

**COUNCILLORS' BULLETIN**  
**8<sup>TH</sup> SEPTEMBER 2004**

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Cambridgeshire**  
District Council

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**MINUTES**

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<b>COMMITTEE MEETINGS FROM: 13<sup>th</sup> September – 17<sup>h</sup> September 2004</b>			
<b>Monday 13<sup>th</sup> September 2004</b>	10 am	CCA Waste Forum	Council Chamber
<b>Tuesday 14<sup>th</sup> September 2004</b>	10 am	Members Planning Tour around the district	Coach leaving Cambourne at <b>10 am sharp</b>
	2 pm	Housing Portfolio Holders meeting	1 <sup>st</sup> floor meeting room
<b>Wednesday 15<sup>th</sup> September 2004</b>	10 am	Conservation Advisory Group	Grd floor meeting room
<b>Thursday 16<sup>th</sup> September 2004</b>	2 pm	Scrutiny and Overview Committee	Council Chamber
<b>Friday 17<sup>th</sup> September 2004</b>			

### Contact Details for Councillors

- Please note that there was an error given with Councillor Jane Williamson's number in last week's bulletin. It is **01223 440751**, her fax number is now 01223 860899.
- Councillor Sam Ziaian-Gillan can now be contacted by email. Please amend your records accordingly.

### Plastics Recycling Banks

We now have 19 of the 20 banks on site and operational. Pearsons attempted to deliver the one remaining bank to the car park in Sawston, but could not gain access. They will try to deliver this early on Monday 13<sup>th</sup> September. Problems with access to the banks at the car park will be discussed with the Parish Clerk.

### Kitchen Bins

The 10 litre kitchen bins are to be distributed at 8 Village Colleges on Saturdays, starting on 11<sup>th</sup> September and finishing on 2<sup>nd</sup> October, as follows:

<b>Date</b>	<b>AM</b>	<b>PM</b>
11 September	Swavesey	Impington
18 September	Cottenham	Comberton
25 September	Bassingbourn	Gamlingay
2 October	Melbourn	Sawston

### Lunchtime seminars – September to November 2004

These seminars are open to all staff and members. They are meant to be informal and informative. Each presentation will last approximately half an hour, followed by questions and answers and then lunch.

### Family matters at SCDC - *the new childcare voucher and other policies*

Speakers: Andrew Bourne, Busy Bees  
Jane Leet, Cambridge Care and Education Service;  
Margaret Bird, human resources co-ordinator  
Noon, Monday 13 September, ground floor meeting room

**All the Greens you can stomach - *my garden, my wife, my story***

Speaker: Anthony Green R.A., artist  
Noon, Monday 20 September, council chamber

**Corporate Identity - *ironing out the creases***

Speakers: Sally Carroll, communications manager  
Jo Fowler, communications officer  
Sean Gentle, graphics manager  
Lesley Broadley, graphics officer  
Noon, Wednesday 20 October, Council Chamber

**Freedom of Information Act - *the deadline is looming***

Speaker: Dan Horrex, information management officer  
Noon, Tuesday 2 November, ground floor meeting room

**CPA - *what happens next?***

Speakers: Tim Wetherfield, head of policy and communications  
Paul Swift, policy and performance review manager  
Noon, Tuesday 9 November, Council Chamber

**Biodiversity - *what does it mean for our district?***

Speaker: Catherine Weightman, biodiversity officer, Cambridgeshire County Council  
Rob Mungovan, ecology officer  
Noon, Wednesday 24 November, ground floor meeting room

Please book your seat in advance to assist us with the catering arrangements.  
Contact reception on (01954) 713001/713002 or email [reception@scambs.gov.uk](mailto:reception@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 22<sup>nd</sup> September 2004 at 5pm**. All decisions not called in by this date may be implemented on **Thursday 23<sup>rd</sup> September 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 HOUSING PORTFOLIO HOLDER

Reason	Decision
Miss W requires secure accommodation in Bar Hill. Bar Hill tenant nominated to vacancy in Cambourne to facilitate move	Ref W/04/013 Request for Management Transfer agreed
Mr and Mrs S require a transfer for medical reasons and to enable their current home to be redeveloped.	Ref S/04/016 Request for Management Transfer agreed
Mr and Mrs R and their son require a transfer to more suitable accommodation	Ref S/04/024 Request for Management Transfer agreed
Miss L requires a transfer to smaller accommodation	Ref S/04/025 Request for Management Transfer agreed
Mr and Mrs M require a transfer to enable their current home to be redeveloped	Ref S/04/026 Request for Management Transfer agreed

## DECISIONS MADE BY ENVIRONMENTAL HEALTH PORTFOLIO HOLDER

Reason	Decision
<p><u>Draft Licensing Policy</u></p> <p>Proposal to suspend Section 12.16 of the Constitution to allow the draft Licensing Policy to go out to external consultation with out the required days for Scrutiny call-in. Under Section 12.16 of the Scrutiny Committee Procedure Rules (under Part 4 of the Constitution) the call-in procedure shall not apply "where the decision being taken by the executive decision maker is urgent."</p> <p>A decision is deemed urgent " if any delay likely to be caused by the call-in process would seriously prejudice the Council's or the public's interests." The portfolio holder must reach agreement with the chairman of the council both that the decision proposed is reasonable in all the circumstances and to it being treated as a matter of urgency. A decision taken in this manner must be reported to the next available meeting of Council together with the reasons for urgency.</p> <p>We believe that the decision is urgent in this case due to the timetable the Council needs to follow to enable it to comply with its statutory duties under the Licensing Act 2003.</p> <p>7th February 2005 is the "first appointed day" - the beginning of the Act's transitional period when applications for conversions to new licenses can be made. The Guidance to Local Authorities on implementing the Act was issued on 7<sup>th</sup> July 2004 - the Council could only then begin preparing its policy statement setting out how it will deliver the Act's reforms. The timetable is extremely tight and there is no room for manoeuvre in December/January due there being no Full Council in December or until the end of January.</p> <p>There is not enough time to factor in Cabinet approval and call-in into the process without meeting all the relevant deadlines. We are advised that any delay caused by the call-in process would seriously prejudice the Council's interests.</p>	<p>Agreed the draft Licensing Policy for public consultation.</p> <p>Agreement from the Chairman of Council and the Chairman of Scrutiny to suspend call-in has been received.</p>

## DECISIONS MADE BY ENVIRONMENTAL HEALTH PORTFOLIO HOLDER CONTINUED

Reason	Decision
Provide additional funding on a Disabled Facilities grant for Mrs. M, Sawston. Net costs to the Council £49,916.50.	Agreed
<p>Mrs S from Bar Hill applied to SCDC for a Disabled Facilities grant in 1999, for adaptation works. Her financial assessment showed a contribution of £17,288.42. As this was equal to the estimated cost of the recommended works, the client arranged for the works to be carried out privately.</p> <p>At no time did the Council inform the client that she could still apply for a Disabled Facilities grant for the works, effectively paying for her contribution within the cost of the works. This would have allowed her to have her contribution deducted from any future assessed contribution should she require subsequent works.</p>	<p>Agreed to waive client's assessed contribution towards Disabled Facilities grant adaptation works.</p> <p>Waiver £17,288.42 from current financially assessed contribution of £26,305.68. To prevent complaint and any ensuing legal action</p>

## DECISIONS MADE BY PLANNING AND ECONOMIC DEVELOPMENT PORTFOLIO HOLDER

Reason	Decision
<p>At the meeting of Council on 22<sup>nd</sup> July 2004, Members authorised the Preferred Options Report for Rural Centres for public participation as part of the Local Development Framework process. It was also agreed that decisions on any material changes, including the preparation of the technical Annexe on Cambourne, be delegated to the Portfolio Holder.</p> <p>A draft Cambourne Annexe document was submitted to a meeting on 7<sup>th</sup> September of the Portfolio Holder and Local Members. A number of changes were agreed at that meeting. The attached document is the revised version taking those changes into account.</p>	<p>Agreed the content of the Cambourne Annexe paper as part of the Preferred Options report on Rural Centres.</p>

## DECISIONS MADE BY OFFICERS

Reason	Decision
G/10/04 Church of St. Andrew & St. Mary, Grantchester - Parochial Church Council -	Agree a Historic Building grant of £5000 towards the cost of the Stage 1 major repair works to the tower including rebuilding of the parapet.
G/15/04 1 Cantelupe Road, Haslingfield - Mr. P. E. Firman.	Agree a Historic Building grant of £1964 (10%) towards the cost of rethatching, reridging and rewiring the longstraw thatched roof
<u>Grant monies recovered or not paid to be returned to the fund:</u> G/3/02 Barn, 125 High Street, Linton - £825 (grant not paid as building to be converted) G/12/02 19 High Street, Fen Ditton - £400 (grant not paid - property for sale) G/13/02 21 High Street, Fen Ditton - £440 (grant not paid - property sold)	

## INFORMATION AND CUSTOMER SERVICES PFH

At a meeting held on the 11<sup>th</sup> August 2004 at 10.00 a.m.

PRESENT	Councillor JD Batchelor	Councillor Mrs DSK Spink
	JS Ballantyne	S Carroll
	SC May	S Rayment

1. Apologies for absence were received from GJ Harlock

### 2. MINUTES

Minutes of the meeting held on the 14<sup>th</sup> July 2004 were confirmed as a correct record.

### 3. MATTERS ARISING FROM LAST MEETING

- 3.1 Who does What Guide (min 3.2)

SCM and SC had arranged to meet on the most effective way of producing the guide, possibly via information on the Intranet.

**SCM/SC**

- 3.2 Member access to the Intranet was an issue yet to be resolved as only some could connect. This also affected officer use from home and Milton Country Park and appeared to depend on the type of connection to the Internet. At present the problem could only be referred to ITNET, but SR was seeking a meeting with Cllr Wotherspoon, who was successfully connecting.

**AGREED** that a survey of councillors be conducted to find out who could and could not connect to the Intranet and the type of Internet connection. **SR**

- 3.3 Corporate Identity (min 4.2)

SC reported that ITNET were working on putting the letter/memo etc templates on all PCs. The various standard versions of the logo were available on the central server and a CD was being made of others. Specialised needs should be referred to Graphics. 2G were still assisting as part of the contract.

A staff guide was being prepared, with a lunch time seminar and departmental briefings if necessary. It was suggested that attendance should be compulsory.

- 3.4 Grapevine (min 4.3)

Grapevine RIP was being proof read.

- 3.5 Freedom of Information Act (min 6.6)

Dan Horrox had been appraised of Cllr Mrs Joan Smith's interest in this subject.

- 3.6 Cambridge Office (min 6.4)

SC had signage at the Cambridge office on her "to do" list. JSB reported that the City Council was looking at refurbishment of the office, but that the extent of any changes was not known. Since signs would be moveable, it was **AGREED** that SC proceed with the new signage.

**SC**

- 3.7 PCs for Councillors (min 6.5)  
5 laptops and 5 desk top PCs were awaiting collection or delivery. Only two former councillors had reusable PCs, which had been returned.
- It was noted that the renewal schedule had at different times been regarded as 3 or 4 years. Many councillors now had 4 year old equipment, but there was insufficient budget to replace all and it was **AGREED** that the programme should start with the Leader and portfolio holders on the grounds that they were likely to make heaviest use of the PCs. There was also an argument for replacements where this could encourage Broadband connection.
- DSKS asked that a paper be produced for members on the usefulness of Broadband and an “idiots guide” on how to go about connecting. **SR**
- 3.8 ITNET Annual Review (min 6.7)  
JB was to be involved in these reviews. **SR**
- 3.9 Broadband Update (min 7.2)  
SC was preparing a press release for the first connection, in Bar Hill, through the Council supported scheme.
- 4. COMMUNICATIONS UPDATE**
- 4.1 A written summary was circulated and SC reported that the section had been really busy over the last month. Matters of note included:
- A reduction in enquiries about travellers
  - The transfer of £5,000 underspent in the economic development budget to cover business distribution of South Cambs Magazine
  - The Natural Heritage Awards were for best conservation projects
- 4.2 It was noted that not all office signs were in place at Cambourne, and suggested that signs showing the location of departments were needed even though there should be little public access. **SC**
- 4.3 SR reported that landlord’s permission was required to erect signs at the Contact Centre, but design could proceed. **SC**
- 4.4 In the provisional programme of lunch seminars, one in early October was to be confirmed. Suggestions made were the modern.gov software and the CPA action plan. It was felt that the seminar on the contact centre should wait until a later programme and that a seminar on the new licensing provisions might be useful in the next programme. **SC**
- 5. CASCADE UPADTE**
- 5.1 Recruitment  
15 new agents had been recruited, of whom 4 full time equivalent posts were for South Cambs. They would be in post by the end of August and should be helping by 1st September, although the training programme meant that it might be the middle of October before they were fully conversant with all the services.  
Paul Barnes had started in the part time post of Cascade Project Manager.



## 5.2 Performance

Performance had fallen over the previous 2 weeks and SR was to meet the Contact Centre Manager to discuss reasons.

Housing calls were still being diverted to the office at peak Monday morning times, and performance had increased very considerably.

JSB queried whether 95% calls answered was a reasonable target. JB thought it worth retaining for the Contact Centre, but possibly not in circumstances like Housing, where there was a limited number of phones available for taking calls. He felt the target should only be reviewed once there was satisfaction that the Contact Centre was running well.

**SR**

JB asked that thanks be passed to Steve Hampson and his staff for their efforts in maintaining the housing call service.

**SCM**

## 5.3 Integration

A presentation of "multi-view" was to be given on 13th September to relevant officers and JB to see whether this was an appropriate way forward for the integration of property information.

An upgrade of customer relationship management (CRM) to version 5 was now on offer. Huntingdonshire wanted to use this version in Spring 2005 and it was possibly the best option for this Council and the County Council. The new version took away bespoke development, but services would need to be protected during change-over. It was felt that the best option was to join in with the Hunts timetable.

**SR**

## 5.4 ESD Board

Meeting to be held on the 6th September.

## 5.5 Contract

The latest version had been received from the County Council, but now had to await the Legal Officer's return.

# 6. BROADBAND UPDATE

6.1 JB had agreed that Trilogy could use £22,000 of money set aside for wireless direct service lines (DSL) to provide Broadband for Lower Cambourne. The cost to individuals of the wireless service was so high even with a subsidy that few wished to take it up, so the money was unlikely to be used in this way. A DSL survey would still be offered.

It was noted that Trilogy would be paid per connection.

# 7. ICT UPDATE

## 7.1 Recruitment

All recent appointees were now in post.

Advertisements for the LPG Officer post were to appear the following week.

## 7.2 Network

BT had recently been in to finish the network. The wired system was

working well and the installation of the wireless system was likely to be in mid-September and would be available throughout the building, including meeting rooms. Security issues had been addressed and it would be possible to apply different security levels.

**7.3 Phone System**

The final phone services were in place, including the option to apply inward line suppression – to be decided by Management Team – and the upgrade was due on Monday evening. The Council was in the top 2% in using this technology to use the same line for telephones and data, but publicity was being avoided until all services were working.

**7.4 Cambridge Office**

The office was now on the internal telephone system and the video conferencing was in use, especially by the planners.

**7.5 PCs for Councillors**

The disturbance from use of a laptop in meetings had been dealt with; and was a matter of courtesy.

ITNET should be able to advise when councillors were issued with their PCs.

Cllr Morgan had given up his right to a PC to be able to use a computer in the offices.

**7.6 SOCITM Conference**

SR and JB were booked for this conference, from 10th to 12th October in Edinburgh. Given the new arrangements for approval and funding of conferences, JB asked that funding be sought from the ICT budget.

**SR**

**8. PERFORMANCE INDICATORS**

JB considered that there should be a procedure for PFHs to review PIs before report to Cabinet. JSB stated that he would expect to report on PIs where there appeared to be a problem. A report would be made to the next meeting.

**JSB**

It was noted that figures for 2 PIs had been put onto the PIMMS system but had not shown on the report.

**9. FORWARD PROGRAMME**

Noted that items to be added were the Local Development Framework, the CPA Action Plan and the ESD Strategy

**10. DATES OF NEXT METINGS**

Tuesday 7<sup>th</sup> September 10.00 am

Wednesday 13<sup>th</sup> October 10.00 am

Wednesday 10<sup>th</sup> November 10.00 am (clashes with Env Health PFH)

Wednesday 8<sup>th</sup> December 10.00 am (clashes with Env Health PFH)

The meeting closed at 12.10 p.m.

## **SOUTH CAMBRIDGESHIRE DISTRICT COUNCIL**

### **NORTHSTOWE MEMBER STEERING GROUP MONDAY, 6<sup>th</sup> September 2004**

#### **DECISIONS/RECOMMENDATIONS TO BE REPORTED TO CABINET ON THE 9<sup>TH</sup> SEPTEMBER 2004, AGENDA ITEM 3**

Set out below is a summary of the decisions taken at the meeting of the Northstowe Member Steering Group held on Monday 6<sup>th</sup> September 2004.

The wording used does not necessarily reflect the actual wording that will appear in the minutes.

If you have any queries about any matters referred to in this decision sheet please contact Lucie Edginton, Democratic Services Officer.

#### Background

At its meeting on 22<sup>nd</sup> July 2004, Council agreed the publication of a Preferred Options Paper for the Northstowe Area Action Plan subject to changes to accord with the following decisions:

- i. That no decision be made on the site selection for Northstowe until the green separation for Longstanton and Oakington has been decided.
- ii. That all references to "double counting" in the land use budget and possible uses of the green separation in the Northstowe Preferred Options Report be deleted
- iii. That Council present the three site location options for Northstowe as equal options A, B and C, in order that that the public may be consulted in a fair and unbiased way.

#### Purpose

To advise Cabinet Members of the decisions and recommendations of the Northstowe Member Steering Group regarding reports on Green Separation and a revised draft Preferred Options Report for public participation in October/November 2004.

#### **GREEN SEPARATION**

The Steering Group discussed Council's requirement to agree green separation gaps before a site selection was decided and the following proposals were made:

1. Councillor Tim Wotherspoon proposed, seconded by Councillor Ray Manning that the green separation gap at St Michaels Mount be extended to 200 metres from the edge of the Conservation area and not from the village envelope as shown on Appendix C.

Present	13	
For	6	
Against	7	<b>Proposal fell</b>

Councillor Alex Riley declared a prejudicial interest as a local property owner at St Michaels Mount and left the chamber during the debate and vote a) only.

2. Councillor Tim Wotherspoon proposed, seconded by Councillor Robert Smith that:

- The green areas shown on Appendix C are revised to distinguish between areas performing different functions by using different notations. Appendix C would be amended for consultation to show these different areas in separate notations as follows:
  - Green Separation – between Northstowe and the villages of Longstanton and Oakington
  - Landscape buffers – to outlying development and edges of the new town
  - Special landscape treatment - surrounding Rampton Drift.
- Appendix A (Green Separation at Northstowe) would be amended as follows; Page 34 Outlying areas, first bullet point to read:  
*"Rampton Drift is an area that lies within all the site options proposed for Northstowe. It will therefore need a specific **special landscape** treatment as it will be surrounded by urban uses which allows it to be sensitively integrated into the town whilst ensuring that an adequate buffer is provided in order to maintain its residential amenity. This is likely to be best achieved by a tree belt supplementing the existing nearby mature trees"*

(Delete "~~Building on recent experience at Cambourne, the buffer zone should be 50m in depth in order to be effective~~")

Present	13	
For	12	
Against	1 (Councillor Alex Riley)	<b>Proposals accepted</b>

3. The Steering Group **AGREES** that pursuant to the resolution of Council on 22<sup>nd</sup> July 2004, the principles contained in the report on Green Separation, Appendix A (including Annex A&B but excluding the Addendum on Green Separation Guidelines) and Appendix C (subject to changes agreed above) be agreed for the purpose of public participation.

Present	13	
For	12	
Against	1 (Councillor Alex Riley)	<b>Agreed</b>

4. Councillor Tim Wotherspoon, seconded by Councillor Pippa Corney proposed that the addendum on green separation guidelines be rejected entirely.

Present	11	
For	10	
Abstention	1 (Councillor Alex Riley)	<b>Agreed</b>

## PREFERRED OPTIONS REPORT

The Steering Group discussed Council's requirement to present the three site location options for Northstowe as equal options A, B and C, in order that that the public may be consulted in a fair and unbiased way. They also considered any other consequential amendments to the draft Preferred Options Report that had been made and made the following additional amendments:

5.
  - a) Page 65/2.4 Remove the words "which performs less well in the evaluation"
  - b) Page 65/2.4 Remove the words "which performs poorly"
  - c) Page 65/2/5 Remove bullet point 4 completely
  - d) Page 65 Move Paragraph 2.4 and 2.5 to a more appropriate place within the text.
  - e) Page 67/2.10 Clarify in the text that the "1,000 or 2,000 dwellings" relate to site options B and C respectively
  - f) Page 75 Replace the word "discourage" with "prevent" in the penultimate bullet point
  - g) Page 75 Remove the last bullet point
  - h) Page 87/8.2 Remove the last sentence where "it states that densities of less than 30 dph will not be acceptable"
  - i) Page 96/10.8 Remove the word "police" as they are not a commercially provided service and re-add if appropriate.
  - j) Page 101/17A Remove the word "restrict" and replace with "discourage"
  - k) Page 103/NS30c Remove the word "all" and replace with "any"
  - l) Page 103 Add reference to Willingham Parish Council seeking a bypass for Willingham and the Highways Authority advice that if a bypass were justified, it would be by traffic passing to and from the fens and not just by the development of Northstowe.
  - m) Page 131/17.6 Add the word "west" to read "*and the A14 to the North West of Dry Drayton Road.*"
  - n) Page 132 Add "*NS82 Alleviating Flood Risk at Oakington – Option D*". Add new option to show a possibility of alleviating flooding by modifications to the Bar Hill balancing pond. Councillor Roger Hall asked that Bar Hill Parish Council be consulted with regard to this as some issues are already being addressed. He was advised that this would take place through the Preferred Options public participation.
  - o) Page 140/20.7 Amend the last sentence to read "*for the developers to maintain the landscaping and replace dead stock...*"

- p) Page 142/NS97 Councillor Alex Riley declared a personal interest in this item as a local property owner. It was noted that normal environmental health legislation regarding noise from commercial premises would also apply. Add "*which would not be located closer than 200 metres to any existing domestic properties*" to the end of the policy statement
- q) Page 142/NS99 Replace the word "would" with "may" with regard to granting temporary planning permission.

The Steering Group **AGREES** that pursuant to the resolution of Council on 22<sup>nd</sup> July 2004, the revised draft Preferred Options Report subject to the inclusion of amendments at page 109 relating to the issue of green separation as agreed by the Steering Group and also the amendments a-q as detailed above and **RECOMMENDS** to Cabinet that the revised draft Preferred Options Report be agreed for the purpose of public participation, subject to the findings of Sustainability Appraisal/Strategic Environmental Assessment. **Unanimous**

Council delegated to the Planning Portfolio Holder the power to decide whether the amendments required by Council have been made. The Planning Portfolio Holder has requested that Cabinet assist in making this decision based on the recommendation of the 6<sup>th</sup> September meeting of the Northstowe Member Steering Group.