00	Housing	Stephen Hills (Director of Housing)	<p>A briefing/workshop for all Members on:</p> <ul style="list-style-type: none"> - The role of the Council's Housing Company, Ermine Street Housing Ltd - The role of the Housing Development Agency - The other services that the Council provides as part of the Housing Directorate and associated key issues, challenges and risks
19/07/16	16.30 – 18.00	Welfare, benefits and the Localised Council Tax Support Scheme	Dawn Graham (Benefits Manager)	<p>A workshop session for all Members prior to the Finance and Staffing Portfolio Holder Meeting scheduled to be held on the same day at 6pm. The session will cover welfare reform, benefits and the Localised Council Tax Support Scheme and will provide all Members with an opportunity to put forward their views</p>

Date to be confirmed	Half-day	Employment Committee training	External TBC	All Members who wish to sit on the Employment Committee, either as a full Member or Substitute, need to have received training in the last two years Mandatory for Members and Substitutes of the Employment Committee
10/08/16	18.00 – 19.00	Freedom of Information and Data Protection	Matt Hudson (Senior Information Management Officer)	A session for all Members to explain the principles of the Freedom of Information Act and Data Protection Act (To be held at Pathfinder House, Huntingdon)
07/09/16	1 hour	Planning training	The Planning and New Communities Team	A training session to be held prior to the meeting of the Planning Committee. The specific subject will be confirmed nearer the time of the meeting <i>All Members to be invited to attend</i> <i>Parish Councillors/Clerks will also invited to attend</i>
Date to be confirmed	TBC	Freedom of Information and Data Protection	Matt Hudson (Senior Information Management Officer)	A session for all Members to explain the principles of the Freedom of Information Act and Data Protection Act <i>Members from Cambridge City Council and Huntingdonshire District Council will also be invited to attend</i>
09/09/16	10.30 – 14.00	Update on the Greater Cambridge City Deal Programme	Tanya Sheridan (Greater Cambridge City Deal Programme Director)	A briefing/workshop to provide an update on the Greater Cambridge City Deal Programme. <i>All Members of each of the three partner Councils (Cambridgeshire County Council, Cambridge City Council and South Cambridgeshire District Council) to be invited</i> (To be held at Shire Hall, Cambridge)

Date to be confirmed	Half-day	Introduction to Waste Services – joint working with Cambridge City Council	Paul Vanston (Head of the Single Waste Service) Joint session with Cambridge City Council	Aimed at new Members to explain the joint waste service with Cambridge City Council. This session will include a tour of the facilities at the depot. <i>(To be held at the Waterbeach Depot)</i> <i>All Members to be invited as a refresh opportunity</i> <i>All Members of Cambridge City Council also to be invited</i>
28/09/16	14.00 – 17.00	Member development day		A Member Development session reserved in the diary for any workshops, briefings, development or training sessions which may be required
Date to be confirmed	Full day	Planning Committee training	Julie Baird (Head of Development Management; Jane Green (Head of New Communities)	To undertake visits around the district of recently completed sites based on key themes Mandatory for Members and Substitutes of the Planning Committee <i>All Members to be invited to attend</i>
September	1 – 2 hours	Shared Services	Brian O’Sullivan (Shared Services Programme Manager)	Aimed at new Members to explain the various Shared Services that the District Council is part of <i>All Members to be invited as a refresh opportunity</i> <i>Members from Cambridge City Council and Huntingdonshire District Council will also be invited to attend</i>

05/10/16	1 hour	Planning Training	The Planning and New Communities Team	<p>A training session to be held prior to the meeting of the Planning Committee. The specific subject will be confirmed nearer the time of the meeting</p> <p><i>All Members to be invited to attend</i></p> <p><i>Parish Councillors/Clerks will also invited to attend</i></p>
12/10/16	14.00 – 16.00	Programme and project management, including commercialisation	Phil Bird (Business Improvement and Efficiency Manager)	A session for all Members to outline the Council's approach to Programme and Project Management and to explain the Council's commercialisation agenda.
27/10/16	14.00 – 17.00	Member development day		A Member Development session reserved in the diary for any workshops, briefings, development or training sessions which may be required
02/11/16	1 hour	Planning training	The Planning and New Communities Team	<p>A training session to be held prior to the meeting of the Planning Committee. The specific subject will be confirmed nearer the time of the meeting</p> <p><i>All Members to be invited to attend</i></p> <p><i>Parish Councillors/Clerks will also invited to attend</i></p>

08/11/16	15.00 – 17.00	The budget setting process and the Corporate Plan	Alex Colyer (Executive Director, Corporate Services)	<p>A session for all Members to outline the process and key issues to take into account before Cabinet considers the Medium Term Financial Strategy and Corporate Plan in November ahead of the Council approving the budget and Corporate Plan in February 2017</p> <p>This session will take place prior to the meeting of the Scrutiny and Overview Scrutiny Committee scheduled to take place on the same day at 6pm</p>
November	Half-day	Update on the Greater Cambridge City Deal Programme	Tanya Sheridan (Greater Cambridge City Deal Programme Director)	<p>A briefing to provide an update on the Greater Cambridge City Deal Programme.</p> <p><i>All Members of each of the three partner Councils (Cambridgeshire County Council, Cambridge City Council and South Cambridgeshire District Council) to be invited</i></p>
23/11/16	1.30pm – 4.30pm	Planning Committee training	John Williamson, Cambridgeshire Spatial Planning Unit and part-time Planning Inspector	<p>This session will cover strategic planning policy matters, including recent changes in National Planning Policy and guidance and milestone appeal decisions.</p> <p>Essential for Members and Substitutes of the Planning Committee</p> <p><i>All Members to be invited as a refresh opportunity</i></p> <p><i>Parish Councillors/Clerks will also be invited to attend</i></p>
30/11/16	14.00 – 17.00	Member development day		<p>A Member Development session reserved in the diary for any workshops, briefings, development or training sessions which may be required</p>

07/12/16	1 hour	Planning training	The Planning and New Communities Team	<p>A training session to be held prior to the meeting of the Planning Committee. The specific subject will be confirmed nearer the time of the meeting</p> <p><i>All Members to be invited to attend</i></p> <p><i>Parish Councillors/Clerks will also invited to attend</i></p>
15/12/16	14.00 – 17.00	Member development day		A Member Development session reserved in the diary for any workshops, briefings, development or training sessions which may be required
11/01/17	1 hour	Planning training	The Planning and New Communities Team	<p>A training session to be held prior to the meeting of the Planning Committee. The specific subject will be confirmed nearer the time of the meeting</p> <p><i>All Members to be invited to attend</i></p> <p><i>Parish Councillors/Clerks will also invited to attend</i></p>
16/01/17	18.00 – 20.30	Update on the Greater Cambridge City Deal Programme	Tanya Sheridan (Greater Cambridge City Deal Programme Director)	<p>A briefing/workshop to provide an update on the Greater Cambridge City Deal Programme.</p> <p><i>All Members of each of the three partner Councils (Cambridgeshire County Council, Cambridge City Council and South Cambridgeshire District Council) to be invited</i></p> <p><i>(To be held at the Guildhall, Cambridge)</i></p>
January	1 – 2 hours	Housing Revenue Account and Housing finance	Executive Director and Director of Housing	Timed to precede the Housing Portfolio Holder's consideration of estimates and recommendations to Cabinet / Council

25/01/17	14.00 – 17.00	Member development day		A Member Development session reserved in the diary for any workshops, briefings, development or training sessions which may be required
01/02/17	1 hour	Planning training	The Planning and New Communities Team	A training session to be held prior to the meeting of the Planning Committee. The specific subject will be confirmed nearer the time of the meeting <i>All Members to be invited to attend</i> <i>Parish Councillors/Clerks will also invited to attend</i>
22/02/17	Half-day	Member development day		A Member Development session reserved in the diary for any workshops, briefings, development or training sessions which may be required
01/03/17	1 hour	Planning training	The Planning and New Communities Team	A training session to be held prior to the meeting of the Planning Committee. The specific subject will be confirmed nearer the time of the meeting <i>All Members to be invited to attend</i> <i>Parish Councillors/Clerks will also invited to attend</i>
March	Half-day	Update on the Greater Cambridge City Deal Programme	Tanya Sheridan (Greater Cambridge City Deal Programme Director)	A briefing/workshop to provide an update on the Greater Cambridge City Deal Programme. <i>All Members of each of the three partner Councils (Cambridgeshire County Council, Cambridge City Council and South Cambridgeshire District Council) to be invited</i>
23/03/17	Half-day	Member development day		A Member Development session reserved in the diary for any workshops, briefings, development or training sessions which may be required

05/04/17	1 hour	Planning training	The Planning and New Communities Team	<p>A training session to be held prior to the meeting of the Planning Committee. The specific subject will be confirmed nearer the time of the meeting</p> <p><i>All Members to be invited to attend</i></p> <p><i>Parish Councillors/Clerks will also invited to attend</i></p>
10/05/17	1 hour	Planning training	The Planning and New Communities Team	<p>A training session to be held prior to the meeting of the Planning Committee. The specific subject will be confirmed nearer the time of the meeting</p> <p><i>All Members to be invited to attend</i></p> <p><i>Parish Councillors/Clerks will also invited to attend</i></p>

Member development days, with no specific subject headings, have been programmed throughout the year. Members are asked to reserve these slots in their diaries for any workshops, briefings or development/training sessions that may be required, notice of which will be sent to Members in good time prior to the session. Subjects identified by Members via a survey undertaken in April 2016 have been identified as follows and may be added to the Programme or feature at one of the Member development day sessions in due course:

- Speed reading
- Public speaking
- Chairmanship training
- Questioning skills and providing effective challenge (scrutiny and overview)
- Devolution
- Customer Service and Customer Contact Centre
- Leadership development (Cabinet/Portfolio Holders)
- Economic development
- Equality and diversity
- Risk management

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