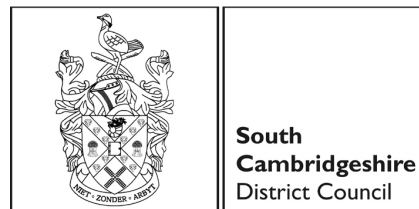


South Cambridgeshire Hall
Cambourne Business Park
Cambourne
Cambridge
CB23 6EA

t: 03450 450 500
f: 01954 713149
dx: DX 729500 Cambridge 15
minicom: 01480 376743
www.scambs.gov.uk



14 September 2014

To: Chairman – Councillor Ben Shelton
Vice-Chairman – Councillor James Hockney
Members of the Partnerships Review Committee – Councillors David Bard,
Henry Batchelor, Kevin Cuffley, Andrew Fraser, Jose Hales, Roger Hall and
Janet Lockwood

Quorum: 5

Dear Councillor

You are invited to attend the next meeting of **Partnerships Review Committee**, which will be held in the **Swansley Room A and B - Ground Floor** on **Tuesday, 22 September 2015 at 2.00 p.m.**

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

Yours faithfully
JEAN HUNTER
Chief Executive

The Council is committed to improving, for all members of the community, access to its agendas and minutes. If you have any specific needs, please let us know, and we will do what we can to help you.

| AGENDA | | PAGES |
|---|--|--------------|
| 1. Apologies To receive apologies for absence from committee members. | | |
| 2. Declarations of Interest | | |
| 3. Minutes of the Previous Meeting To authorise the Chairman to sign the Minutes of the meeting held on 19 June 2015 as a correct record. | | 1 - 6 |
| 4. Public Questions | | |
| 5. Bus Services Representatives from Stagecoach and the County Council will be in attendance for this item. | | |

- 6. Reports from Members appointed to Outside Bodies** **7 - 14**
To consider update reports from Members appointed to represent the Council on outside bodies.
- 7. Work Programme 2015/16** **15 - 20**
To consider the Partnerships Review Committee's work programme for 2015/16. The Council's Corporate Forward Plan is attached for information.
- 8. Dates of Future Meetings**
- Friday 27 November 2015 at 1pm – Heidi Allen MP will be attending
 - Thursday 21 January 2016 at 2pm

EXCLUSION OF PRESS AND PUBLIC

The law allows Councils to consider a limited range of issues in private session without members of the Press and public being present. Typically, such issues relate to personal details, financial and business affairs, legal privilege and so on. In every case, the public interest in excluding the Press and Public from the meeting room must outweigh the public interest in having the information disclosed to them. The following statement will be proposed, seconded and voted upon.

"I propose that the Press and public be excluded from the meeting during the consideration of the following item number(s) in accordance with Section 100(A) (4) of the Local Government Act 1972 on the grounds that, if present, there would be disclosure to them of exempt information as defined in paragraph(s) of Part 1 of Schedule 12A of the Act."

If exempt (confidential) information has been provided as part of the agenda, the Press and public will not be able to view it. There will be an explanation on the website however as to why the information is exempt.

OUR LONG-TERM VISION

South Cambridgeshire will continue to be the best place to live, work and study in the country. Our district will demonstrate impressive and sustainable economic growth. Our residents will have a superb quality of life in an exceptionally beautiful, rural and green environment.

OUR VALUES

We will demonstrate our corporate values in all our actions. These are:

- Working Together
- Integrity
- Dynamism
- Innovation

GUIDANCE NOTES FOR VISITORS TO SOUTH CAMBRIDGESHIRE HALL

Notes to help those people visiting the South Cambridgeshire District Council offices

While we try to make sure that you stay safe when visiting South Cambridgeshire Hall, you also have a responsibility for your own safety, and that of others.

Security

When attending meetings in non-public areas of the Council offices you must report to Reception, sign in, and at all times wear the Visitor badge issued. Before leaving the building, please sign out and return the Visitor badge to Reception.

Public seating in meeting rooms is limited. For further details contact Democratic Services on 03450 450 500 or e-mail democratic.services@scambs.gov.uk

Emergency and Evacuation

In the event of a fire, a continuous alarm will sound. Leave 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 opposite the staff entrance

- **Do not** use the lifts to leave the building. If you are unable to use stairs by yourself, the emergency staircase landings have fire refuge areas, which give protection for a minimum of 1.5 hours. Press the alarm button and wait for help from Council fire wardens or the fire brigade.
- **Do not** re-enter the building until the officer in charge or the fire brigade confirms that it is safe to do so.

First Aid

If you feel unwell or need first aid, please alert a member of staff.

Access for People with Disabilities

We are committed to improving, for all members of the community, access to our 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. All meeting rooms are accessible to wheelchair users. There are disabled toilet facilities on each floor of the building. Infra-red hearing assistance systems are available in the Council Chamber and viewing gallery. To use these, you must sit in sight of the infra-red transmitter and wear a 'neck loop', which can be used with a hearing aid switched to the 'T' position. If your hearing aid does not have the 'T' position facility then earphones are also available and can be used independently. You can get both neck loops and earphones from Reception.

Toilets

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

Recording of Business and Use of Mobile Phones

We are open and transparent about how we make decisions. We allow recording, filming and photography at Council, Cabinet and other meetings, which members of the public can attend, so long as proceedings at the meeting are not disrupted. We also allow the use of social media during meetings to bring Council issues to the attention of a wider audience. To minimise disturbance to others attending the meeting, please switch your phone or other mobile device to silent / vibrate mode.

Banners, Placards and similar items

You are not allowed to bring into, or display at, any public meeting any banner, placard, poster or other similar item. Failure to do so, will result in the Chairman suspending the meeting until such items are removed.

Disturbance by Public

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

Smoking

Since 1 July 2008, South Cambridgeshire District Council has operated a Smoke Free Policy. No one is 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. You are not allowed to bring food or drink into the meeting room.

Agenda Item 3

SOUTH CAMBRIDGESHIRE DISTRICT COUNCIL

Minutes of a meeting of the Partnerships Review Committee held on
Friday, 19 June 2015 at 2.00 p.m.

PRESENT: Councillor Ben Shelton – Chairman
Councillor James Hockney – Vice-Chairman

Councillors: David Bard Henry Batchelor
Kevin Cuffley Andrew Fraser
Roger Hall Janet Lockwood

Councillor Sue Ellington was in attendance by invitation.

Officers: Mike Hill Health and Environmental Services Director
Jean Hunter Chief Executive

1. APOLOGIES

Apologies for absence were received from Councillor Jose Hales.

2. DECLARATIONS OF INTEREST

There were no declarations of interest.

3. MINUTES OF THE PREVIOUS MEETING

The minutes of the meeting held on 27 March 2015 were agreed as a correct record.

4. PUBLIC QUESTIONS

No public questions had been received.

5. POLICING, CRIME AND DISORDER

The Chairman welcomed Chief Superintendent Dan Vajzovic and Chief Inspector James Sutherland from the Cambridgeshire Constabulary to the meeting. Charles Kitchen, Director of Public Engagement and Communications, and Rebecca Avery, Outreach Worker from the Cambridgeshire Police and Crime Commissioner's Office were also welcomed to the meeting.

The perception of crime amongst South Cambridgeshire residents was discussed:

- Whilst it was recognised that South Cambridgeshire was a very safe place, the Constabulary felt that awareness of crime and awareness of residents in protecting themselves and their property in some South Cambridgeshire villages, was too low. Operation Oaklands, which had focussed on tackling home and shed burglaries, continued to find that many residents were leaving their homes, vehicles and sheds unlocked.
- It was suggested that a cyber security message should be included in Operation Oaklands. The Chief Superintendent agreed to feed this back.
- Members were informed that the issues of most concern raised by residents at Police Neighbourhood Panels were parking, speeding and the 101 service and it was felt this reflected a lack of awareness amongst residents of the types of

crime of which they were more likely to be the victim.

- Members were informed that South Cambridgeshire was safe and getting safer, with crime having fallen by just under 2% in the last year. Dwelling burglary had fallen by just under 5%.

Members were informed that it was likely that human trafficking and the exploitation of vulnerable people and immigrants was happening in the district:

- Work was being undertaken to raise awareness of these crimes so that local people would be more likely to recognise if this was happening in their areas and report suspected activity.
- An anti-slavery summit would be taking place in Cambourne in October 2015, in order to raise awareness of human trafficking. This would be hosted by the Police and Crime Commissioner's office in partnership with the Cambridgeshire Constabulary. Information regarding this would be circulated in due course and members were asked to raise awareness of this event through their parishes and any other networks. If this event was successful, a similar event could be held regarding child protection.
- Members were informed that there was a risk regarding houses of multiple occupancy and human trafficking, which Operation Puffin had been addressing. The operation had been supported by South Cambridgeshire District Council with Council Enforcement Officers involved in joint raids on properties.
- Members were informed that there were no brothels in South Cambridgeshire, however the potential for 'pop-up' brothels was a concern.
- The Director of Health and Environmental Services informed Members that houses of multiple occupancy was a service priority, with housing standards being checked and information being shared with the Police.

Reporting of crime was discussed:

- Members were informed that not all crime was reported but that where crime was reported, the Cambridgeshire Constabulary was adhering 100% to crime recording standards and the Chief Superintendent was satisfied that there was an ethical crime recording culture in Cambridgeshire.

Members were informed that speeding was taken seriously by the Police as this was a safety issue. A small team of special constables worked on speeding in small villages and there was a way for the public to report areas where speeding was a concern.

In response to a question about Automatic Numberplate Recognition (ANPR), Members were informed that South Cambridgeshire had a sufficient number of ANPR systems placed where they were needed.

Parking was discussed as this was raised as an issue of concern in most South Cambridgeshire villages:

- Members were informed that parking was not a Police priority. Investigating and preventing crime and keeping people safe was the priority. It was recognised that parking was a nuisance but prioritisation by the Police would not solve the issue.
- While it was recognised that there were no traffic wardens in South Cambridgeshire, PCSOs would not be used as traffic wardens.
- Options were being explored as to whether Speedwatch could be adapted to deal with parking as well as speeding.
- Members were informed that road traffic powers could not be delegated to anyone who wanted to volunteer as a traffic warden.

Police Neighbourhood Panels were discussed:

- Average attendance at these was poor at 20-25 people which was not felt to be representative, however meetings were now being streamed live on-line which had seen increased public involvement with 124 people logging in to watch the recent Neighbourhood Panel in Cambourne. As well as watching the meeting live online, members of the public could submit questions live via Twitter.
- Members felt that despite low turnout in person, the Neighbourhood Panels were valuable as organisations and groups sent representatives to these to feed information back to their groups. Members were assured that these would continue.

Burglary was discussed:

- Members were informed that the majority of burglaries were carried out by a small number of prolific burglars who when caught, would often admit to a string of burglaries for which there had been little evidence.
- When asked whether burglars were travelling into South Cambridgeshire and committing burglaries along the motorway corridors, Members were informed that it was likely that there was some clustering of crime around major roads.

The Constabulary budget was queried:

- Members were informed that the savings target by 2018/2019 was £17 million.
- The Chief Superintendent informed Members that with the decrease in the budget it was inevitable that headcount would reduce, however the Constabulary was confident it could continue to provide a service that met the needs of communities and protecting frontline policing was a priority.
- Working with other areas such as Bedfordshire and Hertfordshire as well as working with local authorities and utilising new technology, would be important in protecting frontline policing.

Cyber crime was discussed:

- Members were informed that the City of London took the lead on cyber enabled crime. Links with the Internet Watch Foundation were very good, with former police officers working for the IWF.
- Tackling cyber crime needed to be partnership led, with partnerships between the police, schools, parents and other organisations.
- Members were informed that the Safer Schools Partnership in Peterborough was being looked at, to see how this could be modelled in South Cambridgeshire.
- The Constabulary had a strong online presence. All PCSOs had been trained in social media and were all active on social media. PCSOs would also be proactively engaging with schools by having a physical presence in schools in order to build relationships with staff and pupils.

The potential vulnerability of mental health patients being treated in the community in Sawston was raised as a concern by a local member:

- Members were informed that Complex Case Teams had been established and maintained by the Constabulary and well trained and experienced police officers helped manage any issues with particular individuals with mental health issues in the community.
- There had been a fall in the complaints regarding anti-social behaviour relating to these cases, which suggested the Police's approach was working.

PCSOs were discussed:

- Members were informed that it was unlikely that having volunteer PCSOs would be possible due it not being possible to delegate some legal powers. Members

were informed that volunteers were being used by the Police in other areas, such as tasking vehicles in Cambourne, thereby freeing up officers' time for other tasks.

- Members were informed that it was not legally possible for Parish Councils to sponsor PCSOs for their villages. However, Members were informed that an effective way for communities to get additional services could be to have a budget to fund overtime working in order to have a dedicated resource.
- The reduction in PCSO's in Sawston was raised as a concern by the local Members. Members were informed that there had been a reduction in PCSO attention in Sawston due to vacancies in the Sawston sector. These would be filled, however Members were informed that there would be less visibility of PCSOs in villages as they would be undertaking other work in the community, such as visiting schools.
- The Chief Inspector assured Members that it was not thought there was a link between PCSO visibility and petty crime, and that South Cambridgeshire had never been as good as other areas with regards to PCSO visibility.
- The Chief Inspector assured Members that the Police did pay attention to petty crime and gave an example of a case of graffiti that was dealt with in Sawston.
- Members were informed that all Anti-Social Behaviour cases were reviewed every morning by the management team.

The local Member for Balsham made the Chief Superintendent and Chief Inspector aware that the Rehabilitation of Offenders programme caused concern in Balsham, particularly amongst the elderly residents when young offenders were taken around the village:

- It was requested that Parish Councils be informed of when this would be happening so they could inform their elderly residents.
- Members were made aware that the Probation Service ran this programme and Mike Hill would take this back to the Crime Disorder Reduction Partnership.
- The Chief Superintendent advised that Parish Councils may consider asking the programme to task offenders with tasks that would be of benefit to the parish.

It was asked whether there was a connection between the number of rental homes and human trafficking:

- Members were informed that there was a risk around houses of multiple occupancy and that Operation Puffin had been addressing this. The operation had been supported by South Cambridgeshire District Council with Council enforcement officers involved in joint raids on properties. Members were informed that there were no brothels in South Cambridgeshire, however it was recognised that there could be 'pop-up' brothels operating out of hotels.
- The Director of Health and Environmental Services informed members that houses of multiple occupancy was a service priority, with housing standards being checked and information being shared with the Police.

In response to a question helicopter capacity, Members were informed that whilst there were fewer helicopters covering the service nationally, air capability was as good as the service also had fixed wing aircraft. The Chief Superintendent was satisfied that there was sufficient capacity.

In response to a question regarding helicopter capacity, Members were informed that while there were fewer helicopters covering the Police service nationally, there was sufficient air capability as this was also provided by fixed wing aircraft.

The Director of Health and Environmental Services provided an update on the South

Cambridgeshire Crime and Disorder Reduction Partnership (CDRP). The work of the CDRP and the priorities it had identified, were praised by the Cambridgeshire Constabulary and the Police and Crime Commissioner's Office.

Charles Kitchen, Director of Public Engagement and Communications, and Rebecca Avery, Outreach Worker gave an update from the Cambridgeshire Police and Crime Commissioner's office:

- Police officer numbers would be protected as much as possible.
- The PCC was looking at where volunteers could add value to the work of the Police.
- It was recognised that the overall visibility of the police concerned people. The PCC was working to increase visibility such as through the provision of contact points in communities, for example in supermarkets where police officers would be present during advertised time slots.
- Waiting times with the 101 service was a recognised problem. Improvements were expected with the recruitment of 10 new members of staff and the introduction of new technology.
- Members were informed that the Police and Crime Commissioner had good links with central government and Members should contact him with any issues of concern that should be raised.
- Engagement and communication with the public was discussed. The Outreach Worker attended parish council meetings on a regular basis and sought the best ways to communicate with them in order to keep them informed of police issues. Methods of engagement that already existed were tapped into where possible.
- Members were informed that small grants were available from the PCC and details of this would be circulated to Members. The grants supported projects that targeted young people and helped them to keep away from crime.

The Chairman thanked representatives from the Cambridgeshire Constabulary and Police and Crime Commissioner's Officer for their attendance and contributions to the meeting.

6. REPORTS FROM MEMBERS APPOINTED TO OUTSIDE BODIES

The committee **NOTED** the update reports that had been received from members appointed to represent the Council on outside bodies.

Councillor Sue Ellington informed members that United Care Partnerships had taken over care of the elderly in the community. The service had already avoided a number of elderly admissions to A&E.

The Chairman thanked Councillors Ellington, Hunt and Bridget Smith for their updates.

7. WORK PROGRAMME 2015/16

The committee agreed it would look at bus services at its next meeting. Representatives from Stagecoach and the County Council would be invited to attend the meeting.

The new Cambridgeshire MPs would also be invited to a future meeting.

8. DATES OF FUTURE MEETINGS

The August 2015 meeting date would be changed. A date for the next meeting to be held in September would be agreed outside the meeting.

The Meeting ended at 4.00 p.m.

Agenda Item 6



REPORT TO: Partnerships Review Committee

22 September 2015

LEAD OFFICER: Legal and Democratic Services Manager

REPORTS FROM MEMBERS APPOINTED TO OUTSIDE BODIES

Purpose

1. To consider update reports from Members appointed to represent the Council on outside bodies.

Recommendations

2. That this report be noted.

Background

3. The District Council appoints Members to a range of external bodies, known as outside bodies, so that the authority's views can be represented when they meet. The most up-to-date list of outside bodies and the Members appointed to represent the Council on them is attached to this report at **Appendix A**, for information.
4. The status of some outside bodies can change without the Council being informed. Members are encouraged to report any changes to the outside bodies set out in the appendix, or any outside bodies they think are missing, to Democratic Services.

Considerations

5. Update reports on outside bodies used to be submitted to meetings of full Council, or Cabinet for those Cabinet Members appointed to outside bodies.
6. In considering how information is reported back from the outside bodies that Members are appointed to, the Civic Affairs Committee on 5 December 2013 agreed that:
"all Members appointed to an outside body should submit a written update report to each quarterly meeting of the Partnerships Review Committee, instead of Council, with the exception of those Members who already report to Cabinet."
7. This report provides the Partnerships Review Committee with those update reports received from Members appointed to represent the Council on outside bodies. Updates from outside bodies will feature as a standing agenda item for meetings of the Partnerships Review Committee in accordance with the Civic Affairs Committee's decision.

Update reports from Members

8. Councillor Peter Johnson attended the Drainage and Flooding conference in May 2015. Presentations from this are available on request from Democratic Services. Attached at **Appendix B** is an update from Councillor Johnson on the Farmland Museum.

Implications

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

Consultation responses (including from the Youth Council)

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

Effect on Strategic Aims

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

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

Background Papers

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

Report Author: Graham Watts – Democratic Services Team Leader
Telephone: (01954) 713030

APPENDIX A
List of Outside Bodies

| Name | Representative(s) |
|---|--|
| Age Concern | Charlie Nightingale |
| Bassingbourn Village College Centre Management Committee | Nigel Cathcart |
| Cambridge Airport Consultative Committee | Caroline Hunt |
| Cambridge City, South Cambs & County Council Strategic Transport & Spatial Planning Group | Pippa Corney Sebastian Kindersley Tim Wotherspoon Ray Manning (sub) |
| Cambridge Marriage Guidance Council (Relate) | Val Barrett |
| Cambridgeshire & Peterborough Association of Local Councils (CPALC) | David McCraith |
| Cambridgeshire & Peterborough Waste Partnership | Mick Martin |
| Cambridgeshire Policy and Crime Panel | Ben Shelton |
| Cambridgeshire Historic Churches Trust Advisory Council | Roger Hall |
| Cambridgeshire Museums Advisory Partnership | Aidan Van de Weyer |
| Cambridgeshire Water Forum | Tim Wotherspoon |
| Carers Trust Cambridgeshire | Bridget Smith |
| Comberton Village College Governing Body Sub-Committee | Tim Scott |
| Cambridgeshire County Health Committee | Sue Ellington Andrew Fraser (sub) |
| Conservators of the River Cam | Tim Wotherspoon |
| Cottenham Village College Sports Centre Management Group | Simon Edwards |
| County Advisory Group on Archives & Local Studies | Roger Hall |
| East of England Local Government Association | Ray Manning |
| Emmaus Cambridge Community | Hazel Smith |
| Farmland Museum Trustees | Peter Johnson |
| Francis John Clear Almshouses, Melbourn | Val Barrett |
| Friends of Milton Country Park | Anna Bradnam |
| Gamlingay Village College GVC Leisure Ltd | Bridget Smith |
| Greater Cambridge City Deal Executive Board | Ray Manning Simon Edwards (sub) |
| Health and Wellbeing District Members Forum | Sue Ellington |
| Linton Voluntary Community Business and Premises Group | Henry Batchelor |
| Mepal Outdoor Centre | Simon Edwards |
| Natural Cambridgeshire | Tim Scott |
| Needingworth Quarry Liaison Committee | Brian Burling |
| North Herts & District Citizens Advice Bureau | Val Barrett |
| Old West Internal Drainage Board | Simon Edwards Ray Manning Tim Wotherspoon |
| Over & Willingham Internal Drainage Board | Christopher Cross |
| Papworth Hospital NHS Foundation Trust | Nick Wright |
| Responsive Repairs Partnership Management Board | Val Barrett Bunty Waters Hazel Smith |

| | |
|--|--------------------------------|
| Sawston Patient Reference Group | David Bard |
| Shifting Offered Furniture Around (SOFA) | Janet Lockwood |
| South Cambs Crime & Disorder Reduction Partnership Group | Ben Shelton |
| South Cambs Local Health Partnership | Sue Ellington |
| Swaffham Internal Drainage Board | Robert Turner |
| Swavesey Byeways Advisory Committee | Robert Turner Sue Ellington |
| Swavesey Internal Drainage Board | Brian Burling Sue Ellington |
| Swavesey Village College Community Committee | Mark Howell Sue Ellington |
| Waterbeach Level Internal Drainage Board | James Hockney Peter Johnson |

APPENDIX B

The Farm Museum

The Farm Museum had a Summer Evening reception in July which was very well attended by local people, several dignitaries and a few District Councillors, the museum has some new ideas to help raise funds but the funding from SCDC is still very much needed and it indeed makes sense to maintain an element of funding as this museum is unique to our area, also to support the recycling needs of the museum wheelie bins are needed please, I feel sure that this is possible for SCDC to provide this regarding our stance on recycling. I have attached reports of interest to the committee.

Cllr Peter Johnson

Trustees of the Farmland Museum Chairman's Report for meeting July 23rd 2015

1. Trustees and Staff.

This is Rodney's last meeting after many, many years as a Trustee which includes a number of years as Chairman. Thank you Rodney. We shall miss you very much for your long knowledge of the museum, your attention to detail and your sound common sense. We would be delighted if you would continue to maintain a link by becoming a Patron.

I am delighted that Caroline Hunt has agreed to re-join the Board of Trustees subject to ratification by the board at this meeting.

The search for new trustees continues and Ann is meeting with a person appointed by Gordon Chancellor to recruit volunteers and trustees for museum in Cambridgeshire. It would be good if we could get our number up to seven or eight from the current five.

It has been a pleasure to welcome Fanny Bara Moreau as the new Education Officer. She hit the ground running and is full of energy and new ideas.

2. Patrons

Jim Paice has decided not to continue as a Patron since his retirement but is keen to be kept informed of our activities, he hoped to be at the Reception and his wife was there came I believe that he was stranded on a train so didn't make it. I have written to our new MP, Lucy Frazer and invited her to the Reception, she was unable to come then but we are hoping she will be able to visit at some point in the near future. Until we know her a little better I am not suggesting that we invite her to be a Patron.

The present Master of Pembroke College, Sir Richard Dearlove, who has been a rather nominal patron for the past five or six years, has now retired from the college. He was invited to be patron because of the link between Pembroke College and Denny abbey and made it clear that he could not offer very much support. The new Master is Lord Smith of Finsbury i.e. Chris Smith. Whilst an MP he was responsible for the reintroduction of free admission to public museums and is currently Chairman of the Art Fund. With Trustees' agreement I propose to contact him later next term to see whether he would continue to maintain the link and be a Patron. With his experiences of the Arts and Culture sector he may be interested in being a bit more proactive.

3. Local Development.

The Local Development Plan is under review at the moment after the inspector who was examining it decided that there were areas which needed more work and suspended the examination. It is very unclear when the revised plan will be ready and how much consultation there will be about it before it goes back to the Inspector so everything is still very uncertain. However, Urban and Civic who are managing the land owned by the Defence Infrastructure Organisation are starting to look at developing their site. They are also being very proactive in talking to village and opening up some facilities for the community, the RAF Museum should be able to move back into one of the buildings on the site quite soon. We reported last time that Rebecca Britton from Urban and Civic has visited the Museum and Ann has met her at the office on the Airfield site and is in regular contact. U and C seem very supportive of what we are trying to do.

4. Museum Development plans

The very busy season so far has meant that progress with a new application to HLF has been somewhat delayed, but Ann has now produced a first draft of a new expression of interest for discussion at this meeting. This has had the advantage that we have been able to rethink what we want to do in the light of our past experiences of applying to HLF. Ann has started to work on a fund raising strategy and produced some very useful material for guests at the Reception.

5. The Reception on July 17th

The Reception itself seemed to go very well, many thanks to staff, trustees, Friends and Volunteers who put so much time and effort into making it such a pleasant evening. As well as our own friends and supporters we had a number of quite influential people who were invited thanks to lists provided by Sir Hugh Duberly, John Martin and Sarah Clover and suggestions from other people. We hope this will spread the word about the Museum and Abbey's existence and that we can add their names to a data base of people we might approach for help with funding in the future. I have written to Sir Hugh Duberly to thank him for his contribution to the success of the evening. I have also thanked John and Kate Martin.

6. General involvement

- a. As usual I try to come up most weeks to meet Ann and also have coffee with the Wednesday volunteers. Last week I came up on Thursday and briefly saw the archaeology day in action. The site was buzzing and Fanny is to be congratulated on her amazing 'poo' activity. This complemented a large menu of activities telling children and their parents about archaeology. They were run by Museum volunteers and by outside bodies.
- b. I had a lovely evening at the Jazz event organised by the Friends. Many thanks to Lady Rosemary Hughes who put the Friends in touch with the group from Duxford and to Adrian Wright and his team for arranging such a lovely evening
- c. I also came to the Craft fair on the early Bank Holiday Monday which had some good craft stalls and lots of other things to keep families involved. This day has always been a bit difficult but this year it was helped by the weather and a very good programme of activities. The late May Bank holiday weekend also seemed to go with a swing. We were undoubtedly lucky with the weather but must also thank Ann and her team of staff and volunteers for the effort they put into making the events so successful. Sadly the weather was rather less kind last Sunday for the Farming and Country Life event but we did have visitors and people seemed to enjoy themselves in spite of the rain!

- d. I went to the Friends AGM and to the last committee meeting. The small committee works tremendously hard but they are conscious that the group does need redefining in some way with a much clearer understanding as to what its role is. The new Chairman is Robert Stripe he is keen to talk to Ann and myself about this.

27th July 2015

The Farmland Museum Statement for Annual Report 2014 DRAFT

2014 was a busy year for the Museum. It is open daily to the public from April 1st to October 31st but an increasing number of special events and activities take place during the closed season. In 2014 this included Children's Activity days in the February half term and the first of the five week Pre School Picasso courses for young children and their carers which are held each term. In December The Friends of the Museum organised Carol Singing in the Abbey preceded by mince pies and tea or mulled fruit punch. Visits to schools, local history groups, old people's homes etc. by the Education Officer, Chris Leuchars, continued throughout the year.

The summer season was busy, with a number of special events including an Easter fund day, a May Day craft fair, a forties weekend, and a Medieval weekend (with resident re-enactors funded by English Heritage). During all school holidays themed children's activities are run on two afternoons a week by a small team of committed volunteers.

In total there were _____ visitors to the museum which included _____ children and outreach work reached anotherpeople. In the past visitor numbers for the two villages on the museum's doorstep had been disappointing. In 2014 time the Museum offered reduced rate Local Resident season tickets to residents in Waterbeach and Landbeach. Both parish councils gave small grants towards this project to help offset the initial cost and every household received information about the offer. This innovation proved very successful with about 170 season tickets being sold. Not only did this bring in income but it raised awareness of what the museum has to offer to its immediate neighbours. The local Resident scheme will be widened to include Milton, Cottenham, Histon and Impington in 2015.

Staff

The museum was sorry to say goodbye to two long standing employees during the year. Adam Macro who had been at the museum for four years left to move to Birmingham to join his wife and Alan Leekes who had been one of the Visitor Services Assistants for seven years decided that it was time to retire at the end of the season. Emma Kennedy replaced Adam and took up the post of Assistant Curator in September 2014. We also said good bye to Cindie Upton who had been one of the seasonal café team for three summers. Replacement seasonal posts are not recruited for until the beginning of the New Year as they do not start until the beginning of April.

Trustees

In November we were also sorry to say good bye to Bridget Yates who had been a very long serving Trustee but who decided that it was time to retire recruitment for new trustees was set in motion. A new Trustee, Gerry Reilly, joined us very briefly when he moved to the area. He had considerable experience of fundraising and was able to give us some good advice before

he left when he was appointed to a new job which makes continuing at the museum impossible. It is increasingly difficult to find people become trustees who have the necessary the time, energy, skills and understanding of the Museum's needs.

Volunteers

The Museum could not function without a team of very loyal volunteers. There is a group who meet every Wednesday to carry out site maintenance jobs, work on restoration and repair of some of the exhibits, maintain the cottage garden and allotment and manage the small second hand bookshop. There is a team who help when schools visit and another who run the Children's Activity afternoons. General volunteers to help with the café and supervising the car park are also needed for the bigger events.

Friends

The Friends of the Farmland Museum exists to raise funds for the Museum. Numbers have decreased recently and the fundraising activities are organised by a small but very d dedicated group. The Friends Committee is looking at ways of developing and increasing membership and redefining their role. They continue to provide financial support for the restoration of a Fergie tractor.

Museum Development

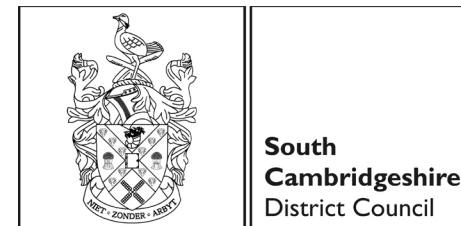
With the enormous amount of development in and around Cambridge the Museum is an increasingly important resource both as a serene and peaceful place away for rest and recreation but also because the museum and Abbey site tell a story about the life and work of the area which is fast disappearing both because of the loss of land to housing and the increasingly sophisticated and mechanised way in which agricultural techniques have developed.

At present the hub of the Museum's activities, the Grain Store is becoming increasingly unfit for purpose. During 2014 a second bid was made to the Heritage Lottery Fund for a development for a project to provide better facilities for staff, and volunteers and storage for the collection. Sadly once again it was unsuccessful. Again this was in part because of the cost. Whilst disappointing it has provided an opportunity to radically rethink ways in which the site could be developed and plans were put in hand for this to start early in 2015. It has also provided an opportunity to start to implement a more structured programme for fundraising.

July 2015

NOTICE OF KEY DECISIONS

To be taken under the Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012 from 16 September 2015



Notice is hereby given of:

- Key decisions that will be taken by Cabinet, individual Portfolio Holders or Officers
- Confidential or exempt executive decisions that will be taken in a meeting from which the public will be excluded (for whole or part)

A Key Decision is a decision, which is likely:

(1) (a) to result in the authority incurring expenditure which is, or the making of savings which are, significant having regard to the Council's budget for the service or function to which the decision relates; or

(b) to be significant in terms of its effects on communities living or working in an area comprising two or more wards

(2) In determining the meaning of 'significant' for the purposes of the above, the Council must have regard to any guidance for the time being issued by the Secretary of State in accordance with section 9Q of the 2000 Act (guidance).

A notice / agenda, together with reports and supporting documents for each meeting will be published at least five working days before the date of the meeting. In order to enquire about the availability of documents and subject to any restriction on their disclosure, copies may be requested from Democratic Services, South Cambridgeshire District Council, South Cambridgeshire Hall, Cambourne Business Park, Cambourne, Cambridge, CB23 6EA. Agenda and documents may be accessed electronically at www.scamb.gov.uk

Formal notice is hereby given under the above Regulations that, where indicated (in column 4), part of the meetings listed in this notice may be held in private because the agenda and reports for the meeting will contain confidential or exempt information under Part 1 of Schedule 12A to the Local Government (Access to Information) Act 1985 (as amended) and that the public interest in withholding the information outweighs the public interest in disclosing it. See overleaf for the relevant paragraphs.

*If you have any queries relating to this Notice, please contact
Victoria Wallace on 01954 713026 or by e-mailing Victoria.Wallace@scamb.gov.uk*

**Paragraphs of Part 1 of Schedule 12A to the Local Government (Access to Information) Act 1985 (as amended)
(Reason for a report to be considered in private)**

1. Information relating to any individual
2. Information which is likely to reveal the identity of an individual
3. Information relating to the financial or business affairs of any particular person (including the authority holding that information)
4. Information relating to any consultations or negotiations, or contemplated consultations or negotiations, in connection with any labour relations matter arising between the authority or a Minister of the Crown and employees of, or office holders under, the authority
5. Information in respect of which a claim to legal professional privilege could be maintained in legal proceedings
6. Information which reveals that the authority proposes:
 - (a) to give under any enactment a notice under or by virtue of which requirements are imposed on a person; or
 - (b) to make an Order or Direction under any enactment
7. Information relating to any action taken or to be taken in connection with the prevention, investigation or prosecution of crime

The Decision Makers referred to in this document are as follows:

Cabinet

Councillor Ray Manning
Councillor Simon Edwards
Councillor Robert Turner
Councillor Mark Howell
Councillor Mick Martin
Councillor Peter Topping
Councillor Tim Wotherspoon
Councillor Nick Wright

Leader of the Council
Deputy Leader and Finance and Staffing
Planning Policy and Localism
Housing
Environmental Services
Corporate and Customer Services
Northstowe
Planning and Economic Development

Key and non-key decisions expected to be made from 16 September 2015

| Decision to be made | Decision Maker | Date of Meeting | Reason for Report to be considered in Private | Portfolio Holder and Contact Officer | Documents submitted to the decision maker |
|--|---------------------------------------|------------------------|--|---|--|
| Financial Management System (FMS) Key | Council | 24 September 2015 | | Finance and Staffing Portfolio Holder Caroline Ryba, Head of Finance | Report (publication expected 16 September 2015) |
| Appointment to the Independent Remuneration Panel Non-Key | Council | 24 September 2015 | | Leader of Council Maggie Jennings, Democratic Services Officer | Report (publication expected 16 September 2015) |
| Rural Settlements List 2016/17 Key | Finance and Staffing Portfolio Holder | 20 October 2015 | | Finance and Staffing Portfolio Holder Katie Brown, Revenues Manager | Report (publication expected 12 October 2015) |
| Revenues and Benefits Performance Report Q1 Non-Key | Finance and Staffing Portfolio Holder | 20 October 2015 | | Finance and Staffing Portfolio Holder Katie Brown, Revenues Manager | Report (publication expected 12 October 2015) |
| Treasury Management Annual Report | Finance and Staffing Portfolio Holder | 20 October 2015 | | Finance and Staffing Portfolio Holder | Report (publication expected 12 October 2015) |

Key and non-key decisions expected to be made from 16 September 2015

| Decision to be made | Decision Maker | Date of Meeting | Reason for Report to be considered in Private | Portfolio Holder and Contact Officer | Documents submitted to the decision maker |
|---|---|---|---|--|---|
| Non-Key | | | | Alex Colyer, Executive Director, Corporate Services Sally Smart, Principal Accountant Financial & Systems | |
| Treasury Management Quarterly Investment Review Non-Key Page 18 | Finance and Staffing Portfolio Holder | 20 October 2015 | | Finance and Staffing Portfolio Holder Alex Colyer, Executive Director, Corporate Services | Report (publication expected 12 October 2015) |
| Write-offs 2015/16 Key | Finance and Staffing Portfolio Holder Finance and Staffing Portfolio Holder Finance and Staffing Portfolio Holder | 20 October 2015 19 January 2016 19 April 2016 | | Finance and Staffing Portfolio Holder Katie Brown, Revenues Manager | Report (publication expected 12 October 2015) Report (publication expected 11 January 2016) Report (publication expected 11 April 2016) |
| WILLINGHAM: Wilford Furlong Project Non-Key | Housing Portfolio Holder | 21 October 2015 | | Housing Portfolio Holder Gill Anderton, Head of Housing (New Build) | Report (publication expected 13 October 2015) |

Key and non-key decisions expected to be made from 16 September 2015

| Decision to be made | Decision Maker | Date of Meeting | Reason for Report to be considered in Private | Portfolio Holder and Contact Officer | Documents submitted to the decision maker |
|--|--|--|---|---|--|
| Review of Medium Term Financial Strategy including consideration of capital accounting policy Non-Key | Finance and Staffing Portfolio Holder | 12 November 2015 | | Finance and Staffing Portfolio Holder John Garnham, Principal Accountant (General Fund & Projects) | Report (publication expected 04 November 2015) |
| Mortgagee in Possession Clauses relating to exception schemes Key | Cabinet | 12 November 2015 | | Housing Portfolio Holder Julie Fletcher, Head of Housing Strategy | Report (publication expected 04 November 2015) |
| Corporate Plan Priorities 2016-2021 Key | Corporate and Customer Services Portfolio Holder | 12 November 2015 | | Corporate and Customer Services Portfolio Holder Richard May, Policy and Performance Manager | Report (publication expected 04 November 2015) |
| Business Case for Ermine Street Housing Key Report to be | Cabinet Council | 12 November 2015 26 November 2015 | Paragraph 3 and 4 of Part 1 of Schedule 12A to the Local Government (Access to Information) Act 1985 (as amended) | Housing Portfolio Holder Stephen Hills, Director of Housing | Report (publication expected 04 November 2015) |

Key and non-key decisions expected to be made from 16 September 2015

| Decision to be made | Decision Maker | Date of Meeting | Reason for Report to be considered in Private | Portfolio Holder and Contact Officer | Documents submitted to the decision maker |
|---|---------------------------------------|---|---|--|--|
| considered in private | | | | Duncan Vessey, New Business Initiatives Manager (Housing) | |
| Position Statement 2015/16: Finance, Performance and Risk Non-Key Page 20 | Cabinet Cabinet Cabinet | 12 November 2015 11 February 2016 July 2016 | | Corporate and Customer Services Portfolio Holder John Garnham, Principal Accountant (General Fund & Projects) Richard May, Policy and Performance Manager Graham Smith, Management Accountant | Q2 Report (publication expected 04 November 2015) Q3 Report (publication expected 03 February 2016) Q4 Report (publication expected in month of July 2016) |