



## EAST AREA COMMITTEE



### AGENDA – COMMITTEE ACTION SHEET

**To: City Councillors:** Blencowe (Chair), Owers (Vice-Chair), Brown, Hart, Herbert, Johnson, Marchant-Daisley, Moghadas, Pogonowski, Saunders and Smart

**County Councillors:** Bourke, Harrison, Sadiq and Sedgwick-Jell

*Dispatched: Wednesday, 29 August 2012*

**Date:** Thursday, 6 September 2012

**Time:** 7.00 pm

**Venue:** Meeting Room - Cherry Trees Day Centre

**Contact:** James Goddard **Direct Dial:** 01223 457015

#### 4 **MATTERS & ACTIONS ARISING FROM THE MINUTES**

*(Pages 1 - 2)*

Reference will be made to the Committee Action Sheet available under the 'Matters & Actions Arising From The Minutes' section of the previous meeting agenda.

General agenda information can be accessed using the following hyperlink:

<http://www.cambridge.gov.uk/democracy/ieListMeetings.aspx?Committeed=147>

*(Pages 1 - 2)*

The East Area Committee agenda is usually in the following order:

- Open Forum for public contributions
- Delegated decisions and issues that are of public concern, including further public contributions
- Planning Applications

This means that planning items will not normally be considered until at least 8.30pm  
- see also estimated times on the agenda.

## Meeting Information

### Open Forum

Members of the public are invited to ask any question, or make a statement on any matter related to their local area covered by the City Council Wards for this Area Committee. The Forum will last up to 30 minutes, but may be extended at the Chair's discretion. The Chair may also time limit speakers to ensure as many are accommodated as practicable.

### Public Speaking on Planning Items

Area Committees consider planning applications and related matters. On very occasions some meetings may have parts, which will be closed to the public, but the reasons for excluding the press and public will be given.

Members of the public who want to speak about an application on the agenda for this meeting may do so, if they have submitted a written representation within the consultation period relating to the application and notified the Committee Manager that they wish to speak by **12.00 noon on the working day before** the meeting.

Public speakers will not be allowed to circulate any additional written information to their speaking notes or any other drawings or other visual material in support of their case that has not been verified by officers and that is not already on public file.

For further information on speaking at committee please contact Democratic Services on 01223 457013 or

[democratic.services@cambridge.gov.uk](mailto:democratic.services@cambridge.gov.uk).

Further information is also available online at

<http://www.cambridge.gov.uk/public/docs/Having%20your%20say%20at%20meetings.pdf>

The Chair will adopt the principles of the public speaking scheme regarding planning applications for general planning items and planning enforcement items.

Cambridge City Council would value your assistance in improving the public speaking process of committee meetings. If you have any feedback please contact Democratic Services on 01223 457013 or [democratic.services@cambridge.gov.uk](mailto:democratic.services@cambridge.gov.uk).

## **Representations on Planning Applications**

**Public representations** on a planning application should be made in writing (by e-mail or letter, in both cases stating your full postal address), within the deadline set for comments on that application. You are therefore strongly urged to submit your representations within this deadline.

**Submission of late information** after the officer's report has been published is to be avoided. A written representation submitted to the Environment Department by a member of the public after publication of the officer's report will only be considered if it is from someone who has already made written representations in time for inclusion within the officer's report.

Any public representation received by the Department after 12 noon two working days before the relevant Committee meeting (e.g. by 12.00 noon on Monday before a Wednesday meeting; by 12.00 noon on Tuesday before a Thursday meeting) will not be considered.

The same deadline will also apply to the receipt by the Department of additional information submitted by an applicant or an agent in connection with the relevant item on the Committee agenda (including letters, e-mails, reports, drawings and all other visual material), unless specifically requested by planning officers to help decision-making.

**Filming,  
recording and  
photography**

The Council is committed to being open and transparent in the way it conducts its decision-making. Recording is permitted at council meetings, which are open to the public. The Council understands that some members of the public attending its meetings may not wish to be recorded. The Chair of the meeting will facilitate by ensuring that any such request not to be recorded is respected by those doing the recording.

Full details of the City Council's protocol on audio/visual recording and photography at meetings can be accessed via:

[www.cambridge.gov.uk/democracy/ecSDDisplay.aspx?NAME=SD1057&ID=1057&RPID=33371389&sch=doc&cat=13203&path=13020%2c13203](http://www.cambridge.gov.uk/democracy/ecSDDisplay.aspx?NAME=SD1057&ID=1057&RPID=33371389&sch=doc&cat=13203&path=13020%2c13203)

**Fire Alarm**

In the event of the fire alarm sounding please follow the instructions of Cambridge City Council staff.

**Facilities for  
disabled people**

Level access is available at all Area Committee Venues.

A loop system is available on request.

Meeting papers are available in large print and other formats on request prior to the meeting.

For further assistance please contact Democratic Services on 01223 457013 or [democratic.services@cambridge.gov.uk](mailto:democratic.services@cambridge.gov.uk).

**Queries on  
reports**

If you have a question or query regarding a committee report please contact the officer listed at the end of relevant report or Democratic Services on 01223 457013 or [democratic.services@cambridge.gov.uk](mailto:democratic.services@cambridge.gov.uk).

**General  
Information**

Information regarding committees, councilors and the democratic process is available at [www.cambridge.gov.uk/democracy](http://www.cambridge.gov.uk/democracy).



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## COMMITTEE ACTION SHEET

<b>Committee</b>	<b>East Area Committee</b>
<b>Date</b>	<b>06/09/12</b>
<b>Circulated on</b>	<b>16/10/12</b>

<b>ACTION</b>	<b>LEAD OFFICER/MEMBER</b>	<b>TIMESCALE</b>	<b>PROGRESS</b>
Councilor Herbert to advise Officers of Budleigh Close residents' concerns that shrubbery is subject to anti-social behaviour due to lack of maintenance.	Councilor Herbert and Andrew Preston (Project Delivery & Environment Manager)	18 October 2012	Councilor Herbert met on site with Paul Jones and Georgie Deards. Mr Jones agreed follow up work which will lead to wider garden maintenance work on the Tiverton Estate.
Councilor Bourke to circulate feasibility study information regarding Chisholm Trail for bicycles.	Councilor Bourke	18 October 2012	
Dearbhla Lawson (Head of Transport and Infrastructure – County) to advise Councillor Owers if his proposed Transport Corridor Area Transport Plan project for speed warning lights in Coleridge Road is eligible for s106 funding.	Dearbhla Lawson	18 October 2012	
Dearbhla Lawson to bring back a report to East Area Committee regarding East and South Transport Corridor Area Transport Plans.	Dearbhla Lawson	25 April 2013	A report will be brought back to 25 April 2013 EAC.

