

## COUNCILLORS' BULLETIN

ISSUE DATE 26<sup>TH</sup> MAY 2004

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Cambridgeshire  
District Council

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## COMMITTEE MEETINGS FROM 31<sup>st</sup> May to 4<sup>th</sup> June 2004

<b>MONDAY</b> 31 <sup>st</sup> May 2004		Bank Holiday	
<b>TUESDAY</b> 1 <sup>st</sup> June 2004	12 pm	Sustainability "Why should we care?" Lunchtime Seminar	Grd Floor Meeting Room
<b>WEDNESDAY</b> 2 <sup>nd</sup> June 2004	10 am	Development and Conservation Control	Council Chamber
<b>THURSDAY</b> 3 <sup>rd</sup> June 2004			
<b>FRIDAY</b> 4 <sup>th</sup> June 2004			

### INFORMATION ITEM – MEMBERS' EXPENSE CLAIMS

The Finance and Resources Director has extended the deadline for expense claims from the previous financial year until 31 May 2004. Could all Members who intend to claim travel and subsistence allowances for the financial year 1 April 2003-31 March 2004 please submit their expense claims to Democratic Services **before 31 May 2004**. The expense claim form is available on-line in the Members' section of the Intranet or from Democratic Services.

### INFORMATION ITEM – COMMITTEE PREFERENCES

All election candidates have been sent a form asking for their committee preferences for 2004/05, to be returned to Democratic Services by **Friday 4 June** at the latest. Please contact Democratic Services if you have not received this form.

### INFORMATION ITEM – WEEKLY PLANNING LISTS

A letter was sent to all members on 14 May 2004 along with paper copies of the Planning Weekly Lists for weeks 18 and 19, advising members that the weekly lists would be distributed electronically in the future to help reduce paper consumption. Any members wishing to receive paper copies are asked to contact Democratic Services.

### INFORMATION ITEM – CROCKERY

The Council is looking to replace the old blue crockery. Please visit Democratic Services if you wish to express a preference for replacement colours and patterns.

### INFORMATION ITEM – ID BADGES FOR CAMBOURNE OFFICE

Democratic Services are holding new ID and access badges for all Members. Please come and see us next time you are in to collect your badge, bringing your old access pass from Hills Road with you. Contact Lucie Edginton on 01954 713026 or by email [lucie.edginton@scams.gov.uk](mailto:lucie.edginton@scams.gov.uk)

## INFORMATION ITEM – MEMBERS’ TRAINING AND INDUCTION PROGRAMME

The Member Training Advisory Group agreed a training and induction programme for new and returning members at its’ meeting on the 11<sup>th</sup> of May. The training and induction schedule shown below has now been finalised. This information will be sent to all prospective councillors for their information and advance notice of the dates. All training will be conducted in Cambourne and lunch will be provided. If you require more information, contact Lucie Edginton on 01954 713026 or by email [lucie.edginton@scams.gov.uk](mailto:lucie.edginton@scams.gov.uk)

Day	Date	What	Time
Tuesday	15 <sup>th</sup> June	Corporate Induction (Part 1) - Internal	9 – 2pm
Friday	18 <sup>th</sup> June	The Role of Elected Members - EERA	9 – 2pm
Monday	21 <sup>st</sup> June	Corporate Induction (Part 2) - Internal	9 – 2pm
Thursday	1 <sup>st</sup> July	A Briefing in Planning – Trevor Roberts Associates	9 – 5pm
Monday	5 <sup>th</sup> July	Licensing Committee Training followed by the Licensing Committee meeting	9 – 5pm
Tuesday	6 <sup>th</sup> July	Media Awareness Workshop – John Venables Media	9 – 2pm
Thursday	29 <sup>th</sup> July	Internet and Email – Software Practice	9 – 5pm
Friday	30 <sup>th</sup> July	Word/Excel dependant on demand – Software Practice	9 – 5pm
Friday	6 <sup>th</sup> August	Ward Work and Surgeries – Councillor Skills	9 – 2pm
Friday	13 <sup>th</sup> August	Time Management – EERA	9 – 2pm
Monday	23 <sup>rd</sup> August	Speed Reading – EERA	9 – 2pm

## 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 **Thursday 3<sup>rd</sup> June 2004 at 5pm**. All decisions not called in by this date may be implemented on **Friday 4<sup>th</sup> June 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.

## DECISION MADE BY PLANNING AND ECONOMIC DEVELOPMENT PORTFOLIO HOLDER

Decision	Reason
To submit the following comments to the Department for Transport in response to the consultation on the proposed revocation of the Parliamentary Air Transport Movement Limit for Stansted Airport.	Support raising the Air Transport Movement limit at Stansted to 241,000 to realise the objectives of the Air Transport White Paper for making best use of existing runways.  Support the retention of Parliamentary control, as Stansted airport is a matter of national rather than local significance, as recognised by the national strategy in the Air Transport White Paper.

## DECISIONS MADE BY OFFICERS

Reason	Decision
<p><u>Talented Young Sports Person</u> Sarah Simpson aged 20 from Bassingbourn. Sarah has represented Great Britain in a number of disability tennis events and will be going to play tennis for the National Games in 2005 at Glasgow.</p>	<p>Award a grant of £500, the grant will be used to fund travel expenses to competitions and training sessions.</p>
<p><u>Talented Young Sports Person</u> Sarah Lucy Bloomfield, aged 9 from Cottenham. Sarah plays tennis for the county and is an athlete with huge potential to exceed in the sport.</p>	<p>Award a grant of £500. The grant will be used to fund travel expenses to tournaments and training camps, tournament fees and increased training expenses. The grant will ease some of the financial pressure on the family.</p>
<p><u>Talented Young Sports Person</u> Carly Hobday aged 14 from Barton. Funding to support Carly to participate in Korfbal at International level.</p>	<p>Award a grant of £500. Funding towards travel expenses to International fixtures and training sessions and accommodation costs whilst at the 'School of Excellence'</p>
<p><u>Talented Young Sports Person</u> Imogen Elbourn, Aged 13 from Caxton. Funding to support Imogen to participate in rounders at an International level.</p>	<p>Award a grant of £500. Funding towards travel expenses to International fixtures and training sessions to enable Imogen to develop her skills.</p>
<p><u>Talented Young Sports Person</u> Tom Westley, Aged 14 from Weston Colville. Funding to support Tom to participate in cricket at county, regional and national level.</p>	<p>Award a grant of £500. Funding towards travel expenses to regional and national events.</p>
<p><u>Talented Young Sports Person</u> Monica Relph, Aged 16 from Histon. Funding to support Monica to participate on the British rowing world-class starts and potential programme.</p>	<p>Award a grant of £500. Funding towards accommodation, travel expenses and training camp costs.</p>
<p><u>Sports Development Grants</u> Oakington and Westwick Table Tennis Club. To provide local people of all ages and abilities the opportunity to participate in table tennis.</p>	<p>Award a grant of £1,000 for the club to invest in its own table tennis tables to ensure the sustainability of the club.</p>
<p><u>Sports Development/Community Development</u> Roller Start. To provide local young people of all ages and abilities the opportunity to participate in Roller-skating in a fun and safe environment.</p>	<p>Award of £200 from Sports Development Grant and £200 from Community Development Grant To provide Roller skating sessions in Morrison's car park in Cambourne throughout the summer with the aim of continuing with the sessions on a regular basis.</p>
<p><u>Arts Project Grant Aid</u> Comberton Parish Council. The event will foster community spirit, attracting over 500 residents, as well as support local musicians and celebrate a range of musical styles.</p>	<p>Award £300 PGA to Midsummer Music on the 19/06/04</p>

<u>Wildlife Enhancement Scheme</u> Mrs Leggit of 13 Chiswick End, Meldreth for the purchase of native marginal plants to recreate a natural stream frontage.	Award a grant of £100, this represents approximately 50% of the new costs
<u>Wildlife Enhancement Scheme</u> Waterbeach Church for habitat enhancement work at the Old Burial Ground, Waterbeach	Award a grant of £257 to the Waterbeach Church

## INFORMATION AND CUSTOMER SERVICES PFH

Meeting held on the 20th April 2004 at 10.00 a.m.

PRESENT: Councillor JD Batchelor

P Adams	T Wetherfield
J Fowler	M Wylie
GJ Harlock	

### 1. APOLOGIES FOR ABSENCE

Councillor Mrs DSK Spink

### 2. MINUTES

2.1 Minutes of the meeting of the 9th March 2004 were confirmed as a correct record.

### 3. MATTERS ARISING FROM LAST MEETING

#### 3.1 Members Pensions (min 3.1)

It was noted that this was a work in progress. It was understood that any claims would be backdated to the beginning of April 2004. It was expected that there would be a low take-up amongst members. GJH/  
SM

#### 3.2 Contract with Manning Publishing (min 4.2)

It was understood that a contract with Manning Publishing was required. JF reported that the Head of Legal Services had amended the draft contract.

#### 3.3 Cheaper Telephone rates (min 4.4)

GJH reported that Trilogy were not interested in quoting for the provision of telecommunications facilities, telephony and ICT including Broadband, at the present time. It was expected that Trilogy would be in a position to offer an alternative service by late summer/early autumn.

### 4. COMMUNICATIONS UPDATE

4.1 JF circulated a progress report detailing news releases, statements and letters, media queries, publications and projects.

#### Travellers

4.2 JF stated that the traveller issue was generating significant media news both locally, nationally and in Ireland. With the exception of a front page article in the Cambridge Evening News, which the Chief Executive had spoken to the editor about, coverage had been satisfactory. The Council was still awaiting a response from the Office of the Deputy Prime Minister.

4.3 It was understood that only Councillor Mrs DSK Spink or Councillor Dr DR Bard could represent the Council on this issue. JF reported that most responses were going through the communications section first.

4.4 South Cambs Magazine

It was understood that despite the pressures of the office move, every effort was being made to meet the deadline of 30th April for sending the magazine to the designers.

4.5 Chief Executive's Briefing & Grapevine

Editions of Chief Executive's Briefing and Grapevine will be produced soon after the office move.

4.6 Corporate Identity

It was understood that the Gill Sans font would be used for publicity material such as leaflets and South Cambs Magazine but Arial would be used for letters, faxes, minutes and agendas, as well as electronic communication. JF agreed to check the wording of Council's decision regarding the logo to ensure that the authority was not committed to using the Gill Sans font for all documents.

JF

4.7 Cambourne Move

It was noted that funding had been found for the internal signage in the building and the location map had been finished. GH reported that the Council had taken ownership of the new office and only a few snagging works and landscaping remained to be done.

4.8 Lunchtime Seminars

These had been well attended with approximately 30-50 staff at each seminar. It was suggested that there should be different seminars for officers and members and that alternative communication methods should be considered to target staff who had not attended any seminars. It was agreed that feedback on the seminars would be beneficial. JF reported that these seminars had been prompted by a staff survey six months ago, which had revealed that employees preferred face-to-face communication. It was important that information from department briefings were cascaded down to staff.

4.9 Elections

JF reported that the count would be held on 11th June, a day after the elections, at Comberton Village College. A room would be provided for the press. Concern was expressed that the cost of hiring Comberton Village College could generate negative publicity.

4.10 The election will be declared on 21 April. Election expenses, for declared candidates, will be recorded from the latest possible declaration of election date 5 May. Expenses for undeclared candidates would start from the last date for nominations, 13 May. Party leaders should be advised.

4.11 GH reported that all organisations with candidates in the elections, European, County Council, Parish and District would be required to pay their proportion of the associated costs. The count for the European elections would take place on Sunday.

**5. CASCADE UPDATE**

5.1 This item was not discussed at the meeting.

## **6. ICT UPDATE**

6.1 MW reported that:

- Adequate ICT contingency plans were in place for the move to Cambourne.
- The computer network would be established by the end of the week.
- The PCs and printers would be moved over the bank holiday weekend. New flat screens had been ordered and each machine would be checked after installation.
- The Council was waiting for BT to confirm that officers would be able to keep their current extension numbers, which would be prefixed with 01954 71.
- Members of the public who dial one of the old advertised numbers will receive a recorded message informing them of the new number to dial. This provision will not exist for other direct dial numbers.

6.2 It was hoped that a list of officers' extension numbers would be produced for Members to help them contact officers without going through the contact centre.

## **7. BROADBAND UPDATE**

7.1 GH reported a revised contractual arrangement with Trilogy to support twice the number of user vouchers for the Crafts Hill exchange but at the same overall cost as previously agreed.

## **8. ANY OTHER BUSINESS**

### Agenda Templates

8.1 Both GH and JDB expressed the view that agenda templates required the heading "AGENDA" to be in the middle of the page.

## **9. DATES OF NEXT MEETINGS**

18th May at 10.00 a.m.  
14th June at 10.00 a.m.

The meeting closed at 11.20 a.m.



**SOUTH CAMBRIDGESHIRE DISTRICT COUNCIL  
NORTHSTOWE MEMBERS STEERING GROUP**

At a meeting held at South Cambridgeshire Hall, Cambridge on  
Friday 23<sup>rd</sup> April 2004 at 9.30 am

<b>PRESENT:</b>	Cllr David Bard Cllr Roger Hall Cllr Shona Johnstone Cllr Tony Manning Cllr Tony Nicholas Cllr Alex Riley Cllr Daphne Spink Cllr Richard Summerfield	Planning & Economic Development Portfolio Holder South Cambridgeshire District Council Cambridgeshire County Council South Cambridgeshire District Council South Cambridgeshire District Council Longstanton Parish Council Leader and Conservation Portfolio Holder Resources and Staffing Portfolio Holder
<b>BY INVITATION:</b>	Graham Hughes	Head of Transport Development (County)
<b>APOLOGIES:</b>	Cllr Rex Collinson Cllr Tom Flanagan Cllr Nichola Harrison Cllr Jane Healey Cllr John Reynolds Cllr Peter Stroude	Sustainability & Community Planning Portfolio Holder South Cambridgeshire District Council Cambridge City Council South Cambridgeshire District Council Cambridgeshire County Council South Cambridgeshire District Council

**1. MINUTES OF THE LAST MEETING**

- 1.1 Those present authorised the Chairman to sign, as a correct record, the Minutes of the meeting held on 31<sup>st</sup> March 2004.

**2. MATTERS ARISING**

- 2.1 None

**3. NORTHSTOWE SITE OPTIONS EVALUATION**

- 3.1 The Development Services Director explained to Members the context in which the Site Options report had been written. All Local Authorities in the surrounding area had raised concerns in the context of the current Regional Planning Guidance over the high rate of development in the area that was imposed by the ODPM. However, this was now the planning strategy that we have to deliver and SCDC has to take forward the Structure Plan. The aim was that residents of the surrounding villages and Northstowe could feel that the area had been successfully designed and was a quality development.
- 3.2 It was important to note the differences between Northstowe and Cambourne and for this message to be clearly communicated throughout the process. Cambourne was designed as a rural village. Northstowe was a town being built as an urban development under a new planning framework. These two developments will have differing densities and use of space. The timescales set by the Government are very demanding and Members should bear this in mind when asked to make decisions.

- 3.3 The Planning Policy Manager introduced the Site Options Evaluation report to Members. He explained that although a numerical scoring method had been used in the options assessment process, many other issues had contributed to the recommendations. The general public need to see that Members have considered a wide range of options for the location of the site. The options located to the southwest of the railway line scored highest in the evaluation.
- 3.4 Councillor Mrs DSK Spink advised Members that there were two important decisions to be made today. Members were discussing the principle of where the site was to be located in order that public participation can take place. This site options report was not a Master Plan but was intended to provide the basis for selecting a preferred site for the basis of Northstowe. The two decisions to be made at this meeting are:
- a) What the extent of the proposed area would be?
  - b) What options for extending the site were there?
- 3.5 Councillor Shona Johnstone commented that rather than deciding on numbers and then trying to determine the location to fit, the Steering Group should look at the ideal size of the site and then decide the appropriate numbers. If the appropriate numbers were 10,000 then that would be acceptable, otherwise the new LDF would need to look at where the additional 2,000 dwellings could be accommodated.
- 3.6 Councillor Tony Nicholas asked if the option of extending the site to 10,000 conformed to the Structure Plan. Councillor Dr Bard confirmed that 10,000 was in the range of 8,000-10,000 dwellings set out in the Structure Plan, it with 6,000 of these to be provided by 2016.
- 3.7 Mark Vigor (Head of Strategic Planning- County) advised the Steering Group that the appraisal of options rightly looks beyond the current Structure Plan period. The Members need to demonstrate that SCDC is looking at longer-term growth beyond 2016. The Planning Policy Manager advised that good planning would dictate the number of dwellings within the range 8,000-10,000. There was virtue in achieving 10,000 homes but not at the expense of a quality build. RPG 14 will continue to demand a high rate of growth.
- 3.8 Councillor Alex Riley expressed his continuing concern about the consequences for Longstanton. He was concerned that in the public consultation document recently produced by Gallagher Estates, the minimum 200 metres green separation gap had not been portrayed accurately, that the town centre appeared to be very close to the separation gap and no consideration to the view across from Longstanton to Northstowe had been demonstrated.
- 3.9 The Planning Policy Manager reminded the Steering Group that the public consultation being carried out by Gallagher Estates was part of the preparation for its' planning application and was entirely separate from the Council's preparation of the Area Action Plan. The Council's Preferred Options public participation in the autumn had yet to be considered and agreed by Members. The results of this participation will inform the preparation of a draft Area Action Plan. The potential for confusion was increasing as with Gallagher's conducting their own consultation exercises using their plans shown at the last meeting. These plans do make suggestions for the location of the town centre.

- 3.10 Councillor Bard requested that a press release reiterating that the lay out of the new site and associated infrastructure was not decided yet and would be the subject of public consultation. The Planning Policy Manager confirmed that the outcome of this Steering Group meeting would form the basis of a press release. KM/SC
- 3.11 Councillor Riley requested that high quality and sustainable development be added to Table Four (Fundamental weighting). The Planning Policy Manager agreed to do so but advised the group that this underlying principle had driven the whole site options evaluation. KM
- 3.12 Councillor Riley requested that the Cambridge Golf Club at Longstanton be given higher importance under Policy P1/2 and that the weighting be adjusted accordingly. The Planning Policy Manager noted that the Golf Course was a commercially provided service. All parties involved in the Northstowe planning process would be able to interpret the Structure Plan differently and he did not believe the weighting of the whole policy P1/2 should be amended on this one component. He was happy to add the Golf Course to the list of disadvantages but would not change the weighting. KM
- 3.13 Councillor Riley requested that the degree of separation from Longstanton and Oakington was of more significance than the options report indicated and should be given "Fundamental Weighting" instead of "Medium Weighting".
- 3.14 The Planning Policy Manager advised the Steering Group that a site has to be found in this general area. 200 metres of separation was a desired minimum and could be achieved using a variety of methods including planting of shrubs and trees, facilities such as playing fields and the use of existing landscape features. Separation gaps were essential but what was provided in the gap was more important than the actual distance.
- 3.15 Councillor Bard reiterated his concerns about selecting any development that requires the railway to be crossed due to the disproportionate cost of the associated infrastructure. In planning terms, the guided bus way needs to be dealt with as if it was a railway line. Bridges would have to be built if the line was to be crossed. Graham Hughes (Head of Transport Development, County) explained that the nature of the guided bus is that it would be an express route; any further crossings at grade would be detrimental to achieving this.
- 3.15 a) Councillor Riley disagreed with the best options summary presented in the site options report given to the Steering Group on the 23<sup>rd</sup> April 2004. (Page 13 -7.4/points 1-4) for the following reasons:
- 7.4.1 Other options meet the location test requirements better.
  - 7.4.2 All options satisfy this criteria so it was not a unique advantage
  - 7.4.4 Does not believe the consortium has agreed as much land as this statement implies
- 3.15 b) Councillors Hall and Riley requested that site visits to Oakington and Longstanton were made before the Steering Group decided on a preferred site option. The Planning Policy Manager explained that due to tight timescales it was not possible at this stage.

3.16 The Steering Group with five in favour and 2 against **RECOMMENDED:**

i) A preferred site (Option A) for a new town of a minimum of 8,000 dwellings (which would allow for the possibility of slightly increased densities in the future if appropriate) and associated services and facilities (including land needed to provide 'green separation; to protect village character) be supported on the land bounded by Longstanton and Oakington villages and the St Ives railway line and the roads that connect them.

ii) The option of extending the site to 10,000 dwellings be explored with the public by extending the site identified at (1) by crossing the B1050 to the north of Longstanton and west of Station Road to provide an additional neighbourhood provided that the B1050 is re-aligned to bypass the proposed new neighbourhood.

3.18 The Steering Group unanimously **RECOMMENDED:**

iii) That an option that spans the St Ives railway line is not a preferred option but that it be put before the public as not preferred in order that the public can have the opportunity to comment on the evaluation that has been undertaken.

#### **4. ANY OTHER BUSINESS**

4.1 Councillor Johnstone requested that all substitute attendees are sent the agenda and reports for Steering Group meetings to allow Members time to prepare for the meeting should they be required to attend. LKE

4.2 Councillor Spink requested that Stephen Catchpole from the Infrastructure Partnership be invited to attend all meetings of the Steering Group. LKE

4.3 Councillor Bard re-iterated the message that the Gallagher consultation is on their proposals only and the proposals are not endorsed by the Steering Group or South Cambridgeshire District Council in any way.

4.4 The Chairman was advised at the briefing for the meeting that there were some minor errors in the calculations in the main report at item 4 and that the report should be corrected. These related to the total scores for the options at paragraph 5.13 of the report, which all need to be increased by 5 points. There are also some minor corrections to 4 of the totals included in the table at paragraph 6.3. These figures are all derived from the sites options assessment schedule at Appendix 4 of the report. There are no changes to the Appendix. The changes have no material affect on the content of the report or the recommendations. The version of the report on the Council's web site has been amended to make these technical changes to the calculations.

#### **5. DATE OF NEXT MEETING**

Monday 24<sup>th</sup> May at 2 pm at Cambourne Offices

Monday 5<sup>th</sup> July at 10 am at Cambourne Offices

Monday 6<sup>th</sup> September at 10 am at Cambourne Offices

Monday 8<sup>th</sup> November at 10 am at Cambourne Offices

Monday 6<sup>th</sup> December at 10 am at Cambourne Offices

The meeting closed at 10.45 am

**Minutes**  
**South Cambridgeshire Arts Network (SCAN)**

Meeting on Monday 10 May 2004  
South Cambridgeshire Hall, Cambourne, 12 noon – 2pm

Present:

Andy O'Hanlon	South Cambridgeshire District Council
Steph Hogger	South Cambridgeshire District Council
Barbara Isherwood	Bassingbourn Village College
Pat Piggott	Bassingbourn Village College
Diana Cook	Comberton Village College
Dan Schumann	ADC Sawston patch
Claire Robson	ADC Melbourn/Bassingbourn patch
Kate Lawrance	Arts in Cambs on Tour
Gillian Perkins	Cambridge Music Festival and Cambsdance
Andrew Hunter	Wysing Arts
Gavin Clayton	Cross Border Arts
Lorraine Chitson	Curwen Print Study Centre

Apologies:

Diccon Hogger	Cambsdance
Jane Gaskell	Cambridge Open Studios
Geoff Redhead	Cottenham Village College
April Martin	Cottenham/Swavesey patch
Donna Young	Cambridge Arts Theatre
Roberta Hamond	Cambridge Arts Theatre
Trish Sheil	Cambridge Film Consortium

<b>AGENDA ITEM</b>	
1.	Minutes from the previous meeting (13.01.04, Comberton Village College) and matters arising. There were no corrections to the previous minutes and no matters arising.
2.	<p><b>Arts Round Up from Village Colleges</b></p> <ul style="list-style-type: none"> <li>▪ Bassingbourn Village College</li> </ul> <p>Year 7 students are currently researching a Bassingbourn Mystery Play, which was performed in 1500s. They will produce a revival of it as a <i>Play in a Day</i>. Students have been involved in the National Theatre/Cambridge Arts Theatre Shell Connections Festival. The play chosen was <i>The Willow Pattern</i> by playwright, Judith Johnson. It was successfully performed at the school and will be performed at the Arts Theatre on Thursday 13 May.</p> <p>90 delegates visited Bassingbourn for the <i>Adult Learning in the Local Community</i> conference in March held to celebrate Bassingbourn's 50<sup>th</sup> Anniversary. Other celebrations have also gone well with the final event being an arts festival at the end of term.</p> <p>Students are performing in a concert called <i>The Celebration of Music</i> on 30 June and auditions are being held for a production of <i>Godspell</i> in December.</p> <p>There have been joint steel pan workshops with Melbourn Village College.</p> <p>Rhys Wilson is involved in initial planning for a dance and music project happening at Duxford Imperial War Museum.</p> <ul style="list-style-type: none"> <li>▪ Comberton Village College</li> </ul> <p>Drama classes for the primary age range have started and are very popular. Ella Lyons is</p>

	<p>the tutor. For the secondary age group, local sculptor John McGill is running sculpture workshops. A girl's only break dance session is due to start as well. Comberton has a wide range of Hot Stuff activities happening during the holidays and are hoping to start a 10 week drawing and painting workshop for primary age children in September.</p> <ul style="list-style-type: none"> <li>▪ Sawston patch</li> </ul> <p>There are lots of events happening this summer. On 5 June, Sawston hosts the English Sinfonia's Family Concert as part of the Sounds of Summer series. On 12 June they are celebrating the opening of the new arts centre with a ball with the Joe Loss Orchestra. On 2 July, there is a comedy store night. Sawston are also holding Hot Stuff activities in August. An artist from Wysing Arts is working with young people to create a piece of 3D art specifically for their villages. The work on the youth centre/ cinema building is ongoing. The new arts centre was opened on Friday 7 May by the Duke of Gloucester and Henry Morris' niece. The principal June Cannie made a good case for the arts in the community in her welcoming speech. Plans are afoot for a number of autumn projects including an Open Arts month with activities every day for young people, elderly residents in care and people with disabilities; a mile long gallery along Sawston High Street and a summer of music playing in the High Street. Sawston are also building a relationship with Cambridge Regional College to expand arts provision through a link with the new Centre for the Arts in Cambridge.</p> <p>Importantly, Sawston's community education patch is merging with Linton. This means the patch will stretch from Fulbourn to Castle Camps. The merge will be effective from September but has already begun to effect community education and the ADC's work.</p> <ul style="list-style-type: none"> <li>▪ Melbourn/Bassingbourn patch</li> </ul> <p>There are a number of joint workshops being set up between the village colleges including a jazz session with a Cambridge Sixth Form College and Caribbean drumming workshops. After the success of the Henri Oguike dance workshops last year in Bassingbourn, both Bassingbourn and Melbourn are working with the Cambridge Arts Theatre to bring the company to the school for some workshops this season. Melbourn are holding a Music Spectacular on 15 – 16 July with a barn dance to open the Melbourn Fete. Melbourn's new art block is due to open soon but an official date has not yet been decided. The college would like the block to be in use by school and community groups before it is officially opened. On 12 June, there is the Kneesworth Scarecrow Festival that will include scarecrows in gardens across the village and a treasure hunt. Fowlmere are holding an art exhibition on 21 May. Bassingbourn have been involved with the National Theatre/ Cambridge Arts Theatre Shell Connections Festival. In conjunction, the ADC has helped to coordinate the Assemblies pilot project where primary schools are invited to choose a play written by a professional playwright for performance in school assembly. Five primary schools have been involved. Most have now performed their play within the school and will be taking their plays to the Arts Theatre to be performed in the Playroom. The ADC is also working with literature - the Book Crossing project aims to raise the profile of reading and is visiting primary schools for free. The poetry competition with Clare Crossman has reached its second phase and will soon be involving the community.</p>
3.	<p><b>Grants to professional arts organisations</b></p> <p>Service level agreements (SLA) between SCDC and funded professional organisations</p>

were tabled. This year one of the common conditions for all SLAs is that SCDC should have a named person who is responsible for work in the district. Other differences from previous years include work with specific groups and contact with the ADCs. The ADCs were asked to comment on the SLA's before grants were set. SLAs are not confidential documents. Highlights from each SLA follow.

- Arts in Cambs on Tour have 12 performances planned across South Cambs this year (from April 04 – Mar 05) which is a great return for the grant SCDC gives.
- Cambridge Arts Theatre has been funded for eight years. 75% of this year's grant goes to the education and outreach work that South Cambs benefits from. This includes workshops based on the programme and projects such as the Panto project, a concert series for residents of sheltered housing schemes.
- The Junction/CDC get the largest grant from SCDC. It covers work coming from both the Junction and the Cambridge Drama Centre including the children's theatre seasons we offer and support for local music.
- The biggest increase this year goes to Cambridge Film Consortium. This is in recognition of the work they have been involved in with hard to reach young people in the district especially the work with young people in Cottenham, Gamlingay and Hardwick.
- Cross Border Arts have also received long standing funding from SCDC. They provide the council's arts and disability service.
- Cambsdance received funding towards raising the profile of dance in the district. South Cambs and City share a Dance Development Worker who concentrates much of his time on projects working with adults and young people within South Cambs.
- Cambridge Open Studios are the new entry this year. Previously they have applied for project grant aid but, in recognition of the new gallery space opening in Fulbourn, SCDC decided to offer them an SLA. 102 South Cambs artists are exhibiting in this year's Cambridge Open Studios series.

Wysing's SLA was not tabled as it had not yet been signed.

**4. Professional Arts Organisations Round Up**

- Cross Border Arts

Cross Border Arts are involved a huge programme of work at the moment and picked out highlights for SCAN. They are working with Wysing on some research and development for the Way Ahead scheme. They hope to set up a residency at Wysing for a disabled professional artist who could then offer training and mentoring opportunities for local disabled artists. The Way Ahead III Day in March focussed on arts and mental health. It was a successful day that raised the profile of the artistic possibilities and the quality of work by mental health users.

The Funky Flamingo Club is developing towards becoming a social enterprise. Cross Border Arts staff and the club steering group are currently looking at how the set up should be, how the membership should be set up etc.

The South Cambs Arts and Disability group (SCAD) is going well. The meetings are a chance for arts providers to meet representatives from disability groups. Speakers are invited – the Artistic Director of Oily Carte attended the last meeting. If you are interested in

SCAD and what role it has, please contact Gavin.

Lorraine von Gehlen attended the first regional arts and social inclusion forum at Arts Council England.

Cross Border Arts are involved in two pilot arts-in-health projects. The first involves Alzheimer's sufferers and their carers and is called *The Art of Care*. The second looks at the link between Physiotherapy and Dance. The projects are being supported by SCDC, Arts Council England and the Primary Care Trust.

- Curwen Print Study Centre

A second etching press has been bought for the centre with funding from SCDC and is now being well used by adults and children.

For the first time, a course programme has been sent out including sessions for children, adults and artists. The response so far has been good especially from local artists. There is also a new education programme which features pictures of work created at the Curwen by primary, secondary, sixth form and adult students.

Plans are afoot for an outreach programme. The Curwen aims to be able to offer a mobile printing workshop with a mobile press. Lorraine is researching this option.

The Curwen now has an original print to sell, created for them by artist Nick Williams. This is a good opportunity for fundraising.

The centre is continuing its work with Linton Village College. As Linton is a specialist business and enterprise school, the Curwen is establishing a self-financing art loan scheme with Granta Park using work produced by GCSE students during sessions at the studio.

The centre is open during the Cambridge Open Studios month as an exhibition space for work by Curwen tutors.

- Wysing Arts

Kate Flannery is the new marketing officer at Wysing Arts.

The current exhibition features Patricia Mackinnon-Day who has been working with vets to produce a video installation and some sculpture work. She has also introduced pigs to Wysing.

Cambridge Open Studios will link with an exhibition by adult students at Wysing.

Wysing are building links with Gunpowder Park (Lee Valley Park) on the outskirts of London. Artist Karen Whiteread has been working in both places and has swapped turf between the two. Wysing have been invited to Gunpowder Park's opening event on 3 June which will raise the centre's national profile.

The Fire Sculpture was postponed due to high winds and heavy rain. It was rescheduled for Sat 15 May.

All Wysing artists' studios will be open on 9/10 July and 17/18 July.

Building work is still on track with stage three beginning soon.

- Cambridge Music Festival

The Open Air Music from the Movies event, which was to be held at Granta Park, has been cancelled. Arts and Business funding was not forthcoming. It was suggested that a notice should be put in parish magazines announcing the cancellation as information had gone out in The Event.

#### Cambsdance

GP reported that, in discussion with Arts Council England East, Cambsdance will go into voluntary liquidation and dance provision will be taken over by the Junction/CDC. This new arrangement will begin on 1 September. SCAN members raised a number of issues. It was felt that Cambsdance should keep its identity as it has just begun to build a name for itself.



It should be able to continue its work programme. Cambsdance also is a joint tenant of office space with Arts in Cambs on Tour. This is an issue which had not yet been addressed. GP agreed to take these issues of identity and location to the Cambsdance steering group and AOH was asked to present them at the next County Arts Officers meeting.

The Dance Development Worker sent a report via SH. The New Works Platform at Comberton on 30 April was a great success. It was a continuation of the growing relationship between Cambsdance and Comberton Village College and staff of the college and the facility were thanked. The programme was a great mix of youth work and professional pieces.

A new class programme in Cambridge has started with an adult contemporary class on Tuesdays at Parkside Community College. Anyone interested should call Diccon on 01223 245254.

Cambsdance will soon be offering boys dance taster sessions to all secondary schools under the aegis of Positive Action. The sessions will take place in the autumn term and hopefully will develop into regular boys dance groups that are choreographed by outside tutors as well as local ones.

Cambsdance is also offering a TOP Dance project. TOP Dance is a Sport England Initiative aiming to raise the profile of dance within primary schools. Cambsdance hopes to run one project a term, working with all the feeder primary schools and with a festival showcase event happening at the village college. If you are interested please contact Diccon on 01223 245254. Diccon will also be contacting schools through the School Sport Coordinators.

The County Youth Dance Company has performed to great acclaim recently. If any village college would be happy to host a performance linked with the next round of auditions for the company in September/October, please contact 01223 245254.

Cambsdance is not running a summer school this year but has passed the project on to local company, Base Dance. The Base Dance Summer School will run from 23 – 26 August at Cottenham Village College and will cost £50 for the four-day course. Contact 01353 659994 or 01954 200533.

#### Arts in Cambs on Tour [act]

It has been a sell out season for [act] in South Cambs. *Tina May and Nicki Iles* sold out for both performances in South Cambs (Comberton and Ickleton). *Comedy of Arias* sold out for the performance in Little Gransden as did the *Ukulele Orchestra* at Guilden Morden and the Theatre Royal, Bury St. Edmund's production of *The Business of Murder*.

The actors from *The Business of Murder* gave a talk-out after the performance at Thriplow that was enjoyed by both cast and audience. The actors said that they were happy to have the opportunity to perform in small-scale venues.

The *Daniel Smith Blues Band* was not as successful at the Over Community Centre. Comments were made about the management priorities at the centre – the centre is known as a sports venue, a conference centre and local people use the bar but the arts are not high on the agenda. SH said that Ian Peek had been invited to join SCAN previously.

[act] has applied to Arts Council England's Grants for the Arts scheme and has been told that they will support organisational development but not contribute to programming costs. This means that [act] is currently approaching trusts and foundations for financial support. The arts officers from the local authorities have been very supportive too.

The new menu will soon be out for the autumn season and will offer performances through until December. Hopefully there will then be a January – March menu. [act] is being cautious as funds have not been confirmed as of yet.

#### Cambridge Arts Theatre

The Shell Connections Festival, one of the world's largest youth theatre festivals, runs from 13 – 15 May with five plays performed each day. Tickets are £5 and you can see all five

	<p>plays that day or dip in and out as you choose. Bassingbourn Village College are part of this year's festival. If there is any interest for the 2005 Shell Connections, the National Theatre are optimistic that Shell will continue to support the project and schools should contact Roberta or Donna.</p> <p>Cheek By Jowl is bringing <i>Othello</i> to the Arts Theatre. The Education Department continue to run in-school Shakespeare workshops for key stages 2, 3 and 4.</p> <p>The National Theatre's Assembly Project is hot on the heels of Shell Connections with five top class playwrights commissioned to write a series of short dramas specifically for primary age children to perform. This is the pilot project and the Arts Theatre is happy to be a pilot region. The five schools taking part are William Westley Primary School, Melbourn Primary School, Thriplow Primary School, Steeple Morden Primary School and Barrington Primary School. The school's have been performing their chosen play in their own venues over the last month and will be performing in an Assemblies Festival on Wednesday 23 June at the Corpus Christi Playroom Studio Theatre.</p> <p><i>Charlotte's Web</i> is at the Arts Theatre from 14 – 17 June. In-school key stage 1 and 2 workshops are available to those schools booking to see the show. Special Schools in South Cambridgeshire can have a workshop for free if they book tickets for the show.</p> <p>Places are still available on the Arts Theatre's 2004 Summer Double Bill – Act I is on 26 – 28 July or 29 – 30 July (8 – 10 years), Act II is on 2 – 4 August (11 – 13 years).</p> <p>The Deaf and Hearing Summer School is in its 7<sup>th</sup> year and takes place between 9 – 20 August. There is one place left in the technical crew and anyone interested should contact Roberta or Donna. There is a free performance on 20 August at 7pm which is accessible in English and BSL.</p> <p>Following the huge success of <i>Double Act</i> last autumn, <i>Bad Girls</i> by Jacqueline Wilson is coming to the Arts in September. Schools dance and drama workshops will be on offer and there will also be an opportunity for teachers who took part in a <i>Double Act</i> Inset with Vicky Ireland last year to meet up with her again and follow up some of the issues raised.</p> <p>Henri Oguike Dance Company is returning to the Arts Theatre in November. There will once again be a Dance Share Project working with four schools in the district. The schools will have 3 half day, in-school workshops with dancers from the company on 12 Oct, 14 Oct and 1 Nov. The groups will create a piece to be performed on stage at the Arts on Sat 6 Nov before the evening performance. Any schools interested should contact Roberta or Donna as soon as possible. Henri Oguike has been accepted onto the syllabus and has a dance education video out.</p> <p>The Reduced Shakespeare Company are coming to the Arts in the first week of November. <i>The Greek Play; Oedipus Rex</i> is at the Arts in the week of 12 October and will be fully subtitled.</p> <p>This winter the SCDC Panto project will be back for its 8<sup>th</sup> year bring the magic of pantomime to residents of sheltered housing schemes.</p> <p>For further information on any of these projects please call Donna on 01223 578927 or email <a href="mailto:dyoung@cambridgeartstheatre.com">dyoung@cambridgeartstheatre.com</a>.</p> <p>The Arts Theatre thanked SCDC for their support towards outreach work.</p>
5.	<p><b>Hot Stuff 2004</b></p> <p>Sports and Arts are delighted that this year's Hot Stuff brochure has been delivered almost a month ahead of the usual schedule. This was a response to requests from sports centres and schools. SH thanked everyone for getting information through so promptly.</p> <p>A briefing paper about the Hot Stuff Market Place was tabled. The Hot Stuff Market Place took place on 21 February at Comberton Leisure and attracted 18 local artists or arts organisations. 24 promoters booked places but on the day, only 10 were present. Each promoter and artist received a delegate pack comprising contact information, details of activities on offer and terms and conditions of the 50% arts grant towards the cost of projects as part of the Hot Stuff Summer programme.</p>

	<p>The Junction provided technical support for the event. SCDC received some great feedback from artists and promoters but was asked to provide councillors with some action points for next year's event. They are:</p> <ul style="list-style-type: none"> <li>▪ To look into the possibility of the event covering two districts or becoming county-wide</li> <li>▪ To limit artists to a presentation of two minutes and allow longer for trading</li> <li>▪ To take bookings on receipt of payment</li> <li>▪ To avoid half term and consider a weekday evening</li> <li>▪ To ensure that stalls are better lit and there is some side lighting</li> <li>▪ To switch off the animated presentation when artists are speaking or use the display screens to show an image or piece of text chosen by the artist</li> <li>▪ To continue to break up the session with a communal creative activity, similar to the percussion workshop</li> <li>▪ To offer training in presentation skills and information about CRB and Licensing in advance of any future event</li> </ul> <p>It has been decided that another Hot Stuff Market Place should be organised next year.</p>
6.	<p>The South Cambridgeshire Arts Strategy for 2005 – 2010: what are the links with the Local Strategic Partnership and what role should SCAN play?</p> <p>The move to Cambourne will hopefully have a great impact on the council's working, as we are now all together in one building. New contact details are below.</p> <p>South Cambridgeshire Hall Cambourne Business Park Cambourne Cambridge CB3 6EA</p> <p>Andy's direct line – 01954 713343 Steph's direct line – 01954 713342</p> <p>Cambourne is the first of South Cambs' big developments and will become a parish this June. There are 900 new homes being built on the northern fringe of Cambridge called Arbury Camp and new developments out on the southern fringe as well. On top of this, Northstowe will bring 15,000 more people into the district within the next 12 years. Northstowe is a town about the size of St Neots being built between Oakington and Longstanton.</p> <p>Northstowe should be a more holistic development than Cambourne was. Plans for Cambourne community facilities were planned in 1994 when SCDC did not have a community development team. Now community development is brought in at the initial stages of any planned development. Planners have also learned from Cambourne. The arts are beginning to be seen as a crucial part of development as well. The Public Art Policy has been agreed by cabinet and recommends that developers contribute a percentage of the projects total costs towards art through the Section 106 agreement. In Arbury Camps, £130,000 is designated for public art through a 106 agreement and with match funding from Arts and Business. The first instalment will be once the 106 agreement is signed, the second when the first resident moves in and the final instalment when the 300<sup>th</sup> resident moves in. Part of this money is to engage an artist to work with architects through the initial design.</p> <p>The new arts strategy will cover 2005 – 2010 and will be more locally focussed. It will concentrate on arts dual use and a review of the first pilot year is underway with Claire, Dan and consultant, Rick Bond. Progress in the Melbourn/Bassingbourn patch has been great and Dan's empire of Sawston will soon include the Linton patch. The local sector</p>

	<p>approach that the strategy will use reflects the new Community Education patches. Comberton are linked with Melbourn and Bassingbourn. Linton and Sawston go together. Swavesey, Impington and Cottenham will become one area. These sectors are also used by Social Services.</p> <p>The new strategy will also have to take the Local Strategic Partnership (LSP) on board. The LSP is a partnership of service headed organisations and was set up in 2000 to encourage local authorities to consult more with Primary Care Trusts, neighbourhood groups etc. Currently there are no representatives from the Arts and Cultural Sector sitting on the partnership.</p> <p>There is a possibility that the arts could have representation at the LSP if it came through the voluntary sector – i.e. a member of SCAN. This would take SCAN up a level making it a strategic group with the ability to influence strategy. It was suggested that the Arts Development Coordinators should think about sitting on the LSP on SCAN's behalf. It was also felt that upping the role for SCAN would be a good idea as it would encourage members to work together and offer wider opportunities for members. It was decided to hold a SCAN Away Day on Thursday 16 September to talk about options for SCAN. Professional organisations and Village Colleges would meet at different times with a cross over lunch period.</p>
7.	<p><b>The Event: Feedback from the first guide to be distributed with the South Cambs Magazine</b></p> <p>The Event has now joined the schedule of the South Cambs Magazine. It is still a separate publication but is distributed with the South Cambs Magazine and therefore goes to every household in the district.</p> <p>There were some initial difficulties that had already been identified. The copy date is often too early for many groups and the specific monthly coverage, which the previous issues offered, does not fit with the Magazine distribution. Magazines are distributed mid month meaning that many events happening in early April missed out in the last issue. To combat that, the next issue will cover July – October, putting us a month ahead for listings. SCDC is aware that this puts more pressure on groups to plan ahead and that some events will be missed. This is a pilot and will be reviewed after a year.</p> <p>SH asked SCAN members to circulate deadlines amongst any community groups they work with. Also the web listings on the SCDC website offer groups the chance to advertise their event even if they have missed the Event deadline.</p> <p>Revised copy dates for the next issues will be circulated.</p>
8.	<p><b>The List, South Cambs Arts Directory</b></p> <p>SCDC have approached village colleges asking if they would do a final distribution of The List. Thanks to Comberton, Sawston, Bassingbourn and April Martin who have already done this.</p> <p>The next directory will be published in January 2005. The collecting and compiling of information will happen from September.</p>
9.	<p><b>Any Other Business</b></p> <p>For information –</p> <p>Cross Border Arts have been instrumental in forming a Disability Arts Forum. This is different from the South Cambs Arts and Disability Forum as it is designed specifically for those with disabilities. The first meeting was attended by 25 people who drew up aims and objectives for the group. Geoff Armstrong will be attending the next meeting.</p>

10.	<b>Date of next meeting</b>  The next meeting was advertised as Thursday 16 September. This will now be the SCAN Away Day and will take place at Bassingbourn Village College. SCAN members are asked to keep the day free in their diaries. Further plans for the day will be circulated over the summer.
	The meeting finished at 2.25pm

**MINUTES OF THE CAMBRIDGE CITY AIRPORT CONSULTATIVE COMMITTEE**  
**MEETING HELD AT CAMBRIDGE CITY AIRPORT ON**  
**THURSDAY 13<sup>TH</sup> MAY 2004**

**Present:**

Councillor Robert Turner (Chairman)  
Mr Terry Holloway, Marshall of Cambridge (Secretary)  
Mr David Buckley, Airport Director, Cambridge City Airport,  
Mr Martyn Redmore, Airport Manager, Cambridge Airport  
Ms Glynis King, Customer Services Manager, Cambridge Airport  
Mr Tim Bonavia, Quy Parish Council  
Mrs Eve Daniel, Fen Ditton Parish Council  
Mr Ken Hart, SCAM  
Ms Rosanne Tempest-Holt, Flight Path Association  
Mr Trevor Lewis, Mid-Anglia School of Flying  
Mr Allan Coatesworth, PFA  
Mr Daniel Regan, Teversham Parish Council  
Mr Fergus Dimmock (representing Mr David Kynaston, Cambridge Flying Group)  
Mr John Bridge, Chamber of Commerce  
Paul Rewie, Teversham Parish Council  
Dr Gill Hinks, Queen Edith's Ward  
Ms Catherine Bland, Romsey Local Residents' Association  
Mr K E Fletcher, (representing Jo Whitehead TEAG)  
Mr Guy Mills, Greater Cambridgeshire Partnership

**In Attendance:**

Ms Vicky Whitelaw (representing Selwyn Anderson, Cambridge City Council)

**Item 1 – Introductory Remarks by the Chairman**

- 1.1 The Chairman welcomed all members of the Cambridge City Airport Consultative Committee to the meeting and mentioned that he was delighted to be taking over as new Chairman.
- 1.2 The Chairman recorded the Committee's thanks to Brian Human for his previous Chairmanship of the Committee.
- 1.3 The Chairman expressed his congratulations to Marshall of Cambridge in winning the prestigious Cambridge Evening News Business Training Award at the recent Awards Ceremony in Cambridge.

**Item 2 – Apologies for Absence**

- 2.1 Apologies for absence were received from:  
  
Mr Selwyn Anderson, Mr David Kynaston, Mr Roger Bourdon, Mr David Rush, Councillor Brian Shaw, Mr Brian Human and Miss Susan Walford.
- 2.2 The Chairman tasked the Secretary with maintaining an on-going register of attendance by members of the Cambridge City Airport Consultative Committee.

**Item 3 – Minutes of the last Meeting**

- 3.1 Mr Selwyn Anderson asked for para 6.6 to be amended slightly to say "all the available information indicated that the smell of aviation fuel was unlikely to be harmful to health.". "...Mr Anderson confirmed that the City Council was as satisfied as it could be ..."
- 3.2 The final sentence of 6.8 of the previous Minutes should not be attributed to Mr Hart. This comment had been made by the Airport Director.

#### **Item 4 – Matters Arising from the last Meeting**

4.1 There were no matters arising from the last Meeting, which were not covered in subsequent Agenda items.

#### **Item 5 –Report from the Cambridge City Airport Director**

5.1 The Airport Director mentioned that the Airport was planning to incorporate additional safety enhancements at the Airport:

5.1.1 Additional approach lights would be placed at the Coldham's Lane end of runway 05 which will improve the pilots' ability to maintain the correct track towards the runway, particularly during poor visibility. This should reduce the possibility of aircraft straying from designated tracks and will help to reduce noise and nuisance. Work on this would be completed over the next three months.

5.1.2 Secondary surveillance radar would be installed during 2005. This will replace the present primary radar and enable the airport to improve significantly airspace management in the Air Traffic Zone.

5.2 The Airport Director reported that some essential maintenance would be conducted at the Airport:

5.2.1 Following the re-surfacing of the runway in late 2003, some remedial work would take place on the main runway during June and July.

5.2.2 Taxiway C would be re-surfaced later this year.

5.2.3 It was noted that all maintenance work would take place in normal working hours in order to avoid noise nuisance during the evening.

5.3 The Airport Director mentioned that the level of aircraft movements and business remains at similar levels to last year and no significant changes in movements were expected. There had been a slight increase in the number of business/corporate flights. The Jersey flights were continuing, this year with a more up to date and quieter aircraft, and the airport continued to support a number of charter flights supporting the University.

#### **Item 6 – Review of aircraft complaints**

6.1 An evaluation report and analysis of complaints is attached.

6.2 It was noted that, as previously agreed, DHL had replaced their ageing and noisy Boeing 727 aircraft with modern Boeing 757 aircraft. No complaints had been received about these horse flights with the newer aircraft.

6.3 It was noted that the register of complaints, which was discussed at the previous meeting, was available for scrutiny after the meeting.

6.4 It was noted that the number of complaints overall had decreased, although "the regulars" continue to complain. The Airport Director said that some useful and productive discussions had taken place with these persistent complainers which was enabling a better dialogue to be maintained.

6.5 An automated system which provides better information to the Airport Authorities for analysis, had been introduced. There had been some initial teething problems, but these were being progressively ironed out.

- 6.6 It was noted that the present system of evaluation did not provide a geographic area of complaints, but the Airport Director confirmed that this information could be provided on request.
- 6.7 In summing up this Agenda item, the Chairman said he was highly encouraged at the reduction in the number of complaints overall, and said that the new automated system, and the information provided by it, would enable a better management of complaints.
- 6.8 It was agreed that:
- 6.8.1 Arrangements would be made for the telephone number of the dedicated complaints line be inserted in the local telephone directory.
- 6.8.2 The Bar Chart section of the evaluation report and analysis would in future enable a comparison to be made between the present year and last year's results.

#### **Item 7 – Update on the Public Safety Zone**

- 7.1 In the absence of Brian Human, who was abroad, it was not possible for the update on the Public Safety Zone to be provided. In discussion, it was noted that Brian Human was under remit to ascertain which figures were being used by the Department for Transport. The local representatives aired their concerns about the lack of information being provided to them about the Public Safety Zone. In response to a question, the Airport Director confirmed that Public Safety Zones were set at all airports by the Government and that, based on their calculations. Public Safety Zones could and would change in size to meet Government requirements.

#### **Item 8 – Any Other Business**

- 8.1 SCAM had asked for an item to be included on the Agenda entitled "Roles, Responsibilities, and Accountabilities of Local Authorities and other statutory Bodies". It had been considered by the Secretary and Chairman prior to the meeting that such an item exceeded the Terms of Reference and Remit of a Consultative Committee. Nonetheless, Mr Hart was invited to table a paper at the next meeting of the Cambridge City Airport Consultative Committee with a view, if it was deemed appropriate, for there to be some discussion at the subsequent Committee Meeting.
- 8.2 Mr Holloway briefed members of the Committee about an event being held at the Airport during the evening of Thursday, 13<sup>th</sup> May to unveil a Blue Plaque to the memory of Archie Scott-Brown, the racing driver. This event would include a fly-past of a Spitfire aircraft at approximately 6.50 p.m. Mr Holloway also mentioned the Company was having an Open Day for its employees, their families and friends on Sunday, 13<sup>th</sup> June. This event would include a small flying display tracing the Company's history, during the afternoon. All members of the Cambridge City Airport Consultative Committee would be receiving a letter from Mr Holloway inviting them to this event.
- 8.3 The Airport Manager conducted four members of the Cambridge City Airport Consultative Committee on a tour of Cambridge City Airport.
- 8.4 The next meeting of the Cambridge City Airport Consultative Committee will be held on Thursday, 2<sup>nd</sup> September at 10.00 a.m. (Secretary's note dates for meetings in 2005 will be agreed at this next meeting.) The planned dates are:
- Thursday 12<sup>th</sup> May 2005
  - Thursday, 1<sup>st</sup> September 2005.