



**SOUTH CAMBRIDGESHIRE DISTRICT COUNCIL
COUNCILLORS' BULLETIN
ISSUE DATE 21st JANUARY 2004**

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IMPORTANT INFORMATION FOR COUNCILLORS

<u>COMMITTEE MEETINGS</u>			
		FROM 26th JANUARY to 30th JANUARY 2004	
			
MONDAY 26th JANUARY 2004	10 am	Crime and Disorder Partnership	Committee Room 1
	6 pm	Youth Debating Competition	Council Chamber
TUESDAY 27th JANUARY 2004	2.30 pm	Joint Strategic Forum	Cambridge Guildhall
WEDNESDAY 28th JANUARY 2004			
THURSDAY 29th JANUARY 2004			
FRIDAY 30th JANUARY 2004			

Information on Housing Portfolio Holder meetings

At the December meeting of the Housing Portfolio Holder, it was agreed to trial inviting non-executive Members to the meetings. The allocation will be done on a first come, first served basis and will be restricted to two members only. If you would like to attend the next Housing Portfolio Holder meeting, it will be taking place in Committee Room 2 between 10am and 12.30pm on Wednesday 11th February. The first two members to contact me will be able to attend. Members who wish to attend must note that some items may be confidential.

Contact Lucie Edginton, on (01223) 443026 or lucie.edginton@scambs.gov.uk

Information on Member Training Advisory Group

In response to a report on Member Training, which is going to Scrutiny on 22nd January, Councillor JD Batchelor, portfolio holder for Information and Customer Services has decided to set up an Advisory Group on how best to assess member induction, training and development needs with the aim of providing a structured training programme.

It is hoped that both experienced and newly elected Members will be able to serve on this Group.

If any Members are interested in being on this Advisory Group, please can they contact Susan May, Democratic Services Manager who will be the Lead Officer of this Group on (01223) 443016 or e-mail: susan.may@scambs.gov.uk

Information on Debating Competition for Young People 2003/4

This is the final call for Councillors wanting to be involved in this year's Debating Competition semi-finals. This will be a great opportunity for Councillors to meet young people and hear their views.

The semi-finals will be taking place on Monday 26th January in the Council Chamber. Doors open at 6:00pm and refreshments will be available until 6:30pm when the first debate starts.

The motion for this year's semi-finals will be "I propose that protecting the environment is more important than providing local services". Judging by the quality of debate in the first rounds, we are expecting two very lively and interesting matches. Taking part will be a team from Swavesey Village College, one team from Sawston Village College and two teams from Comberton Village College.

We would be very grateful if you could tell us if you will be attending, so that we can give approximate numbers to the caterers. To let us know or ask any questions about the competition, please e-mail me at geoff.hinkins@scambs.gov.uk or call me on (01223) 724154, or contact Susannah Harris, Community Development Officer, by e-mail at susannah.harris@scambs.gov.uk or by phone on (01223) 724155.

Information on Parliamentary Boundary Review Hearing

There is to be a public hearing regarding the Parliamentary Boundary Commission's provisional recommendations for parliamentary constituency boundaries in the counties of Cambridgeshire and Peterborough, which were published in the Councillors' Bulletin on 17th September 2003. The hearing will start at 10am on Tuesday 24th February at the Guildhall in Cambridge. It is likely to last for two-three days. The inquiry will be held by the Assistant Commissioner, Mr William Clegg QC. This Council's Monitoring Officer has not received any representations against the proposals from Members, other than political arguments, which are not amongst the criteria to be used for determination. Members have the opportunity to make representations at the hearing. The criteria for determination will be close electorate numerical equality, identity of community interests and efficient representation at government level.

Further details of the hearing can be sought from Chris Ault from the Boundary Commission who can be contacted on: 020 7533 5174 or e-mailed on chris.ault@ons.gov.uk

Or by writing to:
The Parliamentary Boundary Commission for England
PO Box 31060
London
SW1V 2FF

Training Courses/Seminars/Conferences

Name of Course	Description	Date and Venue
European, Parliamentary and Local Government Elections 2004	<ul style="list-style-type: none">• To give an update on European Elections 2004• Election finances, insurance & risk management• Combined elections – the issues and problems• The other players – parties, candidates and agents• Pilot schemes and outsourcing – the lessons to be learnt• Training for the European election	6 th February 2004 Sunley 2004 Management Centre, University College Nottingham
Election briefing for Candidate and Agents	<ul style="list-style-type: none">• To give an update on European and local elections 2004• Qualifications for candidates• Publicity, printing and campaigning• Nomination of parties and candidates• Appointment of election agents• Election Offences• Responsibilities and role of election agents• Election expenses and returns	8 th March 2004 Sunley Management Centre, University College Nottingham

More details on the above courses can be found by contacting Lucie Edginton, on (01223) 443026 or lucie.edginton@scambs.gov.uk

Call-In Arrangements

The Chairman of the Scrutiny Committee or any five other Councillors may call in any executive decision recorded in this bulletin for review. The Democratic Services Manager must be notified of any call in by **Wednesday 28th January 2004 at 5pm**. All decisions not called in by this date may be implemented on **Thursday 29th January 2004**.

Any member considering calling in a decision made by Cabinet is requested to contact the Democratic Services Section to determine whether any relevant amendments have been incorporated.

The call in procedure is set out in full in Part 4 of the Council's Constitution, 'Scrutiny Committee Procedure Rules', paragraph 12.

DECISIONS MADE BY PORTFOLIO HOLDERS

PORTFOLIO HOLDER DECISIONS

Subject	Action Taken
Cambridgeshire County Council consultation on the proposed changes to Park and Ride opening hours	To submit the comments below to Cambridgeshire County Council as the Council's response to the traffic orders proposing to close Park and Ride sites 30 minutes after the last bus.

COMMENTS

The District Council recognises that there are currently problems with "cruiser" meetings being held at the Park and Ride sites and that something needs to be done to stop them. However, the Council has concerns about locking the sites 30 minutes after the last bus. The proposal to lock the sites would also adversely affect people who, for whatever reason, miss the last bus, or who may need to return to the site well after the last bus. For example, if they were participating in the evening economy in Cambridge. People wanting to stay in Cambridge into the evening would either be forced to move their cars, or alternatively, they may choose not to use Park and Ride in the first place. In addition, the closure could adversely affect a large number of people who currently park and cycle, people who are therefore not dependent upon buses and could return at any time.

In addition, many employers in the city promote the use of Park and Ride to their employees as part of meeting their Travel Plan objectives, therefore closure of the sites could also undermine the effectiveness of Travel Plans.

As a result of the factors identified above, the attractiveness of Park and Ride could be undermined, which could in turn undermine the transport strategy for the city. Therefore, the District Council recommend that the County Council consider measures which could prevent access onto the site after hours, but still allow legitimate users of the sites to exit without incurring a release fee.

Subject	Action Taken
Waterbeach: Kirby Road – Prohibition of driving The proposal should help to prevent "rat running" from the barracks to the west and improve the local residents' local environment.	Support the proposal to close Kirby Road, provided the key is held close-by for emergency use.

DECISIONS MADE BY OFFICERS

Subject	Action Taken
<u>Grant from the Wildlife Enhancement Scheme</u>	The Conservation Manager approves a grant of £500 from the Wildlife Enhancement Scheme to the Little Shelford Wildlife and Environment Group. The grant represents approximately 50% contribution towards the planting of native plants around the Bradmere Pond. Shrub planting and willow management will also be undertaken.

SOUTH CAMBRIDGESHIRE STRATEGIC PARTNERSHIP BOARD: NOTES

Date:	2 December 2003	
Time:	1600h – 1755h	
Place:	South Cambridgeshire Hall, Hills Road, Cambridge	
Present:	J Ballantyne J Barker P Barlow Councillor R Collinson S Hind D Spreadbury Councillor J Reynolds (Chairman) S Smith-Rawnsley I Stewart S Traverse-Healy	South Cambridgeshire District Council Business Representative Faith Representative South Cambridgeshire District Council South Cambridgeshire PCT Voluntary Sector Representative Cambridgeshire County Council Voluntary Sector Representative Cambridgeshire County Council CALC Representative
In attendance:	K Nobbs S McIntosh S Smith M L Rowe (Secretary)	Cambridgeshire County Council South Cambridgeshire District Council Cambridgeshire County Council Cambridgeshire County Council
Apologies:	C Brown M Campbell A Cooper K Lloyd R Rogers Councillor D Spink (Chairman)	Business Representative Cambridgeshire Constabulary Village College Representative Youth Parliament Representative South Cambridgeshire PCT South Cambridgeshire District Council

ACTION

1. INTRODUCTIONS

The Chairman welcomed P Barlow and J Barker to their first meeting. He informed the Board that Simon Smith, Head of Economic and Community Development, Cambridgeshire County Council, had taken over from David Cooper who had been seconded to the Department for Environment, Food and Rural Affairs.

2. NOTES OF BOARD MEETING ON 2ND SEPTEMBER 2003 AND MATTERS ARISING

The notes of the meeting of the Board held on 2nd September 2003 were agreed as a correct record.

Matters Arising

Note 5 – Draft Community Strategy/Action Plan

Simon McIntosh, Assistant Director – Housing Community Services, South Cambridgeshire District Council, reported that it had not been possible with the secondment of David Cooper to develop the draft Community Strategy/Action Plan in time for the meeting arranged for 7 October 2003; this meeting had consequently been cancelled.

3. FEEDBACK FROM JOINT MEETING CAMBRIDGE CITY STRATEGIC PARTNERSHIP BOARD

The Board received the tabled draft notes of the joint meeting of South Cambridgeshire and Cambridge City Local Strategic Partnerships held on 13 November 2003. The Partnerships had received an update on current progress, a report on the next round of Local Public Service Agreements (LPSAs), presentations on Services for Older People and the Sub Regional Strategy Implementation. Members of both Partnerships were keen to work together on new facilities in the Cambridge Northern Fringe development and possibly Northstowe. Discussions were already taking place at officer level and Members would receive a report in due course.

S McIntosh

Members welcomed the opportunity to meet with their Cambridge City counterparts. It was agreed that a Sub Group of the Board should meet with a Cambridge City Board Sub Group as appropriate to progress areas of joint work. Members asked for support for people to carry on working to be included as an area for joint work as part of "the back to work agenda". It was suggested that no joint work should take place on Community Information Hubs as these related solely to South Cambridgeshire. Members asked for the Partnership's theme groups to also progress the topics suggested for joint work. The Chairman welcomed this suggestion as it was important to avoid forming additional groups.

S McIntosh

S McIntosh

S McIntosh

4. INFORMATION FROM THE EASTERN REGION LSP NETWORK MEETING

Councillor R Collinson had attended the Eastern Region LSP Network Meeting on behalf of the Board. He reported that many LSPs were further forward than South Cambridgeshire but in most cases they had dedicated officer support. The Network Meeting had received a presentation from Mark Mason, LSP Policy Officer, Office of the Deputy Prime Minister (OPDM). He had explained that there were limited resources available to support LSPs.

The highlights had included good practice of local authority involvement, barriers to community engagement and the importance of decentralised decision-making. It was noted that the Government expected Local Development Frameworks to be closely linked to Community Strategies. There had also been a presentation from the Audit Commission on the development of quality of life indicators for LSPs to take on board. Members were informed that there would be Parliamentary Statements on LSPs in the Commons and the Lords soon.

The Network Meeting had included a series of workshops. Councillor Collinson had attended one on the Community Legal Service Partnership and Simon McIntosh, who had also attended the meeting, had attended the Community Consultation Workshop, which involved using local community events for quick feedback.

5. RESULTS OF CONSULTATION ON THE PARTNERSHIP'S VISION FOR THE FUTURE

The Board received a copy of the BMG Research Report detailing the results of consultation on the Partnership's vision for the future. Members were reminded that the leaflet had been delivered to households on a random basis. There had been a high level of agreement with the five topic areas with 'Providing quality homes for all' identified as the most important aim to address. It was noted that an economic aim had now been added.

Members highlighted the need for caution when interpreting these results, as it was likely that respondents' views had been channelled by the choice of only five aims. There was concern that some issues were still missing particularly in relation to meeting the needs of young people. It was acknowledged that there could have been greater emphasis on young people, who had been included as part of the 'Improving Access to Services' aim.

6. REVISED DRAFT COMMUNITY STRATEGY/ACTION PLAN

The Board received a copy of the first draft Community Strategy for South Cambridgeshire. Members were informed that South Cambridgeshire District Council's Cabinet had considered the document and suggested the number of targets should be reduced. It had also felt that the needs of young people had not been highlighted sufficiently. The Board was asked to prioritise the targets detailed in the Strategy. Officers would then develop these targets and actions identifying what could be achieved over the next three years. It was proposed to appoint Board 'Champions' to provide guidance and challenge for the theme groups and partners.

Members considered the document in detail and raised the following issues:

Working in Partnership (page 4)

- suggested that the Strategic Partnership should be more than just a monitoring and co-ordinating group.
- the need to explain the geographical scope of partnerships detailed in the diagram.

A Vision for South Cambridgeshire (page 6)

- the need for the Partnership to achieve some targets as soon as possible in order for the public to take an interest in its work. The Partnership needed to be creative by focusing on targets it could achieve in a short space of time and then building on success. It was suggested that targets achievable within the next 12 months be identified for each aim, where this was possible. It was acknowledged that resources should not be spread too thinly. Members were reminded that the Strategy covered a three-year timescale.
- the need for targets to be measurable. It was suggested that the theme groups should be asked to identify timescales for each target for year one, two and three.

S McIntosh

S McIntosh

Aim 1: Improving Access to Services and Transport (page 7)

- suggested that Target 3/1 “new cycleways linking villages” should be a priority as this would improve both access and health. It was also suggested that Target 1/1 “community transport themes” should be a priority as it was important to provide access to services for the elderly. Members were reminded that South Cambridgeshire had three of the ten most deprived Wards in Cambridgeshire in relation to the DETR’s index relating to access to services.

Aim 2: Supporting South Cambridgeshire Communities (page 8)

- queried whether Target 5/2 “Guidance Framework for Parish Plans” was already underway. It was noted that approximately twenty-five parishes had enquired about developing a Parish Plan. Unfortunately, there was limited officer support available. This target would therefore be difficult to achieve without additional resources.
- suggested that Target 6/2 “increase residents feelings of safety in villages” should be considered as a priority. Police Community Support Officers, part funded by Government, were already in place to take this target forward and it was measurable. The Chairman reported that there might be more opportunities with another round of Government funding. There was also an opportunity for parishes and local businesses to join together to part fund Community Support Officers. It was felt that this target would reflect the priorities of the South Cambridgeshire residents.
- suggested that Target 9/2 “promote healthier lifestyles” should be considered as a priority. Work to promote physical activity, healthy eating and smoking reduction was already being carried out and the outcomes were measurable.
- the need to have base data in order to be able to measure targets. The Chairman requested a report for the next meeting detailing clear measurable outcomes supported by baseline knowledge.

Aim 3: Quality Homes for All (page 9)

S McIntosh

- highlighted the importance of Target 11/3 “new affordable housing”.
- the need for Target 12/3 “Promote safety in the home” to be considered as priority as this would enable older people to continue to live independently at home.

Aim 4: A High Quality Environment (page 10)

- suggested that Target 18/4 “fly tipping and abandoned cars” was already being dealt with effectively. Members were informed that the Fire and Rescue Service had identified burnt-out abandoned cars as a priority as these cars were a drain on the Service’s resources.
- the need to have a target to improve the cultural heritage of South Cambridgeshire. It was acknowledged that this was an aspiration, which had not been addressed directly. However, Target 16/4 “access to the countryside” included pocket parks and village green space. The possibility of basing a measurable target on encouraging the creation of country parks such as the Coton development was suggested. Members

were informed that it was unlikely that Coton would be delivered within the next three years. It was noted that Coton just needed the resources of an officer to fund raise to enhance some areas and achieve a significant impact.

- acknowledged that increasing the recycling of waste was a key issue (Target 15/4). However, it was also important to minimise waste in order to stop growth and reduce totality. It was noted that South Cambridgeshire District Council was already working on the reduction of waste to landfill.
- suggested that Target 17/4 “tackling climate change” should be a priority. However, Members acknowledged that it was difficult to get the public to take practical measures.
- suggested that Target 19/4 “smoke-free environments” should be a priority as it was reasonably easy to measure its contribution to health.

Aim 5: Sustaining the Local Economy (page 11)

- highlighted as a priority Target 20/5 “developing access to Broadband”.
- the need to identify a lead partner to progress Target 21/5 “increasing the provision of work experience and apprenticeships”. The difficulty of getting work experience for apprentices was noted.
- suggested that the real needs of business were suitable premises and affordable housing for staff. Officers were asked to consider suitable short-term premises for business as a target. It was possible that employment opportunities in rural areas would help develop sustainable communities, which would link in with other aims. However, experience in some areas had shown that it could lead to unsustainable travel plans. Members were informed that surveys had shown that the key issue for business was skills and staff. It was suggested that a target should be developed to allow flexibility for businesses to grow. The Chairman encouraged Members to feed any further views on this issue to Simon McIntosh.
- queried whether the local Chamber of Commerce should be invited to consider this aim. It was noted that the Greater Cambridge Partnership had identified some specific issues for South Cambridgeshire. Job Centre Plus had also made representations for greater involvement in the work of the LSP and had asked to make a presentation to a future board meeting.

S McIntosh

Aim 6: Building New Communities (page 12)

All

- suggested that Target 24/6 “engagement of local residents” was crucial.
- queried when residents in new settlements would be involved in the decision making process. It was noted that officers had recently considered civic governance and wider engagement as part of Target 22/6 “joint planning of the community facilities and services”. The Board also highlighted the need to create a sustainable community that people wanted to live in and were comfortable with. It was noted that officers had considered the need for a social network. It was proposed that a project management group be established reporting to the Partnership.

S Smith

- the need to consider a whole range of planning issues such as high quality schools and G.P.s etc. in order to create a pleasant environment to live in.
- the need to redefine public stereotypes in relation to affordable housing for rent.
- the need for more work to be carried out on each target to identify what was achievable and some measurable objectives.

The draft Community Strategy was accepted, subject to these changes above. A revised version will be brought to the next meeting, for approval.

S McIntosh

DRAFT LSP Board Target Actions

- the need to articulate the role of a Board 'Champion'. Members were informed that they would receive an appropriate brief.

The following were appointed Board 'Champions':

Aim 1 – 3/1 – J Barker
 Aim 2 – 5/2 – D Spreadbury
 Aim 2 – 6/2 – Police Representative
 Aim 2 – 7/2 – S Smith-Rawnsley
 Aim 2 – 8/2 – S Hind
 Aim 2 – 9/2 – S Hind
 Aim 2 – 10/2 – I Stewart
 Aim 3 – 11/3 – S Traverse-Healy
 Aim 3 – 13/3 – R Rogers
 Aim 4 – 17/4 – Councillor R Collinson
 Aim 4 – 19/4 – S Hind
 Aim 6 – 23/6 – Councillor R Collinson
 Aim 6 – 24/6 – S Traverse Healy

S McIntosh

S McIntosh

7. LOCAL PUBLIC SERVICE AGREEMENT AND LINKS TO LSPS

The Board considered a report detailing the progress being made in relation to preparations for Cambridgeshire's second Local Public Service Agreement (LPSA). Discussions were currently being developed on a set of initial topics for the LPSA which linked to Community Strategy priorities. Members noted an outline of the timetable for further work.

Government guidance was likely to focus on priorities for improvement locally, rather than on national targets. These would be based on partnership working at a local level, both within and beyond local government. The LPSA was likely to attract reward grant of £11m minimum and approximately £1.3m in pump priming grant. It was noted that final Government guidance was expected shortly.

The Board noted a provisional list of topics some of which had been emboldened to reflect South Cambridgeshire LSP Board's draft target actions. The County Council's partners such as the PCT had contributed to these target actions. It was noted that the targets needed to be stretching to attract reward grant. These provisional targets would be submitted to the ODPM for discussion. This would be followed by a 28-week consultation period with County Council partners and Government departments. Members were advised that it was important to work from a list of targets in excess of the 10 –12 required.

The Board was invited to submit any targets to Simon Smith as soon as possible. The possibility of creating another Country Park and providing more access to green space was suggested.

All/S Smith

8. ADDENBROOKE'S NHS HOSPITAL TRUST APPLICATION FOR NHS FOUNDATION STATUS

The Board received a presentation from Stephen Davies, Director of Information and Planning, Addenbrooke's NHS Trust, on its application for NHS Foundation Status (a copy of the slides is attached at Appendix A). The public consultation on the proposal had ended on 24 November 2003. Members were informed that although Foundation Status had received Royal Assent it was not yet clear how any amendments would be translated into final legislation. Mr Davies advised, in relation to membership, of the need for the Trust to now create separate public and patient constituencies.

Sally Hind advised that the PCT had submitted a number of detailed questions as part of the consultation drawing on discussions with other partners and fora. (A copy is attached at Appendix B). Members queried why the business community was not represented on the Board of Governors. They were informed that it was hoped that non-executive directors would have business competencies. Representation from the Regional Development Agency had been proposed to reflect the economic contribution the hospital made as an employer. It was possible that productivity would increase with more flexibility to access capital in order to invest in capital projects.

S Hind

9. PROGRAMME OF TOPICS FOR FUTURE MEETINGS

The Board received a tabled list of proposed topics for future meetings. Members welcomed the inclusion of a report from partnerships. They also asked for the terms of reference and work plans for each theme group. It was suggested that Board 'Champions' should be invited to report back on progress as appropriate, and that there should be an annual report on targets.

S McIntosh

S McIntosh

10. ANY OTHER BUSINESS

Travellers in Cottenham

Councillor Spink had requested that the issue of travellers in Cottenham be considered by the Partnership. It was important that the LSP had a co-ordinating role to ensure action across the various agencies. It was noted that there were a number of issues relating to public order, planning, education and environmental health.

The Board agreed that it was not equipped to deal with the short-term influx of travellers to Cottenham. However, it was keen to support the Chief Executive of South Cambridgeshire District Council. The challenge for the LSP was to integrate the traveller community into the local community. It was also important to recognise how vulnerable existing travellers had felt with the influx of a new group of travellers, which had resulted in a number of them moving on.

Members acknowledged that this was an important issue for the Board particularly with the increase in European Union membership. It was suggested that the Board establish a multi disciplinary working group to consider this issue. The Board requested a report to the next meeting.

S McIntosh

11. DATE OF NEXT MEETING

Tuesday, 3 February 2004 at 4.00p.m.

All

**MINUTES OF THE CAMBRIDGE CITY AIRPORT CONSULTATIVE COMMITTEE MEETING
HELD AT CAMBRIDGE CITY AIRPORT ON
THURSDAY 8th JANUARY 2004**

Present:

Mr Brian Human, Cambridge City Council (Chairman)
Mr Terry Holloway, Marshall of Cambridge (Secretary)
Mr David Buckley, Airport Director, Cambridge City Airport,
Ms Glynis King, Customer Services Manager, Cambridge Airport
Mr Iain Coleman, Cambridge City Council
Mr Robert Turner, South Cambs District Council
Mr Tim Bonavia, Quy Parish Council
Ms Eve Daniel, Fen Ditton Parish Council
Mr Ken Hart, SCAM)
Ms Rosanne Tempest-Holt, Flight Path Association
Mr Roger Bourdon, Cherry Hinton Road & Rathmore Road Residents' Association
Mr Robin Ladds, Coleridge Ward
Mr Michael Chishil, Cambridge Preservation
Mr K E Fletcher, TEAG
Mr Ben Cinque, Aeromega Helicopter
Mr Trevor Lewis, Mid-Anglia School of Flying
Mr Allan Coatesworth, PFA
Mr Daniel Regan, Teversham Parish Council

In Attendance:

Mr Selwyn Anderson, Cambridge City Council
Ms Susan Walford, South Cambs District Council
Mr David Rush, South Cambs District Council

Apologies were received from:

Captain Iain Young
Mr Jo Whitehead – who was being represented by Mr K E Fletcher
Mrs Catherine Bland
Dr Gill Hinks
Mr Robert Burgin – who was being represented by Mr Michael Chishil
Mr Guy Mills

Item 1 – Introductory Remarks by the Chairman

- 1.1 The Chairman welcomed all members of the Cambridge City Airport Consultative Committee meeting and mentioned that this was the first meeting of the Consultative Committee under its new Constitution. He was pleased to welcome Miss Arabella Newnham from the Cambridge Evening News; the press were being invited to attend all meetings. He also mentioned that members of the public were able to attend the meeting if they wished to do so, however none were present.

Item 2 – Minutes of the Previous Meeting

- 2.1 The Minutes of the previous meeting held on Thursday 4th September 2003 were formally adopted.

Item 3 – Matters arising

- 3.1 In response to a subsequent question, Mr David Buckley confirmed that the Airport was still considering the business case for a replacement terminal building for Cambridge City Airport. He said it was not possible to provide any forecast date when a revised application might be submitted.
- 3.2 The Secretary confirmed that “the glossy leaflet” is now on the website.

Item 4 – Revised Constitution of the Cambridge City Airport Consultative Committee

- 4.1 The Terms of Reference Document for the Cambridge City Airport Consultative Committee had been reviewed as part of the review of the Constitution and all members held copies. A copy was also being placed on the website.
- 4.2 A minor amendment to page 3, paragraph 3.4.8 of the Terms of Reference was noted to the effect that the Cambridgeshire County Council representative should read “Environment and Transport”.
- 4.3 The Chairman noted that a copy of the membership of the Cambridge City Airport Consultative Committee had been circulated to all members. The Cambridgeshire County Council representative (Councillor Colin Shaw) was still to be confirmed and representatives from Abbey Ward and Cambridgeshire County Council Environment and Transport were still to be agreed. Action on filling these outstanding appointments rested with Brian Human.
- 4.4 In response to a question it was agreed that minutes of meetings (Terms of Reference – paragraph 6.2) would be published as draft minutes on the Company’s website until they had been formally adopted at the subsequent meeting.
- 4.5 It was confirmed that paragraph 2.2 of the Terms of Reference did not prevent organisations represented on the Cambridge City Airport Consultative Committee from pursuing their own “freedom of action”.
- 4.6 The Department for Transport had recently issued revised guidelines for Airport Consultative Committees. Copies of these had been provided to all Committee members and it was agreed that members would consider whether any review to the Constitution and Terms of Reference should be made as a result of these revised guidelines.

Item 5 –Report from the Airport Director

- 5.1 The Airport Director reported that the biennial Emergency Exercise which had been held on the 15th October, involving the local authorities together with the police and ambulance services, had been highly successful.
- 5.2 The Airport Director also reported that the Airport received annual inspections from both the MoD and Civil Aviation Authority. The Civil Aviation Authority audit was currently underway and he was pleased to report that there were no issues and that both organisations were highly complimentary about the Airport’s management and procedures. He mentioned that these were highly comprehensive inspections which covered all aspects of the Airport’s operations.
- 5.3 The Airport Director mentioned that the Department for Transport also inspected the Airport on a regular basis to ensure that security guidelines were satisfied. He confirmed that the Airport meets all regulatory requirements and that security remains very tight at Cambridge City Airport.

- 5.4 It was noted that there were no anticipated changes in the level of movements or operations at the Airport during 2004.
- 5.5 The Airport Director indicated that he would be very pleased to provide a tour of the Airport facilities immediately after the next meeting of the Cambridge Consultative Committee on 13th May and that a light buffet lunch would be provided in conjunction with this. In order that security arrangements can be made, Committee members wishing to take advantage of this should notify the Secretary by the beginning of May.
- 5.6 Finally the Airport Director mentioned that since the last meeting of the Cambridge City Airport Consultative Committee the Government had published its White Paper on Air Transportation in the United Kingdom. He said that the paper contained no surprises for Cambridge Airport and that overall the paper was broadly in line with what was expected. It was agreed that the Government's White Paper would be discussed at the next meeting as a dedicated Agenda item.

Item 6 – Review of aircraft complaints

- 6.1 The Airport Director said that the complaint procedures had been reviewed, in conjunction with the very valuable input provided by Mr Ken Hart, from SCAM. Complaints were now being handled by Ms Glynis King, the Airports Customer Services Manager, who was managing complaints under the generic title of "Flight Evaluation".
- 6.2 The new procedures, which included a dedicated line for complaints had been operating for the last eight to nine weeks, were working well. He said the purpose was to analyse trends to better understand public concerns. An analysis of recent complaints is attached and indicates an overall reduction in the number of complaints. It was noted that the horse transport flights continue to generate a large number of complaints. The Boeing 727 aircraft operated by DHL were particularly noisy and it was hoped that DHL would be changing the aircraft type in the future. It was noted that if this were to happen this would reduce a large number of the "more serious complaints". It was noted that although this present aircraft type is hush kitted and meets Government guidelines for use at airports such as Cambridge the Airport Director was actively encouraging DHL to change to a quieter aircraft in order to minimise local nuisance.
- 6.3 The Airport Director mentioned that other complaints included those about military C-130 Hercules aircraft which were using standard procedures at Cambridge Airport. He added that Marshall Aerospace had been particularly busy with its military work during 2003.
- 6.4 The Airport Director mentioned that no trend of off track flying or irresponsible flying could be detected and that overall the level of complaints was very low.
- 6.5 The Airport Director mentioned that the statistical information was based on a register of complaints but said it was not intending to publish this register in future. Nonetheless the register was available for scrutiny by Consultative Committee Members. He also mentioned that a register of "invalid complaints" was maintained. These were complaints where there was insufficient detail and it was planned to provide a detailed analysis of these.
- 6.6 Following subsequent discussion the Airport Director mentioned that one grass runway had been taken out of use during the last year in order to improve environmental impact of light aircraft locally. The Airport Director also mentioned that the majority of engine running complaints were in the summer. Some complaints had been received during the last summer about the smell of Kerosene associated with engine running and arrangements had been put in place to minimise this impact. Cambridge City Council Environmental Health Officer said that all the available evidence confirmed that the smell of burnt aviation

fuel was not harmful to health. In response to a specific question, Mr Anderson confirmed that the City Council had no concerns about the smell of burnt aircraft fuel.

- 6.7 In response to a question, it was confirmed that the increase in the number of complaints in 2002/2003 (compared with 2001) was probably generated by the proposal to build a new airport terminal. It was the experience of other airports, including Stansted that complaints increase in step with the submission of planning applications. It was thought that the level of noise complaints were now settling back to normal levels. Also, the number of complaints in 2002/2003 had also increased as a result of local people being "sensitised" by the Public Safety Zone debate.
- 6.8 Ken Hart particularly commended Marshall Aerospace for their method of handling complaints. It was noted that the Airport was trying hard to deal with complaints in a positive and proactive manner. However, it was also noted that there were a small number of regular complainers who could not be appeased.
- 6.9 It was agreed that future analysis of noise complaints would also attempt to show the geographic spread of complaints.
- 6.10 It was agreed that Committee members would provide feedback at the next meeting about the new procedures.

Item 7 – Public Safety Zone

- 7.1 Mr Brian Human mentioned that following the designation of Public Safety Zones at either end of the runway at the end of July 2002, the Department for Transport had now formally published details at the PSZ. Papers about this had been forwarded to all members and it was noted that there was no change to the size or dimensions of the Public Safety Zones; nor had there been any change in the written guidance.
- 7.2 The Chairman mentioned that the position of a Public Safety Zone was not an issue for Marshall but a topic for action by the local authority in connection with their planning responsibilities.
- 7.3 It was noted that Cambridge City Council were seeking guidance and clarification from the Department of Transport on how the Zone size had been calculated, the third party risk implications, implications for the emergency services, insurance issues for householders and compensation matters. Although Cambridge City Council is in contact with the Department for Transport, and the local MP was taking an interest, the Department for Transport had been very slow to provide any response to the Council. Brian Human agreed that he would contact other local councils who had similar PSZs so that they could use their combined weight to put more pressure on the Department for Transport.
- 7.4 It was noted that SCAM would be writing to both the Airport and the Cambridge City Council questioning the basis of the calculations. The Airport Director commented that the Airport Management also struggled with translating the information provided about the Safety Zones and how they had been calculated.

Item 8 – Draft Disability Discrimination Bill

- 8.1 The Secretary had been passed a copy of the Draft Disability Discrimination Bill, which invited comment from Cambridge City Airport Consultative Committee. Because of its size this Bill had not been copied and sent to members but details were available through the Department of Transport's website (www.dft.gov.uk).
- 8.2 The Secretary had studied the Draft Bill and did not consider it necessary for the Committee to make any comment on it. However, he would delay writing to the

Department for Transport to provide members with the opportunity to provide any comments to him.

Item 9 – Chairman of Cambridge City Airport Consultative Committee

- 9.1 Mr Brian Human had been standing in as Chairman on a temporary basis in order to steer through the new Constitution. In addition to this he had been canvassing for a new Chairman to replace him which would satisfy the Department for Transport Guidelines.
- 9.2 It was agreed that Mr Robert Turner, the South Cambs District Council Representative, would take over as Chairman of the Cambridge City Airport Consultative Committee with effect from the next meeting.
- 9.3 It was agreed that South Cambs District Council would consider whether Mr Turner should be replaced as the South Cambs Representative to the Committee whilst he is Chairman of the Committee.

Item 10 – Any Other Business

- 10.1 It was agreed that Brian Human would continue the ongoing work to build relationships between the Cambridge City Airport Consultative Committee and other local groups.
- 10.2 Future meetings of the Cambridge City Airport Consultative Committee would be held as follows:
 - Thursday 13th May at 10.00am
 - Thursday 2nd September at 10.00am