

SOUTH CAMBRIDGESHIRE DISTRICT COUNCIL

Minutes of the Planning Portfolio Holder's Meeting held on
Tuesday, 13 July 2010 at 9.00 a.m.

Portfolio Holder: Nick Wright

Councillors in attendance:

Scrutiny and Overview Committee monitors: Mike Mason

Also in attendance: David Bard, Jose Hales and Lynda Harford

Officers:

David Bevan	Conservation Manager
John Garnham	Finance Project Officer
Jane Green	Head of New Communities
David Grimster	Accountant
Caroline Hunt	Local Development Framework Team Leader
Gareth Jones	Head of Planning
Nicole Kritzinger	Development Officer
Keith Miles	Planning Policy Manager
Jo Mills	Corporate Manager, Planning and New Communities
Ian Senior	Democratic Services Officer

1. DECLARATIONS OF INTEREST

There were no declarations of interest.

2. MINUTES OF PREVIOUS MEETING

The Planning Portfolio Holder agreed that the Minutes of the Planning and New Communities Portfolio Holders' meeting held on 20 May 2010 were a correct record.

3. PAPWORTH EVERARD: CONSERVATION AREA APPRAISAL (CAA)

The Planning Portfolio Holder considered a report seeking his agreement for the draft Papworth Everard Conservation Area Appraisal and revised conservation area boundary to be published for public consultation. He announced that both Papworth Everard Parish Council and the Varrier Jones Foundation were supportive of the consultation process, which would begin in September 2010 and last for six weeks.

The Planning Portfolio Holder

- (a) **Agreed** that the draft Papworth Everard Conservation Area Appraisal (Appendix 1) which contains the proposed new conservation area boundary be issued for consultation.
- (b) **Gave authority** to the Corporate Manager (Planning and New Communities) to make minor amendments to the above document and modify its presentation.

4. PRE-APPLICATION CHARGING

The Head of Planning updated the Planning Portfolio Holder verbally about the current

status, and said a formal report would be presented to a future Portfolio Holder meeting following further consultation with planning agents.

The Planning Portfolio Holder said the aim was to further enhance the service offered to the public, and to give officers total ownership of planning applications.

An essential element of the process was that pre-application advice should be committed to a note retained on the planning application file.

Councillor David Bard (New Communities Portfolio Holder) said that a similar procedure was being considered for applications falling within the remit of the New Communities service.

5. SENIOR RAILCARDS

The Planning Portfolio Holder considered a report on charging for the issue of senior railcards to eligible persons. The Accountant explained that this was essentially an administrative fee aimed at generating income for the Council.

The Planning Portfolio Holder **agreed** a revised fee for the issue of senior railcards to eligible residents in the district of South Cambridgeshire, the charge being £22.00 to cover the cost of the railcard and the Council's administration costs.

6. FINANCIAL MONITORING REPORT

The Planning Portfolio Holder received a report on the final actual revenue and capital expenditure for the Planning Portfolio with the final working budget for the year ending 31 March 2010.

The Accountant highlighted paragraphs 7, 8, 9 and 10 of the report.

In response to a question, the Head of Planning referred to Appendix 1 in demonstrating the relationship between the number of applications received and the amount of fee income generated.

The Planning Portfolio Holder congratulated officers for their efforts at a time when planning applications had reduced in number due to the general economic downturn.

7. PERFORMANCE REPORT - APRIL TO JUNE 2010

The Planning Portfolio Holder received a report outlining the progress made by the Planning and New Communities Service in meeting its targets, as set out in the published 2010-11 Service Plan. The report detailed performance during the period from 1 April to 30 June 2010.

The Portfolio Holder highlighted the benefits of the Duty Officer system in helping to channel Member enquiries.

Councillor Mike Mason expressed concern about introducing new IT systems at a time of pressure induced by reductions in the number of staff. He was also worried that the Council's ability to defend its decisions at Appeal Hearings might adversely be affected by the recent internal reorganisation.

8. ADDRESSING THE ECONOMIC DOWNTURN - QUARTERLY REPORT

The Planning Portfolio Holder received a report updating him about the delivery of actions intended to mitigate the impact of the recession on the South Cambridgeshire district. He described its contents as encouraging.

9. FORWARD PLAN

The Planning Portfolio Holder received and noted the Forward Plan for the Planning Portfolio.

10. DATE OF NEXT MEETING

The Planning Portfolio Holder and those present noted that the next Planning Portfolio Holder meeting had been scheduled for 7 October 2010, starting at 2.00pm.

11. EXCLUSION OF PRESS AND PUBLIC

The Planning Portfolio Holder **resolved** that the press and public be excluded from the meeting during consideration of Minute 12 (Procurement Savings 2009-10) in accordance with the provisions of Section 100(A)(4) of the Local Government Act 1972 (as amended) (exempt information as defined in Paragraph 1 of Part 1 of Schedule 12A of the Act).

12. PROCUREMENT SAVINGS 2009-10

The Planning Portfolio Holder received a report outlining the procurement savings achieved during 2009-10, demonstrating that the post in question continued to have significant benefits for the Council in terms of net financial savings as well as advice to, and support of, other officers.

The Finance Project Officer highlighted the financial implications set out at paragraph 10 of the report.

The Planning Portfolio Holder paid tribute to, and noted the positive feedback received in respect of, an outstanding post holder.

The Meeting ended at 10.20 a.m.
