

**COUNCILLORS' BULLETIN
WEDNESDAY, 17 JANUARY
2007**

CONTENTS



South
Cambridgeshire
District Council

INFORMATION ITEMS

1. Committee Meetings from 18 January to 2 February 2007

Date	Time	Name	Venue	Contact
Thu 18 Jan	10 am	Planning Policy Advisory Group	Council Chamber	Ian Senior
	2 pm	Scrutiny and Overview Committee	Council Chamber	Patrick Adams
Fri 19 Jan	9 am	Conservation, Sustainability and Community Planning Portfolio Holder	Training Room	Holly Adams
Mon 22 Jan				
Tue 23 Jan	10 am	Licensing (2003 Act) Sub-Committee	Mezzanine	Maggie Jennings
	10 am	Resources, Staffing, Information & Customer Services Portfolio Holder	Chief Executive's Office	Richard May
Wed 24 Jan	10 am	Planning and Economic Development Portfolio Holder	Mezzanine	Ian Senior
Thu 25 Jan	10 am	Community Development Portfolio Holder	Training Room	Ian Senior
	10 am	Environmental Health Portfolio Holder	Mezzanine	Maggie Jennings
	Rooms booked from 12 pm	Conservative group pre-Council meeting	Members' Lounge	Check with your group leader
		Independent group pre-Council meeting	Mezzanine	
		Liberal Democrat group pre-Council meeting	Monkfield Room	
	2 pm	Council	Council Chamber	Richard May
	after Council	Cabinet – Allocation of Portfolios	Council Chamber	Maggie Jennings
Fri 26 Jan				
Mon 29 Jan	10 am	Milton Country Park Advisory Group	Council Chamber	Maggie Jennings
	11 am	Housing Portfolio Holder (Estimates)	Executive Director's Office	Guy Moody
Tue 30 Jan	10 am	Code of Conduct Training	Council Chamber	Fiona McMillan
	2 pm	Standards Committee Training	Council Chamber	Fiona McMillan
Wed 31	10 am	Planning Sub-Committee	Council	Ian Senior

Jan			Chamber	
Thu 1 Feb	10 am	Code of Conduct Training	Council Chamber	Fiona McMillan
	11 am	Choice-Based Lettings Advisory Group	Swansley Room	Guy Moody
	2 pm	Standards Committee Training	Council Chamber	Fiona McMillan
	3 pm	Scrutiny Panel	Monkfield Room	Carol Tyrrell
Fri 2 Feb				

2. Newly-Published Items on modern.gov

Agendas

- Senior Management Team 17 January 2007 (intranet only)
- Conservation, Sustainability and Community Planning Portfolio Holder 19 January 2007 (intranet only)
- Resources, Staffing, Information & Customer Services Portfolio Holder 23 January 2007 (intranet only)
- [Licensing \(2003 Act\) Sub-Committee 23 January 2007](#)
- [Council 25 January 2007](#)
- [Cabinet 25 January 2007 – Special Meeting: Allocation of Portfolios](#)

Decisions

- [Planning Committee 10 January 2007](#)
- [Cabinet 11 January 2007](#)

Minutes

- Conservation, Sustainability and Community Planning 3 November 2006 (intranet only)
- [Cabinet 11 January 2007](#)

Plans

- [February 2007](#) (corporate plan)
- Community Development Portfolio January & February 2007 (intranet only)
- Conservation, Sustainability and Community Planning Portfolio January & February 2007 (intranet only)
- Environmental Health Portfolio January & February 2007 (intranet only)
- Housing January & February 2007 (intranet only)
- Planning and Economic Development Portfolio January & February 2007 (intranet only)
- Resources, Staffing, Information & Customer Services Portfolio February 2007 (intranet only)

Issues

- [2005/06 National Performance Indicators Comparison](#)
- [2006 Health and Safety Innovation Award](#)
- [Animal Welfare Act 2006](#)
- [CALDECOTE: Planning and Enforcement, Bourn Airfield](#)
- [Chief Executive Officer: Terms and Conditions of Appointment](#)
- [Environmental Health & Waste Management Performance Indicators 2006/07 - 9 Month Report](#)
- [Environmental Health & Waste Management Service Improvements 2006/07 - 9 Month Report](#)
- [Fees and Charges - Health and Environmental Services including Licensing and Training 2007/08](#)

- [Grants to Voluntary Organisations 2006/07](#)
- [Home Energy Conservation Act \(HECA\) Progress 2006](#)
- [Litter and Dog Bin Emptying](#)
- [Mepal Outdoor Centre: Village Facility Grant](#)
- [Outcomes of Recent Prosecutions](#)
- [South Cambridgeshire Post Offices](#)
- [Tenant Compact and New Tenant Participation Arrangements](#)
- [Tenant Handbook](#)
- [Vote Recording / Recorded Voting System](#)

New Meetings Added

- Housing Portfolio Holder: Consideration of Portfolio Estimates meeting has been moved from 24 to 29 January 2007

3. Upcoming Training Sessions for Members

Subject:	Date:	Trainer:	For:	Contact:
Code of Conduct	Two sessions available: Tuesday 30 Jan 2007 or Thursday 1 February, Council Chamber, 10 am-1 pm	Peter Keith-Lucas, Bevan Brittan	See below	Democratic Services
Standards Committee	Two sessions available: Tuesday 30 Jan 2007 or Thursday 1 Feb 2007, Council Chamber, 2-4 pm	Peter Keith-Lucas, Bevan Brittan	See below	Democratic Services
Planning Committee Training	23 February 2007	Trevor Roberts Associates (TRA)	Essential for all Planning Committee members	Guy Moody

Please make note of your training dates:

Code of Conduct – 30 January 2007 at 10 am

Dr DR Bard	Mrs A Elsby	Mrs CAED Murfitt
RE Barrett	Mrs GM Everson	CR Nightingale
JD Batchelor	Mrs VG Ford	EM Revell
Mrs PM Bear	Mrs JM Guest	Mrs DP Roberts
NCF Bolitho	R Hall	NJ Scarr
P Brindle	S Hampson	Mrs HM Smith
RF Bryant	Mrs SA Hatton	Mrs DSK Spink
Ms G Butcher	Mrs EM Heazell	Mrs VM Trueman
Mrs PS Corney	MP Howell	Dr SEK van de Ven
NS Davies	SGM Kindersley	Mrs BE Waters
SM Edwards	Mrs JE Lockwood	NIC Wright
Mrs SM Ellington	RB Martlew	

Standards Committee – 30 January 2007 at 2 pm

RE Barrett	Mrs A Elsby	Mrs CAED Murfitt
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P Brindle
RF Bryant
Ms G Butcher

Mrs GM Everson
S Hampson
Mrs JE Lockwood

Mrs VM Trueman
Dr SEK van de Ven

Code of Conduct – 1 February 2007 at 10 am

K Barrand
EW Bullman
NN Cathcart
Mrs SJO Doggett
MA Farrar

Mrs M Good
Mrs CA Hunt
DC Kelleway
RMA Manning
MJ Mason

RM Matthews
A Riley
JH Stewart
RT Summerfield
JF Williams

Standards Committee – 1 February 2007 at 2 pm

EW Bullman
NN Cathcart
MA Farrar

Mrs M Good
Mrs CA Hunt
DC Kelleway

EM Revell
A Riley
JF Williams

4. Call-in Arrangements

The Chairman of the Scrutiny and Overview Committee or any five other Councillors may call in any executive decision recorded in this bulletin for review.

Cabinet decisions were published on Thursday 11 January 2007 and therefore the [Democratic Services Manager](#) must be notified of any call in by **5 pm on Thursday 18 January 2007**. All Cabinet decisions not called in by this date may be implemented on **Friday 19 January 2007**. The Democratic Services Manager must receive notification of call in of any other executive decision by **Wednesday 24 January 2007**. All decisions not called in by this date may be implemented on **Thursday 25 January 2007**.

Any member considering calling in a decision 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 and Overview Committee Procedure Rules'](#), paragraph 12.

AGENDAS AND MINUTES

5. Conservation, Sustainability and Community Planning Portfolio Holder Meeting - Notes 3 November 2006

6. Cabinet - Draft Minutes of 11 January 2007

Decisions taken by Cabinet and recommendation to Council:

6 (a) Cambridgeshire Waste Collection / Disposal Partnering Agreement

6 (b) Direct Labour Organisation (DLO) Recovery / Responsive Repairs Service Review

6 (c) Discretionary Rate Relief

6 (d) Extension of Hours to Post D.2.32

6 (e) Performance Management (Milestones and Performance Indicators) Quarterly Report 2006/07 - 6 Month Report

SOUTH CAMBRIDGESHIRE DISTRICT COUNCIL

Notes of the Conservation, Sustainability and
Community Planning Portfolio Holder Meeting
held on Friday, 3 November 2006 at 9.00 a.m.

PRESENT: Councillor JA Hockney (Conservation, Sustainability and Community
Planning Portfolio Holder)

Councillors: R Hall
MP Howell

Officers:	Nick Grimshaw Peter Harris Simon McIntosh Keith Miles Tim Wetherfield	Conservation and Design Manager Principal Accountant (General Fund and Costing) Head of Community Services Planning Policy Manager Head of Policy and Communication
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Action**1. APOLOGIES**

Apologies were received from Councillors Mrs SM Ellington and Dr SEK van de Ven.

2. SUSTAINABILITY OFFICER

The Head of Policy and Communications reported that interviews had been held for the vacant position of Sustainability Officer on 16 October. There had been a strong list of applicants and a conditional offer of employment had been made. It was understood that the successful applicant currently worked for another local authority and it had been agreed that the officer be allowed to carry out work at this Council, before the termination of his contract with his current employer. In return the officer would be permitted to finish work for his current employer following appointment at this Council.

It was noted that because the work of the Sustainability Officer did not involve unsupervised work with children, the post holder would not be subjected to a CRB check.

3. VERBAL UPDATE ON CONSULTATION FOR 2007-10 COMMUNITY STRATEGY (ORAL)

The Head of Community Services reported that RBA Consultants, who had been carrying out consultation on the Council's Sustainability Community Strategy had unfortunately gone into liquidation. However, RBA Consultants had sub-contracted out this work and so the Council were able to contract directly with the sub-contractor to get the work completed. It was understood that the payment to RBA Consultants were being made in stages and had now been halted.

Unlike other authorities, this Council's Community Strategy would not be delayed by RBA Consultants going into liquidation.

White Paper on Local Government

The Head of Community Services reported that the White Paper published by the Government on 26 October had serious implications for the Council's Sustainable Community Strategy because it recommended the strengthening of partnership links between district and county authorities and that the partnership process be led by the local authorities. The Head of Community Services concluded that the Sustainable Community Strategy for 2007-10 may not be finalised until the summer of 2007. This would mean that the end date for the 2004-07 Community Strategy would have to be extended into the summer of 2007. In the circumstances it was considered that this course of action would be acceptable and it was expected that Go-East would give their approval.

It was expected that a report on the Sustainable Community Strategy would be sent to Cabinet in December.

4. FINANCIAL MONITORING REPORT - EXPENDITURE TO 30TH SEPTEMBER 2006

The meeting examined this report which compared the actual revenue and capital expenditure to 30 September for the Conservation, Sustainability and Community Planning Portfolio with the annual budget for the year ending 31 March 2007.

Historical Buildings Grants

The Conservation and Design Manager stated that he expected the money in Historical Building Grants to be spent by the end of the year, although it was noted that £5,500 had been recovered from Primrose Farm.

War Memorial Grants

The Conservation and Design Manager explained that a small amount of Council funding could allow organisations, such as the Friends of War Memorials, to access funding from other public authorities.

St Denis Church

It was noted that a local arrangement body, which was aligned to the Parish Council, will undertake day-to-day management of the church on behalf of the Council. The long-term objective is to enable the building to be managed and used by a wildlife trust, although the project design has yet to be developed.

Wildlife Enhancement Grants

It was understood that it was no longer possible to charge maintenance revenue expenditure for wildlife sites to the Wildlife Enhancement Scheme, as in previous years, because that budget was now specified as a capital grant scheme, and may be used for capital expenditure only. Moreover, it was noted that it was not possible to vire from this capital budget to revenue, because capital is funded from capital receipts, whereas revenue is funded from council tax.

Recharging

The Principal Accountant (General Fund and Costing) explained that the employee costs were only recharged to the service budgets at the year-end.

Tourism

The Planning Policy Manager explained that the tourism service is provided by Cambridge City Council and this authority pays for the employment of a member of staff at the tourism office. It was difficult to ascertain how much revenue this service brought into the District but it was understood that this service had been cut to a minimum, with the removal of two half-time posts. The Planning Policy Manager advised that the Council should have a presence in the Tourist Office.

Mobile Warden Scheme

It was noted that this was a useful service that allowed elderly people, who would otherwise require residential home care, to stay in their own homes. It was expected that money would have to be vired from another budget as the Council would be spending more than its original estimate. However the amounts that would be vired would not require a portfolio holder decision. The Head of Community Services estimated that a third of the villages in the District were covered by Mobile Warden Schemes. It was understood that although the PCT were supportive of these schemes they were not in a position to provide funding.

Section 106 funding

The Head of Community Services agreed to check whether the unspent section 106 funding was available for 3 or 5 years. It was understood that even if it were only available for 3 years there would be time enough to spend it.

SMc**5. SOUTHERN FRINGE LANDSCAPE STRATEGY (ORAL)**

The Conservation and Design Manager explained that the Southern Fringe Landscape Strategy would be going to the Conservation and Design Advisory Group on 7 November. He explained that the City Council had proposed the setting up of a Country Park and this proposal would be scrutinised by the Group.

6. WILLINGHAM CHURCHYARD (ORAL)

The Conservation and Design Manager reported that the Council had to take on the responsibility of maintaining a churchyard if the parish council declined to do so and as a consequence the Council was now considering the implications of maintaining Willingham Churchyard. The Conservation and Design Manager explained that a number of factors, including the size of the Churchyard and the comparative costs, would determine whether the Council would use its own contractors to carry out the maintenance, or employ a local person.

It was noted that there may be funding available for the maintenance of grass around war memorials. It was agreed that grass around gravestones should be maintained.

The Conservation and Design Manager concluded that the Council needed a policy on the maintenance of churchyards and that this would be considered by the Conservation and Design Advisory Group before going to Cabinet.

7. CONSERVATION PERFORMANCE INDICATORS - FIGURES FOR THE SECOND QUARTER

The Meeting examined the second quarter's figures for the corporately important performance indicators relevant to the Conservation section.

The Conservation and Design Manager stated that following the employment of a Landscape Assistant the Council was now on target to achieve SP931 "The number of landscape schemes implemented".

The Conservation and Design Manager explained that PI SP 901, the hectares of land designated as a local nature reserve per 1,000 population, was on target to be achieved and if a number of village greenspace projects went ahead this year, such as the RSPB project on Fen Drayton lakes, the hectares of land designated as a local nature reserve would greatly exceed this year's target.

The Group noted that the Conservation and Design section was on course to achieve all 9 of its corporately important performance targets.

8. FORWARD PROGRAMME

The Meeting examined the forward programme of decisions and issues to be considered by the portfolio holder in the coming months.

The Head of Community Services explained that the Local Area Agreements would be going to Cabinet in December instead of November. The Sustainable Community Strategy would now be going to Cabinet in May/June and not January/February as originally planned.

The Conservation and Design Manager explained that reports on Archaeology and Historic Building Grants would be going to the portfolio holder meeting in January.

The meeting noted the portfolio's forward programme.

9. DATE OF NEXT MEETING

The next meeting will be held on Friday 19 January at 9 am in the Second Floor Meeting Room.

The meeting ended at 10.40 a.m.

SOUTH CAMBRIDGESHIRE DISTRICT COUNCIL

Minutes of a meeting of the Cabinet held on
Thursday, 11 January 2007

PRESENT: Councillor Dr DR Bard (Cabinet Member)
Councillor Mrs DSK Spink MBE (Planning and Economic Development Portfolio Holder and Deputy Leader of Council)

Councillors: JA Hockney Conservation, Sustainability and Community Planning Portfolio Holder
RMA Manning Environmental Health Portfolio Holder
Mrs DP Roberts Housing Portfolio Holder

Officers in attendance for all or part of the meeting:

Holly Adams	Democratic Services Officer
Steve Hampson	Executive Director
Greg Harlock	Chief Executive
Tony Marks	Enforcement Officer - Development Control
Simon McIntosh	Corporate Manager (Policy, Performance and Partnerships)
Dale Robinson	Corporate Manager (Health & Environmental Services)

Councillors JD Batchelor, RF Bryant, EW Bullman, Mrs A Elsby, R Hall, Mrs EM Heazell, Mrs CAED Murfitt, CR Nightingale and RT Summerfield were in attendance, by invitation.

Apologies for absence were received from Councillors SM Edwards, Mrs VG Ford and SGM Kindersley.

Procedural Items

1. MINUTES OF PREVIOUS MEETING

The Leader was authorised to sign as a correct record the minutes of the meeting held on 9 November 2006, subject to the following correction:

Updates from Cabinet Members Appointed to Outside Bodies (Minute 22)
“...members expressed their support of Councillor Manning’s ***candidature for the*** interim Leadership.”

1 (a) Matters Arising

Shepreth: 74-76 Frog End: Outcome of Options Appraisal (Minute 12)
Councillor Dr SEK van de Ven, local member for Shepreth, had sent an e-mail requesting a correction to this minute, but Cabinet agreed to retain the original text, which they felt was an accurate précis of the debate. Cabinet noted that it was not necessary to produce a verbatim record.

Milton Country Park – Improving Facilities / Future Management (Minute 13)
A statement from Councillor Mrs VG Ford, Community Development Portfolio Holder, was read, correcting recent media reports and stating that the Council did not want to close the park but, following capping, could not continue to run it at its historic costs. Full

Council had agreed in the Medium Term Financial Strategy that the park would generate £75,000 income, and a long-term partner was being sought for its management. The Council did not profit from the sale of refreshments at the kiosk.

2. DECLARATIONS OF INTEREST

Councillor JD Batchelor declared a personal interest as an elected member of Cambridgeshire County Council.

Recommendation to Council

3. DISCRETIONARY RATE RELIEF

Relief traditionally had been awarded to qualifying local organisations and small businesses which relied on financial assistance to remain viable and the proposed policy would formalise existing practice for the award of discretionary rate relief other than for charitable organisations. All applications would be considered on their individual merits and a degree of flexibility would be retained to award relief in exceptional circumstances where an application was considered to be particularly deserving but fell outside the scope of the policy. The Chief Executive clarified that village halls run as charities could apply for relief in accordance with the policy adopted by Cabinet in December 2005 on discretionary rate relief for charitable organisations, whilst those with other management arrangements could be considered under this proposed policy.

Cabinet **RECOMMENDED TO COUNCIL** that the policy for the award of discretionary rate relief set out in the appendices to the Cabinet report be adopted in order to facilitate future awards of relief from the financial year 2007/08 onwards.

4. PERFORMANCE MANAGEMENT (MILESTONES AND PERFORMANCE INDICATORS) QUARTERLY REPORT 2006/07 - 6 MONTH REPORT

Cabinet received the six-month performance report, which focussed on areas where performance risked not meeting targets. Individual portfolio holders would be reviewing specific areas of concern and the actions undertaken to achieve the targets would be the subject of a future report. The Chief Executive clarified that "critical delays" referred to areas where failure to achieve the targets would have a major impact on the organisation. Cabinet acknowledged that performance against some targets was driven by factors beyond the authority's control.

Cabinet **AGREED** to:

- (a) Confirm the importance of trying to achieve performance indicator targets and milestone dates in relation to the areas identified in paragraphs 7 to 20 of the report; and
- (b) Review action at each portfolio holder meeting on the performance indicators and milestones listed in paragraph 27 of the report to ensure that 2006/07 targets are achieved whenever possible.

5. DIRECT LABOUR ORGANISATION BUSINESS PLAN

The Housing Portfolio Holder commended officers for their efforts over the past two years to bring the Direct Labour Organisation up to its current standard: it was expected to break even and could make a small surplus. Officers were working to identify ways to

bring in more work in the future and to be in a successful position to compete on the open market in two years' time. It was confirmed that the Orchard system was reconciled regularly to the Financial Management System (FMS).

Cabinet **AGREED** to allocate additional Kitchen and Bathroom refurbishment work to the Direct Labour Organisation (DLO), to the value of up to £200,000 within the current financial year.

Cabinet **NOTED** the DLO Working Business Plan.

Cabinet offered its congratulations to all officers involved with the recent successes of the DLO.

6. CAMBRIDGESHIRE WASTE COLLECTION / DISPOSAL PARTNERING AGREEMENT

The Environmental Health Portfolio Holder commended the final draft of the Waste Private Finance Initiative (PFI) Agreement, which was not a legal document but a partnership agreement to be presented by Cambridgeshire County Council to the successful PFI contractor as part of the overall contract.

Cabinet **AGREED** to:

- (a) Approve the final draft (v6, 01/12/06) of the Waste PFI Partnering Agreement (the Agreement) for future waste disposal arrangements in the County; and
- (b) Delegate authority to the Environmental Health Portfolio Holder to sign the Agreement.

7. EXTENSION OF HOURS TO POST D.2.32

The Planning and Economic Development Portfolio Holder highlighted concerns expressed by parish councils about the need for enforcement. Extension of the hours of this post would increase resources available for enforcement action and would not incur any additional costs to the General Fund.

Cabinet **AGREED** that:

- (a) Post D.2.32 be extended to 37 hours per week, taking effect from 1 February 2007;
- (b) The cost of this be met from the earmarked reserves for Traveller Issues; and
- (c) The 18-month contract be reviewed in June / July 2007 following agreement of the medium term priorities.

Cabinet thanked the enforcement team for their work under often difficult circumstances.

Information Items

8. QUARTERLY MONITORING REPORT INCLUDING BUDGETARY CONTROL AND PRUDENTIAL INDICATORS: THIRD QUARTER 2006/07

The Leader drew attention to the projected underspends on the General Fund, Housing Revenue Account (HRA) and Capital, resulting from efforts to reduce expenditure and from increased interest rates nationally.

Cabinet **NOTED** the projected expenditure position and the monitoring of prudential indicators, and **REFERRED** the report to the next Resources, Staffing, Information & Customer Services Portfolio Holder meeting for more detailed consideration.

Cabinet extended its thanks to officers for their work on the projected expenditure position and the prudential indicators.

Standing Items

9. MATTERS REFERRED BY SCRUTINY AND OVERVIEW COMMITTEE

None.

10. UPDATES FROM CABINET MEMBERS APPOINTED TO OUTSIDE BODIES

A letter had been sent to Yvette Cooper with the proposals for joint working arrangements between South Cambridgeshire District Council, Cambridge City Council, Cambridgeshire County Council and Cambridgeshire Horizons. Details had been circulated to the groups as agreed and a press release had been issued shortly before Christmas.

11. LEADER'S ANNOUNCEMENT

Councillor Dr DR Bard confirmed that his resignation as Leader of the Council would take effect immediately after the Cabinet meeting and thanked his Cabinet colleagues and members of Council for their support. Cabinet members thanked Councillor Dr Bard for his Leadership during a difficult time in the Council's history.

**The Meeting ended at 10.51
a.m.**
