



**South
Cambridgeshire
District Council**

SOUTH CAMBRIDGESHIRE DISTRICT COUNCIL

COUNCIL MEETING
THURSDAY, 29 APRIL 2004

REPORTS AND MINUTES

South Cambridgeshire Hall
9-11 Hills Road
Cambridge
CB2 1PB

If the press and public are likely to be excluded from the meeting during consideration of the following item on the grounds that exempt information is to be considered, it will be necessary to pass the following resolution: "That under Section 100(A) (4) of the Local Government Act 1972, the public be excluded from the meeting for the following item on the grounds that it involves the likely disclosure of exempt information as defined in paragraph (quoting relevant paragraph) of Part 1 of Schedule 12A of the Act."

SOUTH CAMBRIDGESHIRE DISTRICT COUNCIL

TO: The Chairman and Members of the
South Cambridgeshire District Council

NOTICE IS HEREBY GIVEN that the next meeting of the **COUNCIL** will be held in the **COUNCIL CHAMBER** at **2.00 P.M.** on

THURSDAY THE 29TH DAY OF APRIL 2004

and I am, therefore to summon you to attend accordingly for the transaction of the business specified below.

DATED this 21ST DAY OF APRIL 2004

GJ HARLOCK

Finance and Resources Director

AGENDA

1. **MINUTES**
To authorise the Chairman to sign the Minutes of the meeting held on 26th February 2004 as a correct record.
(Pages 1 - 22)
2. **DECLARATIONS OF INTEREST**
To receive any declarations of interest from Members on matters arising in this agenda.
3. **Chairman's Announcements**
4. **PUBLIC QUESTIONS**
None received to date.
5. **Recommendation**
 - 5.1 Food Service Plan (Cabinet 1st April 2004, Minute 3)
Cabinet on 1st April 2004 – Minute 3: Food Service Plan

Cabinet recommend that the Food Service Plan 2004/05 be approved.
Copies of the Plan are enclosed separately with this agenda.
(Pages 23 - 36)
6. **SOUTH CAMBS COMMUNITY STRATEGY**
To approve the Community Strategy for South Cambs, April 2004 to March 2007.

Cabinet on 22nd April 2004 is being invited to endorse the final Strategy for approval by Council, and its recommendation will be reported at the meeting. Copies of the Strategy are enclosed separately with this agenda.

The draft Strategy was approved by Council on 12th December 2003, subject to amendments made by the Local Strategic Partnership Board. Further development work has taken place through the Partnership and the Board has approved changes. All partners are now being invited to ratify the Strategy, which will be subject to annual reviews.

(Pages 37 - 62)

7. AMENDMENTS TO THE CONSTITUTION

To consider changes to the Constitution recommended by the Constitution Review Working Party, as attached at

(Pages 63 - 84)

8. PAPWORTH HOSPITAL NHS FOUNDATION TRUST

To appoint a representative to the Board of Governors of the Papworth Hospital Trust.

The Secretary of State for Health has approved the Papworth Hospital application to become a Foundation Trust and has passed the application to the newly-appointed Regulator's office for final approval. Establishment is expected on 1st July 2004. The District Council has been asked to nominate a Governor. Councillor MP Howell, local member for Papworth, has expressed an interest and his nomination has been supported by the Leader. Cambridgeshire County Council has appointed Councillor Pegram as its representative.

9. SIX MONTHLY REPORT FROM SCRUTINY AND OVERVIEW COMMITTEE

To receive the fourth six monthly report from the Scrutiny and Overview Committee

(Pages 85 - 102)

10. QUESTIONS BY MEMBERS

None received to date

11. RECORDING OF MEETINGS

Council at the last meeting asked for a report on the implications of recording meetings. Technical alternatives are currently being investigated and, regrettably, it is not expected that a full report will be possible for this meeting.

12. TO RECEIVE THE REPORTS OF THE FOLLOWING MEETINGS

(* indicates that the Minutes have already been confirmed as a correct record)

12.1 Cabinet 4th March 2004* (Pages 103 - 108)

12.2 Cabinet 25th March 2004* (am) (Pages 109 - 114)

12.3 Cabinet 25th March 2004* (pm) (Pages 115 - 120)

12.4 Cabinet 1st April 2004 (Pages 121 - 128)

12.5 New Offices Working Group 23rd February 2004* (Pages 129 - 134)

- 12.6 New Offices Working Group 19th March 2004* (Pages 135 - 142)
- 12.7 Development and Conservation Control Committee 3rd March 2004* (Pages 143 - 150)
- 12.8 Scrutiny and Overview Committee 12th February 2004*
Amendments to Minute 7 (Revenue and Capital Estimates) agreed on 11th March 2004 have been incorporated

(Pages 151 - 160)
- 12.9 Scrutiny and Overview Committee 11th March 2004*
Amendments to Minute 4 (Public Questions – St Denis Church, East Hatley) agreed on 15th April 2004 have been incorporated.

(Pages 161 - 168)
- 13. TO RECEIVE QUESTIONS ON JOINT MEETINGS**
South Cambridgeshire Strategic Partnership Board – 3rd February 2004
(see Bulletin 3rd March 2004)
- South Cambridgeshire Arts Network – 13th January 2004 (see Bulletin 31st March 2004)
- South Cambridgeshire Environment and Transport Area Joint Committee – 8th March 2004 (see Bulletin 7th April 2004)
- 14. CHAIRMAN'S ENGAGEMENTS**
To note the Chairman's engagements since the last Council meeting

(Pages 169 - 170)

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SOUTH CAMBRIDGESHIRE DISTRICT COUNCIL

At a meeting of the Council held on
Thursday 26th February 2004 at 2.00 pm

PRESENT: RF Bryant – Chairman
Mrs MP Course – Vice-Chairman

Councillors: SJ Agnew, Dr DR Bard, CC Barker, RE Barrett, EW Bullman, NN Cathcart, JP Chatfield, RF Collinson, NS Davies, R Driver, G Elsbury, TJ Flanagan, CJ Gravatt, R Hall, Dr SA Harangozo, Mrs SA Hatton, Mrs JM Healey, Dr JA Heap, Mrs EM Heazell, MP Howell, Mrs J Hughes, SGM Kindersley, Mrs JE Lockwood, LCA Manning JP, RM Matthews, Mrs CAED Murfitt, CR Nightingale, Dr JPR Orme, R Page, DJ Regan, WH Saberton, NJ Scarr, J Shepperson, Mrs GJ Smith, RGR Smith, Mrs DSK Spink MBE, JH Stewart, RT Summerfield, Mrs LM Sutherland, Mrs VM Trueman, Mrs BE Waters, DALG Wherrell, LJ Wilson and AW Wyatt MBE

Apologies for absence were received from Councillors EL Monks, Mrs JA Muncey, DL Porter, JA Quinlan and PL Stroude.

1. MINUTES

The Minutes of the meeting of Council held on 11th December 2003 were confirmed as a correct record.

1.1 Notice of Motion Standing in the name of Councillor NJ Scarr (Minute 14.1)

The Deputy Prime Minister's response had been received and would be circulated to all Members.

2. DECLARATIONS OF INTEREST

The following interests in items before Council were declared:

<u>Councillor Mrs GJ Smith</u>	as a member of the Stop Stansted Campaign, in relation to item 13.1 (Notice of Motion, Stansted Airport Expansion); and as the Chairman of a disability access group, a non-prejudicial interest in relation to item 18.2 (Minutes of New Offices Working Group 13 th January 2004, Room Lettings Policy)
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3. CHAIRMAN'S ANNOUNCEMENTS

- There would be a wine and cheese reception for Members and their partners on 22nd June at the new offices
- The Chairman's Reception would be on 17th September at Chilford Hall
- The Chairman's Charity had already received £3,800. Three seats on a flight over Cambridgeshire could be won as prizes in the new fundraising raffle
- Rachel Raymond, leader of the Comprehensive Performance Assessment (CPA) team, was welcomed to the meeting
- Briefings on the CPA process were scheduled for 2nd, 4th and 11th March and Members were encouraged to register

- The Chief Constable and the Southern Division Commander would be available to speak to members from 1.30 pm before the Council meeting on 29th April

4. PUBLIC QUESTIONS

None received.

5. RECOMMENDATIONS

In answer to Councillor R Page, the Leader clarified that the collective responsibility of Cabinet applied only to decisions taken by the Cabinet and not to recommendations to Council, and that votes were recorded at Cabinet meetings

Recommendations to Council were considered:

5.1 Priorities and Spending Plans 2004/05 – 2006/07 (Minute 4, Cabinet 8th January 2004)

The proposed priorities had been identified through public consultation and at the special Council meeting in September 2003. The Council had suffered pressures in previous years from too many annual priorities and this reduced list, to be adopted as a three-year programme with a review each year, would help direct funding.

Concerns were raised:

- Some priorities could be achieved only through partnership work, leaving the Council at risk of not being in full control of resources and implementation;
- The Local Strategic Partnership was in the process of adopting the Community Strategy, so the latter did not need to be retained as a priority;
- The number of lists of priorities considered to this point caused confusion
- Sheltered housing was not on the list;
- Affordable housing should be the Council's top priority;
- The Council had a duty under the Crime and Disorder Act to seek ways to reduce crime and the fear of crime, both of which were major issues identified through public consultation;
- "Sustainable development" was being used in an economic, rather than a social and environmental perspective when referring to Cambridgeshire, although the Council could require sustainable features such as rainwater harvesting and renewable energy in new developments;
- The low turnout at the public consultation meetings meant that the responses were not necessarily representative of the population and it was impossible to predict the outcome of consultation in future years.

Councillor RF Collinson, seconded by Councillor NJ Scarr, proposed that priority vii be amended to read "Sustainable development and the new settlements at Northstowe and Cambridge fringes". The amendment was put to a vote and **CARRIED**.

Councillor SGM Kindersley, seconded by Councillor R Page, proposed the deletion of recommendation (c), "That the Council will address priorities emerging from public consultation (fear of crime; youth provision; rural transport and cleaner villages) in 2005/06 and 2006/07", on the grounds that assumptions should not be made about the results of consultation. The amendment was put to a vote and **CARRIED**.

Councillor NN Cathcart, seconded by Councillor AW Wyatt, proposed that priorities iv, v and viii, reducing the fear of crime, youth provision and rural transport, be removed

but the implementation of the Community Strategy reinstated, through which these would be addressed. The amendment was put to a vote and **LOST**.

Council **RESOLVED**:

- (a) That the following be adopted as a three-year programme of annual priorities from 2004/05:
- i. Electronic Service Delivery (ESD) and customer service
 - ii. Affordable homes
 - iii. Decent homes
 - iv. Reducing the fear of crime
 - v. Youth provision
 - vi. Cleaner villages
 - vii. Sustainable development and the new settlements at Northstowe and Cambridge fringes
 - viii. Rural Transport
 - ix. Recycling and waste minimisation
- (b) Approval of the three-year strategy to:
- i. address the following annual priorities in 2004/05:
 1. Continuing the programme towards electronic service delivery and improved customer service;
 2. Establishing objectives and an effective Council-wide approach to Northstowe and other major developments;
 3. Affordable housing;
 4. Completion of the current integrated recycling / refuse collection scheme;
 - ii. focus more on achieving change in the following areas in 2005/06 and 2006/07:
 5. Developing the capacity of the organisation;
 6. Addressing the concerns of the public in recent and previous consultation and in the Community Strategy; and
 - iii. to request Management Team to prepare a more detailed three-year programme to enable Members to plan for 2005/06 onwards.

5.2 Management Team – Terms of Reference (Minute 4, Cabinet 22nd January 2004)

Council **RESOLVED** that the Management Team terms of reference as amended by Cabinet be included in the Constitution.

5.3 Priorities and Spending Plans 2004/05 – 2006/07
(Minute 2, Cabinet 29th January 2004)

In response to a question from Councillor SGM Kindersley, Councillor CC Barker confirmed that the Council had received the £50,000 DEFRA grant for plastics recycling. The facilities would be installed in late spring or early summer.

Members expressed concerns about the underlying Council tax and the need to raise the tax next year. The level of central government support was criticised, although it was pointed out that the Council's historic low level of tax and spending could be to blame for government grants nearly half the average paid to shire districts.

Council **RESOLVED** that the draft budget incorporate:

- (a) a Band D Council Tax of £70 for 2004/05;

- (b) £503,000 additional spend for 2004/05 with recurring costs of £457,000 in subsequent years (both figures gross of the identified savings of £146,000), reflecting:
- i. only the inescapable funding bids of £94,000, comprising:
 - Bed and Breakfast costs (£20,000);
 - Licensing Officer (cost neutral);
 - Environmental Health Private Sector Housing Officer (£22,000);
 - Development Control consultancy budget for land drainage (£5,000);
 - Networking Costs – Cambourne and Cambridge Offices (£33,000);
 - Implementation of single status (£14,000);
 - ii. the CASCADE bid of £224,000 and the Land and Property Gazetteer bid of £20,000;
 - iii. the senior Strategic Housing Officer bid of £43,000; and
 - iv. the plastics recycling banks bid of £50,000, subject to:
 - £50,000 costs in 2004/05 being funded by the DEFRA grant; and
 - the ongoing revenue costs of £42,000 being funded from “savings” within the Environmental Health portfolio;
- (c) the additional expenditure on refuse collection and street cleansing service estimated at £76,000.

Councillor Mrs DSK Spink refuted Councillor R Page's claim that non-executive members were prevented from making a contribution to the discussion at the Cabinet meeting on 29th January and suggested that Councillor Page would better understand the issues if he attended more meetings. Councillor NJ Scarr noted that he had not yet received a written response to the question he asked at that meeting.

5.4 Capital and Revenue Estimates and Council Tax (Minute 3, Cabinet 16th February 2004)

Council **RESOLVED** that:

- (a) the capital programme up to the year ending 31st March 2007 be approved as submitted, including the sum of £34.189 million to be spent on affordable housing for the years from 2004/05 to 2006/07;
- (b) the revised revenue estimates for the year 2003/04 and the revenue estimates for 2004/05 be approved as submitted;
- (c) the District Council demand for general expenses for 2004/05 be £3.821 million;
- (d) the following amounts be now calculated by the Council for the year 2004/05 in accordance with Sections 32 to 36 of the Local Government Finance Act 1992:
 - i. £58,698,201 being the aggregate of the amounts which the Council estimates for the items set out in Section 32(2)(a) to (e) of the Act (gross expenditure including parish precepts and the Housing Revenue Account);

- ii. £46,710,100 being the aggregate of the amounts which the Council estimates for the items set out in Section 32(3)(a) to (c) of the Act (gross income including the Housing Revenue Account and use of the reserves);
- iii. £11,988,101 being the amount by which the aggregate at (a) above exceeds the aggregate at (b) above, calculated by the Council, in accordance with Section 32(4) of the Act, as its budget requirement for the year (net expenditure);
- iv. £5,943,620 being the aggregate of the sums which the Council estimates will be payable for the year into its general fund in respect of redistributed non-domestic rates and revenue support grant increased / decreased by the amount of the sums which the Council estimates will be transferred in the year from / to its collection fund to / from its general fund in accordance with Section 97(3) (Council Tax transactions) and Section 98(4) (Community Charges transactions) of the Local Government Finance Act 1988;
- v. £110.74 being the amount calculated by the Council, in accordance with Section 33(1) of the Act, as the basic amount of council tax for the year (average Council Tax for a band D property for the District including parishes)
- vi. £2,223,811 being the aggregate amount of all special items referred to in Section 34(1) of the Act (parish precepts)
- vii. £70.00 being the amount calculated by the Council, in accordance with Section 34(2) of the Act, as the basic amount of its council tax for the year for dwellings in those parts of its area to which no special item relates (average Council Tax for a Band D property for the District excluding parishes), the amounts being for each of the categories of dwellings shown below:

A	B	C	D	E	F	G	H
£	£	£	£	£	£	£	£
46.67	54.44	62.22	70.00	85.56	101.11	116.67	140.00

- viii. in accordance with Section 34(3) of the Act, the basic amounts of council tax for the year for dwellings in those parts of its area to which a special item relates are shown by adding the amounts for band D in paragraph (vii) and Appendix 'A';
- ix. in accordance with Section 36(1) of the Act, the amounts to be taken into account for the year in respect of categories of dwellings listed in different valuation bands are shown by adding the amounts for each band in paragraph (vii) and Appendix 'A';
- (e) it be noted that for the year 2004/05 the Cambridgeshire County Council and the Cambridgeshire Police and Fire Authorities have stated the following amounts in precepts issued to the Council, in accordance with Section 40 of

the Local Government Finance Act 1992, for each of the categories of dwellings shown below:

Valuation Bands – County Council

A	B	C	D	E	F	G	H
£	£	£	£	£	£	£	£
542.16	632.52	722.88	813.24	993.96	1,174.68	1,355.40	1,626.48

Valuation Bands – Police Authority

A	B	C	D	E	F	G	H
£	£	£	£	£	£	£	£
86.22	100.59	114.96	129.33	158.07	186.81	215.55	258.66

Valuation Bands – Fire Authority

A	B	C	D	E	F	G	H
£	£	£	£	£	£	£	£
30.66	35.77	40.88	45.99	56.21	66.43	76.65	91.98

- (f) the Council, in accordance with Section 30(2) of the Local Government Finance Act 1992, hereby sets the amounts set out in Appendix 'B' as the amounts of council tax for the year 2004/05 for each of the categories of dwellings shown in Appendix 'B'; and
- (g) the prudential indicators from the Prudential Code for Capital Finance in Local Authorities be approved.

5.5 Housing Revenue Account, Rents and Charges
(Minute 4, Cabinet 16th February 2004)

The government penalised Housing Revenue Accounts (HRAs) for authorities in receipt of housing subsidy whose rents went above the set guideline rent limits. Although South Cambridgeshire District Council rents were above the guideline, the Council had not received housing subsidy and was thus not penalised. However, housing benefits were to be transferred to the General Fund and subsidised by the government, therefore the Council would be penalised if it failed to abide by the guideline rent. To avoid penalty would require a variation in rent of no more than 50p.

Cabinet had recommended a variation of £1.25 per week, having been concerned that otherwise the HRA reserves would fall below the recommended £1 million in future years. The Head of Shire Homes was confident that the reserve could be kept at £1 million by slowing progress on the Decent Homes Standard (DHS) target and by other measures. The Council was on schedule to complete the DHS programme in 2006, well ahead of the 2010 deadline.

Councillor Mrs EM Heazell, Housing Portfolio Holder, urged Council not to approve the Cabinet recommendation, reminding Members that Council had objected to previous government requirements to levy charges to help fund housing projects elsewhere in the country. She proposed a variation in rents of 50 pence per week, which would bring £143,000 into the HRA without incurring any rent rebate penalty, which was a penalty on tenants.

For an increase of a maximum of £1.25 per week

- A compromise solution;

- The last nil increase in rents had been followed by a large percentage increase the following year;
- The £99,000 rent rebate penalty was a one-off if rents were held at guideline levels but the additional £116,000 to the HRA would be on-going;
- Council rents were lower than open market rents and mortgages;
- If rents were not raised this year, a larger increase would follow next year and it was easier for tenants if increases were phased in, especially with the Council Tax rise in 2005/06;
- Tenants would not suffer any reduction in service if the penalty were paid to the government, but the Council would suffer if there was not sufficient funding to carry out necessary works;
- It was important to be practical and not emotional about the increases.

For an increase of a maximum of 50 pence per week

- An increase of an average of £1.25 per week would bring £116,000 more into the HRA, but incur a £99,000 penalty;
- The use of the rent rebate penalty was uncertain as it would be paid to the Department of Work and Pensions;
- Tenants were the least able to pay an increased rent, especially with an increased Council tax in 2005/06;
- It was unfair to ask Council tenants to pay money which would be going to the government, especially in light of the low government grant received in return;
- Increasing charges for Council tenants was a moral issue.

Councillor Mrs DP Roberts defended her support of the £1.25 increase, explaining that, although she objected to large Council tax rises, the rent increase was not a tax but a payment to the Council as a social landlord and an amount in line with inflation.

Councillor R Page, citing the case of an elderly couple in Barton whose request to be included on the sheltered warden scheme had been refused, queried why Supporting People appeared to be putting red tape before people. Councillor Mrs Heazell explained that Supporting People funding was based on designated properties rather than people. Upon learning of the situation she had asked the local commissioning body for a variation and had received an encouraging response. A meeting had been scheduled at which it was hoped that the scheme would be altered to allow people to be designated for sheltered warden services. She commended the work of officers, in particular the Head of Shire Homes, noting that they had to work within the current legislation, and queried why Councillor Page had not contacted her directly about the situation in Barton.

Councillor Mrs Heazell clarified that recommendation (d) referred to indications that Supporting People funding could change as the government wanted to decrease expenditure, although it was uncertain how this would be implemented. She noted that South Cambridgeshire already had more sheltered housing per head of population than the other Cambridgeshire Districts, so was not perceived as needing additional schemes. The Acting Head of Housing Strategic Services was preparing a report for Members explaining this more fully, and the report would include a statement about Supporting People which it was hoped would clarify issues.

Councillor SGM Kindersley, seconded by Councillor Page, proposed that the Housing Revenue Accounts for 2004/05 be varied by 50 pence per week (i.e. a maximum plus or minus variation of 50 pence per week). At the request of Councillor Kindersley, supported by at least 5 other Members, a recorded vote was taken:

FOR
SJ Agnew

AGAINST
Dr DR Bard

ABSTAIN

JD Batchelor	CC Barker	
RF Bryant	RE Barrett	
NN Cathcart	EW Bullman	
JP Chatfield	Mrs MP Course	
RF Collinson	NS Davies	
G Elsbury	R Driver	
TJ Flanagan	CJ Gravatt	
Dr SA Harangozo	R Hall	
Mrs SA Hatton	Mrs JM Healey	
Dr JA Heap	Mrs J Hughes	
Mrs EM Heazell	LCA Manning	
MP Howell	RM Matthews	
SGM Kindersley	CR Nightingale	
Mrs JE Lockwood	Mrs DP Roberts	
Mrs CAED Murfitt	J Shepperson	
JA Nicholas	RGR Smith	
Dr JPR Orme	Mrs DSK Spink	
R Page	RT Summerfield	
DJ Regan	Mrs LM Sutherland	
WH Saberton	Mrs BE Waters	
NJ Scarr	LJ Wilson	
Mrs GJ Smith		
JH Stewart		
Mrs VM Trueman		
DALG Wherrell		
AW Wyatt		
27	22	0

Council **RESOLVED** that:

- (a) the Housing Revenue Account (HRA) revised revenue estimates for 2003/04 and estimates 2004/05 be approved;
- (b) the HRA rents for 2004/05 be increased by 50 pence per week (i.e. this means a maximum plus or minus variation of 50 pence per week);
- (c) the following proposed charges be adopted:

Services and Facilities – Charges to Tenants

Service or Facility	Current charge per week £.p	Proposed charge per week £.p
Sheltered Housing Service Charge for Tenants		
• support element		
those in residence prior to 01/04/03	7.92	8.12
other tenants	14.42	14.78
• other (communal facilities etc)	5.50	5.64
Garage Rents		
• up to two garages rented to a Council house tenant	5.50	5.64
• other garages rented to a Council house tenant	5.50 +VAT	5.64 +VAT
• garages not rented to a Council house tenant	6.50 +VAT	6.66 +VAT

Rent reduction for tied accommodation occupied by wardens, deputy wardens or rangers (12.13) (12.43)

Services and Facilities – Sheltered Housing Service Charges to Equity Shareholders

Service or Facility	Current charge per week £.p	Proposed charge per week £.p
Sheltered Housing Service Charge for Shareholders		
• schemes with all facilities		
those in residence prior to 1/04/03	16.20	16.61
other shareholders	22.70	23.27
• schemes without a common room		
those in residence prior to 1/04/03	10.70	10.97
other shareholders	17.20	17.63

(d) the Portfolio Holder for Housing be given delegated authority to vary any charges that qualify for aid from the Supporting People Pot in order to bring such charges in line with the level of financial assistance available in 2004/05.

5.6 Investment Strategy (Treasury Management) (Minute 5, Cabinet 16th February 2004)

Council **RESOLVED** to approve the investment strategy.

5.7 Refuse Collection Services – Refuse Design Guide (Minute 4, Development and Conservation Control Committee 4th February 2004)

The Head of Legal Services had confirmed that the flexibility of capacity could be between 1½ to 2½m², depending on the size of the development.

Council **RESOLVED** to adopt the Refuse Design Guide, with the amendment on flexibility of capacity, as Council policy and, in due course, as a Supplementary Planning Document.

6. SWAVESEY BYEWAYS RATE

Council **RESOLVED** to:

- (a) maintain the current level of Swavesey Byeways maintenance for the period 2004/05; and
- (b) levy a rate of 90 pence per hectare to fund the required maintenance for the period 2004/05.

7. CAMBOURNE OFFICE – RECORDED VOTING SYSTEM

Council **RESOLVED**

- (a) that a recorded voting system should be purchased in advance for the Cambourne office; and

- (b) that the New Offices Working Group be given delegated authority to incur the additional expenditure of £15,400 for the smart card readers and £5,154 for the software.

8. PROGRAMME OF COUNCIL MEETINGS 2004/05

Council considered the recommendations of the Constitution Review Working Party on the frequency, programming and timing of Council meetings:

- Meetings would be scheduled for the fourth Thursday each month, but cancelled if there were insufficient business, cancellations being made at least a fortnight before the scheduled meeting date;
- A larger number of meetings could increase pressure on officers but would provide more opportunities for non-executive members to be involved in meaningful debate and decrease feelings of marginalisation. Conversely, the Cabinet system was adopted to streamline the decision process and more Council meetings could create a top-heavy framework and a loss of public confidence in the system;
- The proposal tried to rationalise the number of extra meetings of the whole Council;
- It was hoped that a regular schedule of meetings would benefit Members with full-time jobs;
- Later starting times had not appeared to be popular
- Questions to Portfolio Holders, not to each Portfolio Holder, would be a new standing agenda item. Three days' notification of questions would be appreciated;
- It was more efficient to approve minutes by date rather than page by page; and
- The meeting scheme would be reviewed in a year.

Council **RESOLVED** that:

- (a) meetings for the conduct of business for the whole Council be programmed for once each month other than (normally) August and December;
- (b) for 2004 only, an extraordinary meeting of Council be held in August to approve the Draft Statement of Accounts; in other years approval be taken to a regular meeting;
- (c) meetings be programmed for the 4th Thursday in each month;
- (d) timings of meetings be reviewed one year after the office move to Cambourne;
- (e) the Council agenda contain a slot for questions to Portfolio Holders, notification of questions being received in advance if possible; and
- (f) the minutes of meetings of Cabinet and Committees be presented at Council by title and date only, rather than page by page.

9. AMENDMENTS TO THE CONSTITUTION

Council considered the recommendations of the Constitution Review Working Party, and noted that further recommendations would be brought to the next Council meeting.

Councillor RF Collinson supported the amalgamation of the Conservation Portfolio with the Sustainability and Community Planning Portfolio and asked that the title be amended to reflect all responsibilities.

Councillor SGM Kindersley, in response to a question from Councillor R Page, explained that the Comprehensive Performance Assessment (CPA) peer review team had suggested that the title of the Scrutiny Committee be changed to Scrutiny and Overview.

Council **RESOLVED**:

- (a) To amend Section B-6, Policy Framework, to read:
- a. **Policy Framework.** The policy framework means the following plans and strategies and such others as the Council shall determine to be included in the policy framework: -
- Best Value Performance Plan;
 - Financial Strategy;
 - Crime and Disorder Reduction Strategy;
 - Plans and strategies which together comprise the Development Plan;
 - Council's Corporate Strategy;
 - Food Law Enforcement Service Plan;
 - The plans and strategies which comprise the Housing Investment Programme, including the Housing Revenue Account strategy and Business Plan;
 - Community Strategy
- (b) That the title of the Scrutiny Committee be changed to "Scrutiny and Overview Committee" and any consequential amendments be made; and
- (c) That, with effect from the 2004/05 municipal year, the position of Conservation Portfolio Holder be amalgamated into the Sustainability and Community Planning Portfolio Holder remit and any consequential amendments be made.

10. **DESIGNATION OF LOCAL NATURE RESERVES AT GREAT SHELFORD AND TRUMPINGTON & HASLINGFIELD**

Councillor Mrs EM Hezell, local member, reported that Haslingfield Parish Council was happy with the proposal for Byron's Pool.

Council

RESOLVED that the delegation of South Cambridgeshire District Council's functions under Section 21 of the National Parks and Access to the Countryside Act 1972, as amended, to Cambridge City Council be confirmed to enable designation of the areas known as Nine Wells and Byron's Pool as Local Nature Reserves, and instructions be given to the Head of Legal Services to complete the Deed of Delegation of Functions.

11. **ANNUAL AUDIT LETTER**

Council **RECEIVED** and **NOTED** the Annual Audit Letter.

12. **QUESTIONS BY MEMBERS**

No questions were received.

13. NOTICES OF MOTION

Councillor R Page presented two Notices of Motion:

13.1 Recording of Meetings

Councillor Page argued that it was important to install a recording system to produce a record equivalent to Hansard for accuracy and accountability. Although the Head of Legal Services had advised Members that concerns could be reported to him, Councillor Page felt that written concerns could lead to accusations of slander. The motion was seconded by Councillor Mrs SA Hatton.

Points made in debate included:

- concern about the logistics of recording meetings as the record was only of use if transcribed, creating a huge amount of secretarial effort
- problems of identifying speakers
- with possible referrals to the Standards Committee, a full record was imperative
- recording should not be seen as a threat but as a useful aid
- recording was a natural extension of the recorded voting system and could be linked to individual card ID's to identify the speaker.
- recording could stifle debate
- quotes could be used out of context
- recording would be expensive and unnecessary
- analogies with Parliament were not appropriate as officials did not speak: the effect on officers should be addressed before proceeding further

The Chief Executive explained that recording meetings would cause concern for officers if they were asked to commit themselves to a response without any recourse to their notes. It could, in some cases, slow the meeting or lead to business being deferred. He felt that the recording could assist Democratic Services, but the minutes would become longer. Legal advice was that a record of decision was vital, but that it was unnecessary to record every word of a debate. It was for members to amend the minutes if they believed something was missed.

Councillor Mrs GJ Smith, although not opposed to recording meetings, favoured the current format of minutes rather than transcripts. Councillor Page explained that he was not asking for transcripts, but that MiniDisc recordings be kept in case queries arose. He believed that officers should be accountable for their advice.

Councillor Mrs DSK Spink proposed an amendment to the motion, seconded by Councillor RF Collinson, which was put to a vote and **CARRIED**.

The amendment was put to a vote as a substantive motion and Council

RESOLVED that legal and other implications for officers and the financial and practical implications of recording meetings be investigated and that a report be brought to the 29th April 2004 meeting of Council.

13.2 Stansted Airport Expansion

The Chairman confirmed that Councillor Mrs GJ Smith, who had declared an interest as a member of the Stop Stansted Campaign, would be allowed to speak and vote on this item.

Councillor R Page outlined his opposition to the expansion of Stansted Airport:

- Aircraft contributed 3.5% of greenhouse gases, a figure expected to rise to 15% by 2050 and the quality of life in Cambridgeshire would decrease due to this and other forms of pollution;
- Aircraft fuel was not taxed and VAT was not charged on travel, resulting in what was essentially a £9 billion annual subsidy to airports;
- Low-cost flights were encouraging more people to fly and placing greater reliance on air travel as a means of transport;
- The expansion would bring more jobs to an area of high employment, rather than to other regions where jobs they needed; and
- Environmental and social consequences could not be overestimated and the effect on South Cambridgeshire residents was not worth the expansion of Stansted Airport.

Councillor Mrs DP Roberts seconded the motion and added her concerns about the increased noise from air traffic in the past five years, and felt that it was immoral that fuel, a finite resource, was not being taxed. She appreciated the need for business travel but agreed with Councillor Page that low-cost flights were a direct cause of the rise in air travel, especially for holidaymakers. Councillor Mrs GJ Smith believed that the areas affected by aircraft noise would be wider than that shown in government publications. She argued that the expansion would not bring significant benefits to Cambridgeshire and agreed that this was not an area in need of increased employment.

Councillor NN Cathcart supported the motion, but cautioned that stopping the Stansted expansion would not decrease reliance on air travel. Councillor CJ Gravatt felt that it was important that the Council add its voice to the opposition and reminded members that the original Inspector had concluded that there should not be expansion at Stansted.

Councillor G Elsbury noted that expansion, which he believed was inevitable, would bring more houses to South Cambridgeshire and the Council would need to direct development. He felt that it would be morally wrong for him to oppose expansion as he could only visit his grandchildren by flying.

Councillor Dr DR Bard totally supported the motion, with an amendment deleting the reference to Germaine Greer, which he felt weakened the motion. The amended motion, seconded by Councillor Mrs Roberts, was put to the vote as a substantive motion and Council

RESOLVED that the Deputy Prime Minister be informed that this Council is totally opposed to the current unsustainable plan for the expansion of Stansted Airport and considers the new runway to be environmentally and socially unacceptable.

14. REPORTS OF MEETINGS

The Minutes of the following meetings were **RECEIVED**, subject to the comments recorded in Minutes 15 to 20 below:

Cabinet
Cabinet

18th December 2003
8th January 2004

Cabinet	22 nd January 2004
Cabinet	29 th January 2004
Cabinet	16 th February 2004
New Offices Working Group	15 th December 2003
New Offices Working Group	13 th January 2004
Development and Conservation Control Committee	3 rd December 2003
Development and Conservation Control Committee	7 th January 2004
Development and Conservation Control Committee	4 th February 2004
Electoral Arrangements Committee	11 th December 2003
Employment Committee	22 nd January 2004
Scrutiny Committee	27 th November 2003
Scrutiny Committee	18 th December 2003
Scrutiny Committee	22 nd January 2004
Scrutiny Committee	12 th February 2004
Audit Panel	17 th December 2003
Crime and Disorder Partnership Group	26 th January 2004

15. CABINET ON 22ND JANUARY 2004

15.1 Travellers Consultative Group (Minute 11)

The Chief Executive confirmed that a letter had been sent to the Office of the Deputy Prime Minister, but that no response had been received.

16. CABINET ON 29TH JANUARY 2004

16.1 Priorities and Spending Plans 2004/05 – 2006/07 (Minute 2)

Councillor SGM Kindersley believed that comments on staffing made at the meeting had been unfair and were demoralising to officers. He thanked the Leader for taking action and hoped that other Members were equally supportive. Councillor Mrs DP Roberts, in response, claimed that her comments were now being twisted: any professional organisation would consider staffing costs. She believed that queries on staffing costs were legitimate. Councillors Mrs Roberts and Mrs SA Hatton both stated that their comments had been recorded correctly.

Councillor NN Cathcart wished to distance himself from the comment in the minutes that officers of all levels disregarded Members. Councillor Mrs Roberts replied that she had not been recorded correctly and asked for the statement to be removed. The Chairman reminded members that Cabinet had already confirmed the minutes as a correct record. Councillor Mrs DSK Spink explained that the comment had upset staff and this had prompted her e-mail as some officers were planning to raise the issue with UNISON. Councillor R Page noted that this confirmed the need to record meetings. He queried why Members were expressing concern for officers at this time, as he believed that little consideration for staff views had been given at the time of the decision to move to Cambourne.

The Chief Executive reported that the Audit Commission had erred in its background figures: the average of all shire district grants was £69.98 (this figure did not include unitary authorities). The minute, however, was correct as it recorded the figures quoted in good faith at the meeting.

17. CABINET ON 16TH FEBRUARY 2004

17.1 Corporate Identity (Minute 6)

The Chairman imposed a twenty-minute time limit on discussion of this item, which was being presented to Council for decision in view of the considerable concern aroused among members. Councillor JD Batchelor, Information and Customer Services Portfolio Holder, explained that the £8,800 had been the total cost of revamping the Council's public image, as well as the necessary expense of reprinting all stationery with the new address, not just the cost of the logo design. The exercise was essentially cost-neutral as funding came from savings within the Information and Customer Services budget. Cabinet and Management Team had both recommended that the modern logo be adopted.

In favour of the modern logo – "S"

- A modern logo would match the modern offices and a modern Council
- Public consultation revealed low awareness of the crest and poor identification of it with the Council
- It was easier to identify a simple symbol than a complex crest

In favour of the traditional logo – Council Crest

- Recognisable and incorporates aspects of the District still relevant today
- Gives the Council a suitable and identifiable heritage and a link with the past
- The motto "Nothing without Effort" was important to keep
- The "S" looked too much like a generic corporate logo
- Already printed on all the wheeled bins
- The Council was not a corporation but represented the people: the crest reflected what the Council was and identified with its history

Regardless of the outcome, the Council's coat of arms would be maintained and used when appropriate, such as on the Chairman's letterhead. Councillor JH Stewart queried what would happen to Members' letterhead, as many Members would prefer to retain the crest.

Councillor RF Collinson expressed disappointment that his suggestion to design a modern logo incorporating elements of the crest had not been progressed. Councillor Mrs DP Roberts felt that the decision should have been made earlier.

A vote was held and Council

RESOLVED that the logo, style and stationery incorporating the Council's crest be adopted as the new corporate identity.

During discussion of this item a majority of Members voted in favour of continuing the meeting beyond the four-hour time limit.

17.2 Housing Strategy and Business Plan Consultation Draft (Minute 7)

It was clarified that the sheltered housing scheme referred to in the minutes was at Meldreth rather than Melbourn. Councillor Mrs EM Heazell explained that this scheme was still on hold.

17.3 Great Shelford Village Design Statement (Minute 9)

The minute should include Councillor Mrs LM Sutherland's support for the Village Design Statement.

The local members commended the Village Design Statement and thanked Cabinet for considering it as an urgent item. The Parish Council had been disappointed with GO-East for changing its policy, putting the £5,000 grant in jeopardy. The residents

on the design team found GO-East to be very belittling of a project to which they had dedicated three years of work. Councillor Mrs DSK Spink confirmed that a letter expressing the District Council's disappointment had already been sent to GO-East.

18. NEW OFFICES WORKING GROUP 13TH JANUARY 2004

18.1 Matters Arising: Removals and Disposal of Old Furniture (Minute 2.6)

Councillor Mrs GJ Smith requested that the Portfolio Holder arrange for surplus Council furniture to be advertised in the CCVS newsletter for voluntary organisations.

18.2 Room Lettings Policy at Cambourne (Minute 4)

Councillor Mrs GJ Smith believed that the proposed rates were reasonable but queried disability access to the meeting rooms and asked if a disability access group could tour the building.

Councillor RT Summerfield agreed to investigate both matters.

19. SCRUTINY COMMITTEE 22ND JANUARY 2004

19.1 Public Questions: High Court Appeal – Planning Permission 307 Huntingdon Road (Minute 4)

Councillor SGM Kindersley noted that a response had been promised to the questioners within a fortnight but none had been received. The Chief Executive agreed to ensure that the Head of Legal Services responded within the next 24 hours.

20. SCRUTINY COMMITTEE 12TH FEBRUARY 2004

The Chairman of the Scrutiny Committee asked that the minutes of this meeting be withdrawn, as there were a number of amendments to be made.

21. QUESTIONS ON JOINT MEETINGS

No questions were received.

22. CHAIRMAN'S ENGAGEMENTS

The Chairman's engagements since the last meeting were **NOTED**. The Chairman reported that the funeral for former Councillor Harry Davies had been well attended.

Councillor NJ Scarr reported that former Councillor Bill Hames, who had represented Fulbourn for over 30 years, had passed away earlier in the year.

The meeting ended at 6.40pm

PARISH	Parish Council Special Expenses per dwelling															
	Valuation bands															
	A		B		C		D		E		F		G		H	
£	p	£	p	£	p	£	p	£	p	£	p	£	p	£	p	
Great Abington	26.97		31.47		35.96		40.46		49.45		58.44		67.43		80.92	
Little Abington	26.51		30.93		35.35		39.77		48.61		57.45		66.28		79.54	
Abington Pigotts	0.00		0.00		0.00		0.00		0.00		0.00		0.00		0.00	
Arrington	15.59		18.19		20.79		23.39		28.59		33.79		38.98		46.78	
Babraham	24.03		28.03		32.04		36.04		44.05		52.06		60.07		72.08	
Balsham	27.08		31.59		36.11		40.62		49.65		58.67		67.70		81.24	
Bar Hill	34.23		39.93		45.64		51.34		62.75		74.16		85.57		102.68	
Barrington	37.21		43.41		49.61		55.81		68.21		80.61		93.02		111.62	
Bartlow	0.00		0.00		0.00		0.00		0.00		0.00		0.00		0.00	
Barton	16.62		19.39		22.16		24.93		30.47		36.01		41.55		49.86	
Bassingbourn	13.44		15.68		17.92		20.16		24.64		29.12		33.60		40.32	
Bourn	40.35		47.08		53.80		60.53		73.98		87.43		100.88		121.06	
Boxworth	17.36		20.25		23.15		26.04		31.83		37.61		43.40		52.08	
Caldecote	19.99		23.32		26.65		29.98		36.64		43.30		49.97		59.96	
Cambourne	31.11		36.29		41.48		46.66		57.03		67.40		77.77		93.32	
Carlton	8.42		9.82		11.23		12.63		15.44		18.24		21.05		25.26	
Castle Camps	25.83		30.13		34.44		38.74		47.35		55.96		64.57		77.48	
Caxton	22.39		26.12		29.85		33.58		41.04		48.50		55.97		67.16	
Childerley	0.00		0.00		0.00		0.00		0.00		0.00		0.00		0.00	
Chishill	26.49		30.90		35.32		39.73		48.56		57.39		66.22		79.46	
Comberton	32.55		37.97		43.40		48.82		59.67		70.52		81.37		97.64	
Conington	0.00		0.00		0.00		0.00		0.00		0.00		0.00		0.00	
Coton	35.29		41.18		47.06		52.94		64.70		76.47		88.23		105.88	
Cottenham	25.69		29.98		34.26		38.54		47.10		55.67		64.23		77.08	
Croxton	6.41		7.48		8.55		9.62		11.76		13.90		16.03		19.24	
Croydon	21.24		24.78		28.32		31.86		38.94		46.02		53.10		63.72	
Dry Drayton	9.36		10.92		12.48		14.04		17.16		20.28		23.40		28.08	
Duxford	20.07		23.41		26.76		30.10		36.79		43.48		50.17		60.20	
Elsworth	41.67		48.61		55.56		62.50		76.39		90.28		104.17		125.00	
Eltisley	22.05		25.73		29.40		33.08		40.43		47.78		55.13		66.16	
Great & Little Eversden	16.90		19.72		22.53		25.35		30.98		36.62		42.25		50.70	
Fen Ditton	25.63		29.91		34.18		38.45		46.99		55.54		64.08		76.90	
Fen Drayton	20.63		24.07		27.51		30.95		37.83		44.71		51.58		61.90	
Fowlmere	24.21		28.25		32.28		36.32		44.39		52.46		60.53		72.64	
Foxton	14.94		17.43		19.92		22.41		27.39		32.37		37.35		44.82	
Fulbourn	27.43		32.00		36.57		41.14		50.28		59.42		68.57		82.28	
Gamlingay	26.01		30.35		34.68		39.02		47.69		56.36		65.03		78.04	
Girton	23.29		27.18		31.06		34.94		42.70		50.47		58.23		69.88	
Little Gransden	12.82		14.96		17.09		19.23		23.50		27.78		32.05		38.46	
Grantchester	27.99		32.65		37.32		41.98		51.31		60.64		69.97		83.96	
Graveley	28.47		33.22		37.96		42.71		52.20		61.69		71.18		85.42	

PARISH	Parish Council Special Expenses per dwelling															
	Valuation bands															
	A		B		C		D		E		F		G		H	
£	p	£	p	£	p	£	p	£	p	£	p	£	p	£	p	
Hardwick	31.99		37.33		42.66		47.99		58.65		69.32		79.98		95.98	
Harlton	23.15		27.00		30.86		34.72		42.44		50.15		57.87		69.44	
Harston	16.40		19.13		21.87		24.60		30.07		35.53		41.00		49.20	
Haslingfield	31.23		36.43		41.64		46.84		57.25		67.66		78.07		93.68	
Hatley	14.34		16.73		19.12		21.51		26.29		31.07		35.85		43.02	
Hauxton	15.25		17.80		20.34		22.88		27.96		33.05		38.13		45.76	
Heydon	13.77		16.07		18.36		20.66		25.25		29.84		34.43		41.32	
Hildersham	23.81		27.77		31.74		35.71		43.65		51.58		59.52		71.42	
Hinxton	27.53		32.12		36.71		41.30		50.48		59.66		68.83		82.60	
Histon	28.16		32.85		37.55		42.24		51.63		61.01		70.40		84.48	
Horningsea	32.42		37.82		43.23		48.63		59.44		70.24		81.05		97.26	
Horseheath	14.99		17.49		19.99		22.49		27.49		32.49		37.48		44.98	
Ickleton	22.43		26.16		29.90		33.64		41.12		48.59		56.07		67.28	
Impington	31.09		36.28		41.46		46.64		57.00		67.37		77.73		93.28	
Kingston	24.79		28.92		33.05		37.18		45.44		53.70		61.97		74.36	
Knapwell	10.00		11.67		13.33		15.00		18.33		21.67		25.00		30.00	
Landbeach	18.62		21.72		24.83		27.93		34.14		40.34		46.55		55.86	
Linton	36.71		42.83		48.95		55.07		67.31		79.55		91.78		110.14	
Litlington	29.24		34.11		38.99		43.86		53.61		63.35		73.10		87.72	
Lolworth	11.46		13.37		15.28		17.19		21.01		24.83		28.65		34.38	
Longstanton	5.49		6.41		7.32		8.24		10.07		11.90		13.73		16.48	
Longstowe	14.56		16.99		19.41		21.84		26.69		31.55		36.40		43.68	
Madingley	30.30		35.35		40.40		45.45		55.55		65.65		75.75		90.90	
Melbourn	35.51		41.42		47.34		53.26		65.10		76.93		88.77		106.52	
Meldreth	30.39		35.46		40.52		45.59		55.72		65.85		75.98		91.18	
Milton	32.31		37.69		43.08		48.46		59.23		70.00		80.77		96.92	
Guilden Morden	33.04		38.55		44.05		49.56		60.57		71.59		82.60		99.12	
Steeple Morden	29.57		34.49		39.42		44.35		54.21		64.06		73.92		88.70	
Newton	9.16		10.69		12.21		13.74		16.79		19.85		22.90		27.48	
Oakington/Westwick	20.47		23.89		27.30		30.71		37.53		44.36		51.18		61.42	
Orwell	34.34		40.06		45.79		51.51		62.96		74.40		85.85		103.02	
Over	23.70		27.65		31.60		35.55		43.45		51.35		59.25		71.10	
Pampisford	31.75		37.04		42.33		47.62		58.20		68.78		79.37		95.24	
Papworth Everard	39.31		45.87		52.42		58.97		72.07		85.18		98.28		117.94	
Papworth St Agnes	0.00		0.00		0.00		0.00		0.00		0.00		0.00		0.00	
Rampton	48.61		56.72		64.82		72.92		89.12		105.33		121.53		145.84	
Sawston	48.51		56.60		64.68		72.77		88.94		105.11		121.28		145.54	
Great Shelford	26.25		30.63		35.00		39.38		48.13		56.88		65.63		78.76	
Little Shelford	21.45		25.02		28.60		32.17		39.32		46.47		53.62		64.34	
Shepreth	18.01		21.01		24.01		27.01		33.01		39.01		45.02		54.02	

PARISH

Parish Council Special Expenses per dwelling

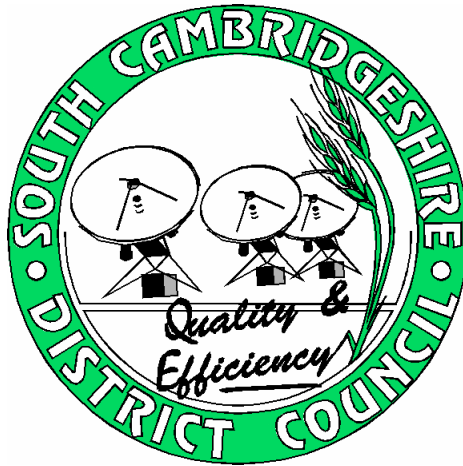
Valuation bands

	A		B		C		D		E		F		G		H	
	£	p	£	p	£	p	£	p	£	p	£	p	£	p	£	p
Shingay-cum-Wendy		9.19		10.73		12.26		13.79		16.85		19.92		22.98		27.58
Shudy Camps		7.52		8.77		10.03		11.28		13.79		16.29		18.80		22.56
Stapleford		20.20		23.57		26.93		30.30		37.03		43.77		50.50		60.60
Stow-cum-Quy		19.20		22.40		25.60		28.80		35.20		41.60		48.00		57.60
Swavesey		30.11		35.13		40.15		45.17		55.21		65.25		75.28		90.34
Tadlow		4.01		4.68		5.35		6.02		7.36		8.70		10.03		12.04
Teversham		18.08		21.09		24.11		27.12		33.15		39.17		45.20		54.24
Thriplow		13.96		16.29		18.61		20.94		25.59		30.25		34.90		41.88
Toft		35.52		41.44		47.36		53.28		65.12		76.96		88.80		106.56
Waterbeach		33.55		39.15		44.74		50.33		61.51		72.70		83.88		100.66
Weston Colville		20.41		23.81		27.21		30.61		37.41		44.21		51.02		61.22
West Wickham		16.21		18.91		21.61		24.31		29.71		35.11		40.52		48.62
West Wratting		23.33		27.22		31.11		35.00		42.78		50.56		58.33		70.00
Whaddon		19.79		23.09		26.39		29.69		36.29		42.89		49.48		59.38
Whittlesford		19.36		22.59		25.81		29.04		35.49		41.95		48.40		58.08
Great Wilbraham		10.57		12.33		14.09		15.85		19.37		22.89		26.42		31.70
Little Wilbraham		3.33		3.89		4.44		5.00		6.11		7.22		8.33		10.00
Willingham		25.09		29.28		33.46		37.64		46.00		54.37		62.73		75.28
Wimpole		11.80		13.77		15.73		17.70		21.63		25.57		29.50		35.40

PARISH	County Precept, Fire Precept, Police Precept and District Council General and Special Expenses per dwelling															
	Valuation bands															
	A		B		C		D		E		F		G		H	
	£	p	£	p	£	p	£	p	£	p	£	p	£	p	£	p
Great Abington	732.68		854.79		976.90		1,099.02		1,343.25		1,587.47		1,831.70		2,198.04	
Little Abington	732.22		854.25		976.29		1,098.33		1,342.41		1,586.48		1,830.55		2,196.66	
Abington Pigotts	705.71		823.32		940.94		1,058.56		1,293.80		1,529.03		1,764.27		2,117.12	
Arrington	721.30		841.51		961.73		1,081.95		1,322.39		1,562.82		1,803.25		2,163.90	
Babraham	729.74		851.35		972.98		1,094.60		1,337.85		1,581.09		1,824.34		2,189.20	
Balsham	732.79		854.91		977.05		1,099.18		1,343.45		1,587.70		1,831.97		2,198.36	
Bar Hill	739.94		863.25		986.58		1,109.90		1,356.55		1,603.19		1,849.84		2,219.80	
Barrington	742.92		866.73		990.55		1,114.37		1,362.01		1,609.64		1,857.29		2,228.74	
Bartlow	705.71		823.32		940.94		1,058.56		1,293.80		1,529.03		1,764.27		2,117.12	
Barton	722.33		842.71		963.10		1,083.49		1,324.27		1,565.04		1,805.82		2,166.98	
Bassingbourn	719.15		839.00		958.86		1,078.72		1,318.44		1,558.15		1,797.87		2,157.44	
Bourn	746.06		870.40		994.74		1,119.09		1,367.78		1,616.46		1,865.15		2,238.18	
Boxworth	723.07		843.57		964.09		1,084.60		1,325.63		1,566.64		1,807.67		2,169.20	
Caldecote	725.70		846.64		967.59		1,088.54		1,330.44		1,572.33		1,814.24		2,177.08	
Cambourne	736.82		859.61		982.42		1,105.22		1,350.83		1,596.43		1,842.04		2,210.44	
Carlton	714.13		833.14		952.17		1,071.19		1,309.24		1,547.27		1,785.32		2,142.38	
Castle Camps	731.54		853.45		975.38		1,097.30		1,341.15		1,584.99		1,828.84		2,194.60	
Caxton	728.10		849.44		970.79		1,092.14		1,334.84		1,577.53		1,820.24		2,184.28	
Childerley	705.71		823.32		940.94		1,058.56		1,293.80		1,529.03		1,764.27		2,117.12	
Chishill	732.20		854.22		976.26		1,098.29		1,342.36		1,586.42		1,830.49		2,196.58	
Comberton	738.26		861.29		984.34		1,107.38		1,353.47		1,599.55		1,845.64		2,214.76	
Conington	705.71		823.32		940.94		1,058.56		1,293.80		1,529.03		1,764.27		2,117.12	
Coton	741.00		864.50		988.00		1,111.50		1,358.50		1,605.50		1,852.50		2,223.00	
Cottenham	731.40		853.30		975.20		1,097.10		1,340.90		1,584.70		1,828.50		2,194.20	
Croxton	712.12		830.80		949.49		1,068.18		1,305.56		1,542.93		1,780.30		2,136.36	
Croydon	726.95		848.10		969.26		1,090.42		1,332.74		1,575.05		1,817.37		2,180.84	
Dry Drayton	715.07		834.24		953.42		1,072.60		1,310.96		1,549.31		1,787.67		2,145.20	
Duxford	725.78		846.73		967.70		1,088.66		1,330.59		1,572.51		1,814.44		2,177.32	
Elsworth	747.38		871.93		996.50		1,121.06		1,370.19		1,619.31		1,868.44		2,242.12	
Eltisley	727.76		849.05		970.34		1,091.64		1,334.23		1,576.81		1,819.40		2,183.28	
Great & Little Eversden	722.61		843.04		963.47		1,083.91		1,324.78		1,565.65		1,806.52		2,167.82	
Fen Ditton	731.34		853.23		975.12		1,097.01		1,340.79		1,584.57		1,828.35		2,194.02	
Fen Drayton	726.34		847.39		968.45		1,089.51		1,331.63		1,573.74		1,815.85		2,179.02	
Fowlmere	729.92		851.57		973.22		1,094.88		1,338.19		1,581.49		1,824.80		2,189.76	
Foxton	720.65		840.75		960.86		1,080.97		1,321.19		1,561.40		1,801.62		2,161.94	
Fulbourn	733.14		855.32		977.51		1,099.70		1,344.08		1,588.45		1,832.84		2,199.40	
Gamlingay	731.72		853.67		975.62		1,097.58		1,341.49		1,585.39		1,829.30		2,195.16	
Girton	729.00		850.50		972.00		1,093.50		1,336.50		1,579.50		1,822.50		2,187.00	

PARISH	County Precept, Fire Precept, Police Precept and District Council General and Special Expenses per dwelling							
	Valuation bands							
	A	B	C	D	E	F	G	H
£ p	£ p	£ p	£ p	£ p	£ p	£ p	£ p	£ p
Little Gransden	718.53	838.28	958.03	1,077.79	1,317.30	1,556.81	1,796.32	2,155.58
Grantchester	733.70	855.97	978.26	1,100.54	1,345.11	1,589.67	1,834.24	2,201.08
Graveley	734.18	856.54	978.90	1,101.27	1,346.00	1,590.72	1,835.45	2,202.54
Hardwick	737.70	860.65	983.60	1,106.55	1,352.45	1,598.35	1,844.25	2,213.10
Harlton	728.86	850.32	971.80	1,093.28	1,336.24	1,579.18	1,822.14	2,186.56
Harston	722.11	842.45	962.81	1,083.16	1,323.87	1,564.56	1,805.27	2,166.32
Haslingfield	736.94	859.75	982.58	1,105.40	1,351.05	1,596.69	1,842.34	2,210.80
Hatley	720.05	840.05	960.06	1,080.07	1,320.09	1,560.10	1,800.12	2,160.14
Hauxton	720.96	841.12	961.28	1,081.44	1,321.76	1,562.08	1,802.40	2,162.88
Heydon	719.48	839.39	959.30	1,079.22	1,319.05	1,558.87	1,798.70	2,158.44
Hildersham	729.52	851.09	972.68	1,094.27	1,337.45	1,580.61	1,823.79	2,188.54
Hinxton	733.24	855.44	977.65	1,099.86	1,344.28	1,588.69	1,833.10	2,199.72
Histon	733.87	856.17	978.49	1,100.80	1,345.43	1,590.04	1,834.67	2,201.60
Horningsea	738.13	861.14	984.17	1,107.19	1,353.24	1,599.27	1,845.32	2,214.38
Horseheath	720.70	840.81	960.93	1,081.05	1,321.29	1,561.52	1,801.75	2,162.10
Ickleton	728.14	849.48	970.84	1,092.20	1,334.92	1,577.62	1,820.34	2,184.40
Impington	736.80	859.60	982.40	1,105.20	1,350.80	1,596.40	1,842.00	2,210.40
Kingston	730.50	852.24	973.99	1,095.74	1,339.24	1,582.73	1,826.24	2,191.48
Knapwell	715.71	834.99	954.27	1,073.56	1,312.13	1,550.70	1,789.27	2,147.12
Landbeach	724.33	845.04	965.77	1,086.49	1,327.94	1,569.37	1,810.82	2,172.98
Linton	742.42	866.15	989.89	1,113.63	1,361.11	1,608.58	1,856.05	2,227.26
Litlington	734.95	857.43	979.93	1,102.42	1,347.41	1,592.38	1,837.37	2,204.84
Lolworth	717.17	836.69	956.22	1,075.75	1,314.81	1,553.86	1,792.92	2,151.50
Longstanton	711.20	829.73	948.26	1,066.80	1,303.87	1,540.93	1,778.00	2,133.60
Longstowe	720.27	840.31	960.35	1,080.40	1,320.49	1,560.58	1,800.67	2,160.80
Madingley	736.01	858.67	981.34	1,104.01	1,349.35	1,594.68	1,840.02	2,208.02
Melbourn	741.22	864.74	988.28	1,111.82	1,358.90	1,605.96	1,853.04	2,223.64
Meldreth	736.10	858.78	981.46	1,104.15	1,349.52	1,594.88	1,840.25	2,208.30
Milton	738.02	861.01	984.02	1,107.02	1,353.03	1,599.03	1,845.04	2,214.04
Guilden Morden	738.75	861.87	984.99	1,108.12	1,354.37	1,600.62	1,846.87	2,216.24
Steeple Morden	735.28	857.81	980.36	1,102.91	1,348.01	1,593.09	1,838.19	2,205.82
Newton	714.87	834.01	953.15	1,072.30	1,310.59	1,548.88	1,787.17	2,144.60
Oakington/Westwick	726.18	847.21	968.24	1,089.27	1,331.33	1,573.39	1,815.45	2,178.54
Orwell	740.05	863.38	986.73	1,110.07	1,356.76	1,603.43	1,850.12	2,220.14
Over	729.41	850.97	972.54	1,094.11	1,337.25	1,580.38	1,823.52	2,188.22
Pampisford	737.46	860.36	983.27	1,106.18	1,352.00	1,597.81	1,843.64	2,212.36
Papworth Everard	745.02	869.19	993.36	1,117.53	1,365.87	1,614.21	1,862.55	2,235.06
Papworth St Agnes	705.71	823.32	940.94	1,058.56	1,293.80	1,529.03	1,764.27	2,117.12
Rampton	754.32	880.04	1,005.76	1,131.48	1,382.92	1,634.36	1,885.80	2,262.96
Sawston	754.22	879.92	1,005.62	1,131.33	1,382.74	1,634.14	1,885.55	2,262.66

PARISH	County Precept, Fire Precept, Police Precept and District Council General and Special Expenses per dwelling														
	Valuation bands														
	A	B	C	D	E	F	G	H							
	£	p	£	p	£	p	£	p	£	p	£	p			
Great Shelford	731.96		853.95		975.94		1,097.94		1,341.93		1,585.91		1,829.90		2,195.88
Little Shelford	727.16		848.34		969.54		1,090.73		1,333.12		1,575.50		1,817.89		2,181.46
Shepreth	723.72		844.33		964.95		1,085.57		1,326.81		1,568.04		1,809.29		2,171.14
Shingay-cum-Wendy	714.90		834.05		953.20		1,072.35		1,310.65		1,548.95		1,787.25		2,144.70
Shudy Camps	713.23		832.09		950.97		1,069.84		1,307.59		1,545.32		1,783.07		2,139.68
Stapleford	725.91		846.89		967.87		1,088.86		1,330.83		1,572.80		1,814.77		2,177.72
Stow-cum-Quy	724.91		845.72		966.54		1,087.36		1,329.00		1,570.63		1,812.27		2,174.72
Swavesey	735.82		858.45		981.09		1,103.73		1,349.01		1,594.28		1,839.55		2,207.46
Tadlow	709.72		828.00		946.29		1,064.58		1,301.16		1,537.73		1,774.30		2,129.16
Teversham	723.79		844.41		965.05		1,085.68		1,326.95		1,568.20		1,809.47		2,171.36
Thriplow	719.67		839.61		959.55		1,079.50		1,319.39		1,559.28		1,799.17		2,159.00
Toft	741.23		864.76		988.30		1,111.84		1,358.92		1,605.99		1,853.07		2,223.68
Waterbeach	739.26		862.47		985.68		1,108.89		1,355.31		1,601.73		1,848.15		2,217.78
Weston Colville	726.12		847.13		968.15		1,089.17		1,331.21		1,573.24		1,815.29		2,178.34
West Wickham	721.92		842.23		962.55		1,082.87		1,323.51		1,564.14		1,804.79		2,165.74
West Wrattling	729.04		850.54		972.05		1,093.56		1,336.58		1,579.59		1,822.60		2,187.12
Whaddon	725.50		846.41		967.33		1,088.25		1,330.09		1,571.92		1,813.75		2,176.50
Whittlesford	725.07		845.91		966.75		1,087.60		1,329.29		1,570.98		1,812.67		2,175.20
Great Wilbraham	716.28		835.65		955.03		1,074.41		1,313.17		1,551.92		1,790.69		2,148.82
Little Wilbraham	709.04		827.21		945.38		1,063.56		1,299.91		1,536.25		1,772.60		2,127.12
Willingham	730.80		852.60		974.40		1,096.20		1,339.80		1,583.40		1,827.00		2,192.40
Wimpole	717.51		837.09		956.67		1,076.26		1,315.43		1,554.60		1,793.77		2,152.52



FOOD SERVICE PLAN

2004/05

FOOD SERVICE PLAN

1. INTRODUCTION

- 1.1. This Service Plan is dedicated to the food law enforcement function that is the responsibility of the Environmental Health Department by virtue of the Food Safety Act 1990.
- 1.2. The Environmental Health Department, as a district authority, is responsible for food safety and food hygiene matters. Food standards and descriptions, and controls on animal feedstuffs are dealt with by the County Council's Trading Standards Department.
- 1.3. This Service Plan is a comprehensive document covering the entire food hygiene enforcement function set out in accordance with the requirements contained in the Framework Agreement on Local Authority Food Law Enforcement, published by the Food Standards Agency.

2. SERVICE AIMS AND OBJECTIVES

2.1. Service Aims

The aims of the Food Safety Team of Environmental Health Services are:-

- ❖ To ensure that food and drink in South Cambridgeshire is handled and produced hygienically, safe to eat and healthy.
- ❖ To secure the control of communicable disease, a reduction in preventable ill-health and to promote healthy life-styles.
- ❖ To fulfil the statutory duty as a Food Authority with particular attention to Acts, Regulations, Approved Codes of Practice, LACORS guidance and Industry Guides to good hygiene practice.

2.2. Links to Corporate Objectives and Departmental Plans

2.2.1 The overall objective of the Environmental Health Service is:

- ❖ Minimise environmental damage, now and in the future.
- ❖ Enhance a sense of well-being within our villages, communities and businesses.
- ❖ Safeguard and improve public health.
- ❖ Improve the quality of life of citizens generally and for those disadvantaged specifically.
- ❖ Instil a sense of pride in being associated with Environmental Health at SCDC.

2.2.2 Continuous Improvement Plans (CIP) are reviewed and compiled yearly. The current CIP is attached as Appendix 1.

3. BACKGROUND

3.1. Profile of the Authority

- 3.1.1 The area served by SCDC is approximately 350 square miles, much of which is farmland given to primary production of food, mainly cereals and vegetables. Villages range from small rural settlements to suburban and new village settlements such as Bar Hill and Cambourne. There are no large towns within the district, the largest village currently having a population of 7270.
- 3.1.2 There is increasing pressure from development, particularly research and high technology industries and new housing. The population of approximately 133,000 is rapidly expanding. New build and new villages will take the population to over 150,000 within 5 years. It is anticipated that the 102nd village of Cambourne currently under development will have a new population of 10,000 persons within 3 years.
- 3.1.3 With this projected growth it is anticipated that there will be an increase in the number of food businesses in the District.

3.2. Organisational Structure

- 3.2.1 Council Members, Cabinet Members and Department structure are attached as Appendix 2(a), 2(b), 2(c).
- 3.2.2 The Chief EHO, Mr D Robinson has delegated specialist food safety control issues to Principal EHO, Mr J G Keerie.
- 3.2.3 The following food officers have additional expert adviser roles relating to the food service:
- ❖ Mr J Keerie - infectious disease
 - ❖ Mrs A Smart - food premises inspection and complaints
 - ❖ Mr A Greenwood - private water supplies
 - ❖ Mrs J Power - infectious disease and outbreak control
 - ❖ Mr W Duncan - food sampling
 - ❖ Mrs C Archibald – Vertical Directive premises and imported foods

**3.3. Specialist Services
Liaison Group**

Mr J G Keerie is the named officer designated to attend the Principal Officer Food Liaison group for the Cambridgeshire County. The group is attended by the six District Authorities, Trading Standards from County Council and Peterborough City Council (Unitary Authority).

The Food Team attends the CIEH Eastern Centre Food Group and CIEH Cambridgeshire Branch group meetings and training events.

Other groups used for information exchange include CIEH, RIPHH, LACORS, FSA and for infectious disease purposes the PHLS Central Surveillance Centre at Colindale. For infectious disease purposes the Health Protection Agency, the PHLS, Addenbrooke's Hospital and the University of Cambridge Veterinary School.

- 3.4. The Consultant in Communicable Disease Control (CCDC) is currently Dr Bernadette Nazareth, supported by Dr Kate King and a public health network based at Huntingdon Primary Care Trust, Kingfisher Way, Hinchingsbrooke Business Park, Huntingdon, Cambs PE29 6FH.

The food examiners are the Public Health Laboratory Service (PHLS) – main contact Dr Nick Brown or Bridget Walters of PHLS, Level 6, Addenbrooke's Hospital, Hills Road, Cambridge CB2 2QW. South Cambridgeshire District Council's samples are now processed by the HPA Labs at Chelmsford.

The Public Analysts are Lincoln, Sutton and Wood Ltd, Analytical and Consulting Chemists, 6 Clarence Road, Norwich NR1 1HG.

The Product Contamination Liaison Officer (☎ 01480 456111 or 01480 422304 DS Philmoore) is the contact within Huntingdon Police Headquarters for criminal food adulteration.

3.5. **Scope of the Food Service**

- 3.5.1 The scope of the food safety service includes:

- ❖ Inspection programme of food businesses identified by hazard rating, including mobile food vendors.
- ❖ Investigation of food premises complaints.
- ❖ Investigation of food complaints.
- ❖ Undertaking a food sampling programme.
- ❖ Investigating all notified infectious diseases which are potentially food borne.
- ❖ Immediate response to National Food Hazard warnings.
- ❖ A food hygiene training programme for food handlers.
- ❖ Food safety promotional activities carried out in conjunction with the training programme, eg national food safety week.
- ❖ Inspection of food for fitness purposes.
- ❖ Provision of Food Health Certificates for export.
- ❖ Licensing of relevant food businesses, eg butchers shops.
- ❖ Imported Foods.

- 3.5.2 The food safety team is responsible for providing this service.

- 3.5.3 If food consultants are used to supplement the food team service for any food related purpose, those contractors will meet the competency requirements of Codes of Practice 9 & 19 and follow the documented policies and procedures of the Department. They would be appropriately authorised to carry out a range of duties involving food premises inspection.

3.6. **Demands on the Food Service**

- 3.6.1 Appendix 3 is a copy of the food businesses profile for the District, dated 15 March 2004. This profile is updated continuously. The growth and development of the district as identified in 3.1.1 and 3.1.2 results in significant coding changes. Registered premises on 15.3.2004 numbered 1037.

3.6.2 Currently there are no food businesses seeking authorisation under the vertical directive legislation. There are 15 licensed Butchers Shops and 13 licensed Game Dealers in the District.

3.6.3 The following specialist businesses are in the district:-

- (a) A production plant for Chivers Hartley trading as Premier Foods producing preserves and pickles for national and international export (Histon). They also produce dried potato products and peanut butter.
- (b) A cook-chill central production unit (CPU) producing cook-chilled foods for regional hospitals and school canteens (Fulbourn).
- (c) A sandwich producer for regional distribution (Melbourn).
- (d) A significant number of market garden units producing products under glass eg lettuces.
- (e) Cambridge City Airport.

3.7. **Service Delivery Points**

3.7.1 Service is mainly delivered during office hours. Businesses which trade out of hours, at weekends or during evenings only, are inspected accordingly. An “Out of Hours” emergency service exists for dealing with food hazard warnings and emergency food related issues. Recently a Contact service has been implemented which provides access for the public and businesses 8am to 8pm Monday to Saturday inclusive.

3.7.2 The service is delivered proactively through programmed inspections and reactively by responding to complaints and requests received by the Department. Service delivery can take place at any food business or at people’s homes or place of work.

3.7.3 Emergencies such as outbreaks of infectious disease will be responded to on an Emergency call out basis.

3.8. **Enforcement Policy**

3.8.1 SCDC is a signatory to the Enforcement Concordat. The Food Safety team follows an Enforcement Policy approved by the Portfolio Holder on 20 February 2004. A procedure note F006 is an annex to this policy. Also attached are documented policies on:

- ❖ Service of Improvement Notices
- ❖ Service of Emergency Prohibition Notices; and
- ❖ Compliance with Regulation 4(3) of the Food Safety (General Food Hygiene) Regulations 1995

4. SERVICE DELIVERY

4.1. Food Premises Inspections

- 4.1.1 Cabinet has endorsed a programme of food premises inspections which is in accordance with Code of Practice 9, Frequency of Inspection. Inspection achievement targets are 100% of high and medium risk premises (ie categories A, B & C) and 90% of categories D, E & F.
- 4.1.2 General food premises inspections are running at a rate of approx. 600 a year. Statistics illustrate that up to 20% of the food business inspections arise from response work, eg new businesses opening, complaints from the public, requests from the trade and change in type/management of existing food businesses, licence requirements e.g. butcher shop licensing.
- 4.1.3 Code of Practice 9, Food Hygiene Inspections and our procedure note, General Food Hygiene Inspections (F001) are given due consideration. The purpose of inspections is to ensure food and drink is safe to eat, is produced and handled hygienically and will not give rise to food poisoning. Officers carry out an assessment of the food safety hazards associated with the business and determine whether a satisfactory system of "hazard analysis" for assessing food hazards and controlling risks has been implemented.
- 4.1.4 The philosophy of the food team is to advise, educate and enforce depending on risk and the most appropriate course of action. Advice on compliance and good practice given to food business proprietors is in line with LACORs guidance and food industry guides. Officers seek confirmation and agreements on programmes of works with proprietors minimising the need for formal action.
- 4.1.5 An Inspection Report aide-memoire, the result of a Cambridgeshire inter-authority working group is utilised during the inspection. Following post inspection interviews, Officers report their findings to the proprietor on a Report of Visit form which is left at the premises. Details of the necessary works are outlined on the Report of Visit form or a letter will follow.
- 4.1.6 A variety of educative literature is available and relevant material is enclosed with inspection correspondence. To assist proprietors in running a safe food business, a guide for hazard identification for small businesses entitled "Safe Food Scheme" has been produced regionally by an officer working group. This guide is issued and explained to proprietors during inspections free of charge.
- 4.1.7 Revisits are made in accordance with the seriousness of contraventions and the judgement of the Officers. It is estimated that 25% of general inspections require a revisit.
- 4.1.8 In addition to the programme of inspections, specialist projects are carried out, eg market garden type premises, sheltered accommodation, joint visits with The National Care Standards Commission (NCSC) of residential homes, children's nurseries etc.
- 4.1.9 Inspection of aircraft will be undertaken in line with the new code of practice/guidance.

4.2. **Food Complaints**

4.2.1 A documented policy relating to food complaints is adhered to (Procedure Note F005). The policy is in accordance with the requirements of the Food Safety Act 1990 and Codes of Practice 1, 2, 7 & 16. This policy has been adopted across the six Cambridgeshire food authority district councils. A performance indicator of response within 3 working days is a Departmental standard.

4.2.2 The scope of the procedure currently covers:-

- ❖ receiving food complaints
- ❖ investigation of food complaints
- ❖ action to be taken on completion of the investigation
- ❖ transfer of food complaints.

4.2.3 We currently receive approximately 40 food complaints a year. The trend in receipt of food complaints has shown a fall in recent years. At this time, the team appears to be appropriately staffed to meet demand.

4.3. **Home Authority Principle**

4.3.1 South Cambridgeshire District Council is not currently a Home Authority for any major food producer, manufacturer or retailer.

4.3.2 We are the Originating Authority for all food manufactures in the area, of which Premier Foods Chivers Hartley production unit in Histon is the largest. A W Greenwood deals with all enquiries regarding food complaints that relate to this production unit, currently about four complaints a year. It is estimated that approximately five days/year are devoted to the Chivers Hartley factory.

4.3.3 The Service supports the Home Authority Principle and Officers liaise with relevant home authorities regarding advice, guidance and information.

4.4. **Advice to Businesses**

4.4.1 In support of the departmental aims, the culture of the food team is to freely offer advice and information when required or when requested. Advice to businesses is disseminated through the following.

4.4.2 Officers respond positively to requests for advice from proprietors of food businesses within 4 working days. Requests for advice from food businesses currently number 269 per year. It is estimated that 1 hour per enquiry of officer time is necessary to meet this demand. This demand is currently met.

4.4.3 A guide for hazard identification for small catering businesses entitled "Safe Food Scheme", designed to assist proprietors in running a hygienic food businesses, is issued and explained to proprietors free of charge.

4.4.4 A newsletter, "South Cambridgeshire News", is produced four times a year and distributed free of charge to the 55,000 households and businesses in South Cambridgeshire. This newsletter provides an opportunity to distribute Environmental Health information.

4.4.5 An extensive range of leaflets and advisory pamphlets from a variety of sources is available and is freely distributed during visits and accompanying correspondence.

4.4.6 When new legislation/guidance makes a significant change to food law or how the food safety service is delivered, advice/information and a contact point is distributed to relevant businesses.

4.5. Food Inspection and Sampling

4.5.1 A documented policy relating to food sampling is adhered to (Procedure Notes reference F002 and F003). For detailed food sampling guidance the Public Health Laboratory Service (PHLS) protocol is followed.

4.5.2 The scope of food sampling includes a yearly programme agreed through a meeting with representatives from adjoining Local Authorities and the PHLS. The number of samples submitted is between 250 - 400 per year. This years programme is attached as Appendix (4). The programme for 2004/05 will be endorsed in line with the LACORS sampling programme sometime in March/April 2004.

4.5.3 Food samples relating to food and food premises complaints are processed by either the PHLS at Chelmsford, the public analyst or where necessary, entomology experts at Cambridge University. The anticipated number of entomology type samples/year is approximately 15-20.

4.5.4 Appropriate funding for sampling purposes is built into the departmental budget.

4.5.5 The consultancy services used for sampling are referred to in section 3.4. Accreditation of laboratories and techniques used is confirmed prior to sampling.

4.6. Control & Investigation of Outbreaks & Food Related Infectious Disease

4.6.1 A documented policy relating to infectious disease control is adhered to (Procedure Note ref F010). Officers commence investigation of all infectious disease notifications within 24 hours. This response time is a performance indicator included within the Council's Continuous Improvement Plans.

4.6.2 Officers follow a documented outbreak control plan when dealing with suspected or confirmed food poisoning outbreaks. The plan was formulated in partnership with the Principal Officer Liaison Group and the CCDC.

4.6.3 The Department received last year 36 notifications of infectious diseases and 165 food poisoning cases. Approximately 2 hours is allowed per investigation for food poisoning cases, making a total workload of approximately 402 hours. It is anticipated that demand can be met by current staffing.

4.6.4 Following a review of guidance relating to infectious diseases and enteric disorders, new pamphlets have been redrafted and printed and will be distributed to all infectious diseases/food poisoning cases within the district during 2004/05.

4.7. Food Safety Incidents

4.7.1 Officers respond to Food Hazard Warnings in accordance with the departmental documented policy (Procedure Note F007) and the relevant approved Codes of Practice.

4.7.2 Recent trends have shown a significant increase in the number of Food Hazard Warnings to food authorities. However, the majority of these warnings are categorised "D", for information only. The higher risk categories "A & B" do not feature significantly and therefore this demand can currently be met. Should high risk Food Hazards Warning be brought to the attention of the Department, for immediate response, then programmed work would be temporarily put on hold to meet the urgent demands of that particular warning.

4.8. Liaison with Other Organisations

4.8.1 The established Principal Officer Food Liaison Group collaborates well. Departmental procedures are shared County-wide to promote consistency. A yearly work-plan is produced and followed. The food officer sub-groups share allocated procedural tasks.

4.8.2 A Chief Environmental Health Officers Group functions at a strategic and management level. It approves the work-plan of the Food Liaison Group and monitors its work and output.

4.8.3 The Chartered Institute of Environmental Health Officers Eastern Centre (23 LA's - Suffolk, Norfolk, Cambridgeshire) has a specialist Eastern Centre food group which meets 3-4 times a year and concentrates on food training issues. This will assist in the specialist food training requirements of officers carrying out food safety duties.

4.8.4 Liaison with LACORS exists through the Principal Officer Food Liaison Group.

4.8.5 Regular updates of food premises registration information are provided to our Trading Standards colleagues.

4.8.6 Working groups in partnership with the South Cambridgeshire Primary Care Trust and other NHS and voluntary sector groups are attended by the Chief EHO and the EHO (Promotions & Campaigns) with a view to implementing the South Cambridgeshire Improving Health Plan (formerly known as the Cambridge HImP).

4.8.7 Close liaison exists inter-departmentally with Building Control and the Planning Department with reference to food businesses.

4.8.8 Resource allocation during the year 2004/05 will be monitored through a new computer system which has been installed in the Department.

4.9. Food Safety Promotion

4.9.1 Food safety promotion work is undertaken by the following methods:-

- ❖ Basic food hygiene training courses are run on demand. Specialist groups, ie care home wardens and caterers whose first language is not English, are run as required.
- ❖ South Cambridgeshire District Council participates and supports National Food Safety Week. This work is done in partnership with adjoining local authorities. Our recent efforts have concentrated upon children in schools within the County.

4.9.2 The EHO (Promotions & Campaigns) considers other additional food safety promotional activities as part of his annual work plan.

5. **RESOURCES**

5.1. **Financial Allocation**

5.1.1 The total cost of staffing the food service is £109,443.

5.1.2 Travel and subsistence for this service is estimated at £9,415.

5.1.3 Purchase/maintenance and calibration of equipment costs £6,698.

5.1.4 Cost of training is £2,063.

5.1.5 Investment in IT costs £24,275.

5.1.6 Sampling budget is £2,686.

5.1.7 Consultancy £5,258.

5.1.8 Total expenditure 2004/05 estimate is £172,468.

5.1.9 Legal action is pursued within Departmental budgets but with access to consultancy and contingency funds if required. If and when costs are awarded by the Courts, these monies are transferred back to the Departmental budget headings.

5.1.10 The breakdown of these costs are to some extent estimated as a refined time recording system is not in existence

5.2. **Staffing Allocation**

5.2.1 The food team currently consists of the Principal Officer, Mr J Keerie and 3½ full time equivalent Officers, Mrs A Smart, A W Greenwood, Mrs C Archibald and Mrs J Power (part-time). In addition an EHO with responsibility for Promotions and Campaigns also has a time input into food related projects. Consultants are employed on an ad hoc basis to supplement the service offered. The 5 officers are all fully qualified EHO's maintaining their competence levels. Work relating to the food law enforcement service equates to 3½ full time equivalents.

5.3. **Staff Development Plan**

5.3.1 A personal development programme was introduced from 1 April 2001. This assisted in a departmental Investors in People Award in 2003. This has highlighted training needs identified by individual officers, their managers and service demands. These

training requirements are built into officers work programmes and budgetary requirements are identified and allowed for in service plans. Both internal and external training opportunities will be utilised eg LACORS, CIEH, FSA and specialist consultants/expert advisers.

6. **QUALITY ASSESSMENT**

6.1. **Quality Assessment**

6.1.1 Performance Indicators have been identified within this Service Plan.

6.1.2 Regular team meetings of the specialist food officers take place.

6.1.3 Internal quality monitoring is undertaken in accordance with:

(a) the Internal Procedure Monitoring Note (Procedure note F011)

(b) Food Premises Inspections – Quality Control (Procedure Note F017).

6.1.4 Environmental Health is currently awarded Investors in People (IIP) status.

7. **REVIEW**

7.1. **Review of the Service Plan**

7.1.1 The Service Plan will be reviewed December 2004.

7.1.2 The Standards for Food Law Enforcement including food policies and procedure notes will be reviewed in accordance with the review timetable in the Internal Monitoring Procedure Note.

7.1.3 The review will be facilitated by information from the newly introduced IT system and will include trend analysis from previous year performance data.

7.1.4 Departmental performance indicators are reviewed annually under the CIP process.

7.2. **Review of Previous Year's Performance against Service Plan**

7.2.1 At the end of this financial year, the intended actions as specified in the Continuous Improvement Plan will be compared with what was achieved in the areas relating to food safety. The reasons for any variance identified will be stated and next year's plan will take these into account as lessons to be learnt from the previous year.

7.2.2 Targeted outcomes are reviewed on a six monthly basis, the results are formally reported to the Portfolio Holder for Environmental Health. Reasons are given for any significant variation and remedial action recommendations will similarly be identified.

7.2.3 The Food Standards Agency Framework Agreement requires every local authority to review its previous years performance against its service plan. The review must identify where the authority was at variance from the service plan and, where appropriate, the reasons for that variance.

- 7.2.4 This review details the performance of the food service for the financial year 2003/04 and must outline any significant issues that impacted on the delivery of the service.

Profile of the Authority

- 7.2.5 The new village of Cambourne currently has five food businesses, including a large supermarket. The existing businesses and anticipated additional food businesses can be sustained within existing staffing levels.

Food Premises Inspections

- 7.2.6 In 2003/04 a total of 568 food business premises required an inspection of which 398 were classed as high risk (risk group A to C) and 170 were low risk (risk group D to F).
- 7.2.7 This review is being written during January 2004, $\frac{3}{4}$ of the way through the recording year, when 329 of the high-risk premises and 138 of the low risk premises have been inspected. This is approximately 80% of the total amount and therefore on target and it is projected that 100% of high risk and 95% of the other risk premises will be inspected. (Target 2003/04 was 100% high risk and 85% other risk).
- 7.2.8 Revisits are carried out on an ad hoc basis to premises where significant remedial work is required, or “critical control points” are not adequately controlled.
- 7.2.9 Up to 13 January 2004, 3 Improvement Notices were served, all of which were complied with within the specified timescale.
- 7.2.10 In addition to routine food hygiene inspections, 15 butchers licences were issued and 13 premises licensed to sell game. There were no refusals or revocations.

Food Related Complaints

- 7.2.11 Up to 13 January 2004 the service received 39 food complaints and 15 complaints about food premises.
- 7.2.12 All complaints about food premises were investigated promptly and efficiently, with the response deadline of 3 working days being met in 94% of cases, ie 14 out of 15.

Advice to Business

- 7.2.13 Officers have continued to give free advice and assistance to both the trade and public throughout the year on food safety and hygiene matters. In addition to advice given during the inspection process, a quarterly newsletter and various advisory leaflets were produced and distributed.

Food Inspection and Sampling

- 7.2.14 After $\frac{3}{4}$ of the recording period, 246 samples were taken and submitted to the PHLS for analysis. The sampling programme was adhered to and the service has participated in both the Eastern Region and National Sampling Campaigns. 8 samples were found to be unsatisfactory and required follow up to ascertain the cause and

secure the necessary improvements to reduce the risk of a recurrence. The failures were mainly smoked salmon and water samples.

- 7.2.15 Twenty-eight Food Export Certificates were issued for consignments of food that was manufactured in the district and exported to non-EU countries.

Food-related Infectious Diseases

- 7.2.16 A total of 165 notified cases of food poisoning and suspected food poisoning were received up to 13 January 2003. Investigations were carried out within 24 hours of notification. In all cases where local food premises were potentially implicated, no conclusive evidence was found to confirm that either the food or the premises was the source of the illness.

Food Safety Incidents

- 7.2.17 The service received 57 food hazard warnings from the Food Standards Agency for 2003. Hazard warnings received by this authority are notified to other local authority environmental health departments by the cascade system. Of the 29 hazard warnings received, 13 were classified Category B and required immediate follow-up action.

Liaison with Other Organisations

- 7.2.18 All existing liaison arrangements have worked successfully throughout the year and there are no planned changes to these systems.
- 7.2.19 The Cambridgeshire Food Liaison Group produces a yearly work plan which is adhered to and outcomes reported annually to the Chief Environmental Health Officer Group. In order to achieve this work programme, sub-groups of specialist food officers from the six Local Authorities challenge individual projects.

7.2.20 Food Safety Promotion

- 7.2.21 Seven basic food hygiene courses have been run up to 28 January 2004 with another 2 basic food hygiene courses projected before 31 March 2004. No intermediate courses were run due to lack of support from local businesses.
- 7.2.22 In conjunction with the other authorities in the county, a food hygiene competition on hand washing was entered into the school magazine "Term Times" to correspond with Food Safety Week.
- 7.2.23 A selection of new leaflets for food hygiene for both the public and local businesses will be available on the website.

7.3. Staff Development

7.3.1 With officers personal development plans in place, training needs are identified at the beginning of the year. Both the officer and the Principal Officer responsible for training, source and access relevant training courses. All officers secured the necessary amount of CPD as required by the FSA.

7.4. Staffing

7.4.1 The team is up to full strength. In addition, consultants are engaged periodically to supplement the team output and a consultancy budget has been negotiated to continue this service.

7.5. Quality Assessment

7.5.1 A full review of each component of the food service has been carried out by officer groups which included consideration of the procedure and practice notes.

7.6. Identification of any Variation from the Service Plan

7.6.1 There were no significant deviations from the Service Plan.

7.7. Areas of Improvement

7.7.1 The Department for a number of years has produced a Continuous Improvement Plan (CIP). The requirement of CIPs is to increase yearly the achieved percentage of identified targets and identify where possible any improvements of a qualitative nature.

7.7.2 The review of CIPs enables foreseeable trends and known changes that may affect service requirements and service delivery to be considered.

7.7.3 To facilitate interpretation of the CIPs and focus the food team's attention on relevant improvements, the Hampshire Matrix has been used since 2002 to monitor progress of the food team's improvements at six monthly intervals. Recent improvements in the last year to our scores on the matrix have included adoption of a food enforcement policy. Accreditation to Investors in People standard which improved the score in the staff competency matrix. Also there was improved communication with our stake holders due to the increased amount of training courses offered and consultation services by the Bostock Marketing Group

[food\foodserviceplan.2004.05]

The Community Strategy for South Cambs

April 2004

Logos of the Partners to be added

Working Together for a better South Cambridgeshire

The purpose of the Community Strategy is to improve the quality of life in South Cambs.

The Strategy paints a picture of our district as we want it to become over the next 15 or more years. It takes account of the changes and challenges facing the district, including creating a new town. Its aims are:

1. Active, safe and healthy communities.
2. Building successful new communities.
3. A prosperous district.
4. Good access to services.
5. Quality homes for all.
6. A high quality environment.

During the next three years we will be working to deliver the targets within the strategy. We will also be reviewing the document itself, as changes occur which affect the district; part of the regular review process will include updating the strategy when this is appropriate.

The Community Strategy has been produced by a partnership of different bodies. We have been working together over the last two years to develop this document, based on your views of the future.

I hope you will find that this addresses the key issues in South Cambs, and you can 'sign up' to working with us to achieve it.

Daphne Spink MBE
Chair of the South Cambs Strategic Partnership

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The partners in the Strategic Partnership are set out on page 21.

What is a Community Strategy?

The Community Strategy sets out what people in South Cambs want to happen here, and how we aim to make these things happen. It is a single document that will help to set the agenda for all agencies working in the district over the next 3 years.

The scope of the Community Strategy is set within the framework of the national, regional and sub-regional strategies, including the Regional Planning Guidance and the Cambridgeshire and the national shared priorities for Local Government.

The Strategy is based on the vision that people have for the future in South Cambs. It has an action plan for the Councils, and other partners, to deliver improvements over the next 3 years, in order to help realise this vision. It is a practical document, facing the realities of life in the district, and working to improve it.

It also links in with other key strategies of the partners, such as the Local Plan, the Local Transport Plan and the Housing Strategy, that play a key role in implementing the Community Strategy.

Why have we drawn up the Community Strategy?

The Community Strategy will ensure a concerted approach to common issues in which a range of partners have a role to play.

The District and County Councils have a duty under the Local Government Act 2000, which says:

“Every local authority must prepare a community strategy for promoting or improving the economic, social and environmental well-being in their area and contributing to the achievement of sustainable development in the United Kingdom”.

Each district in Cambridgeshire has been developing and adopting a Community Strategy.

How has it been prepared?

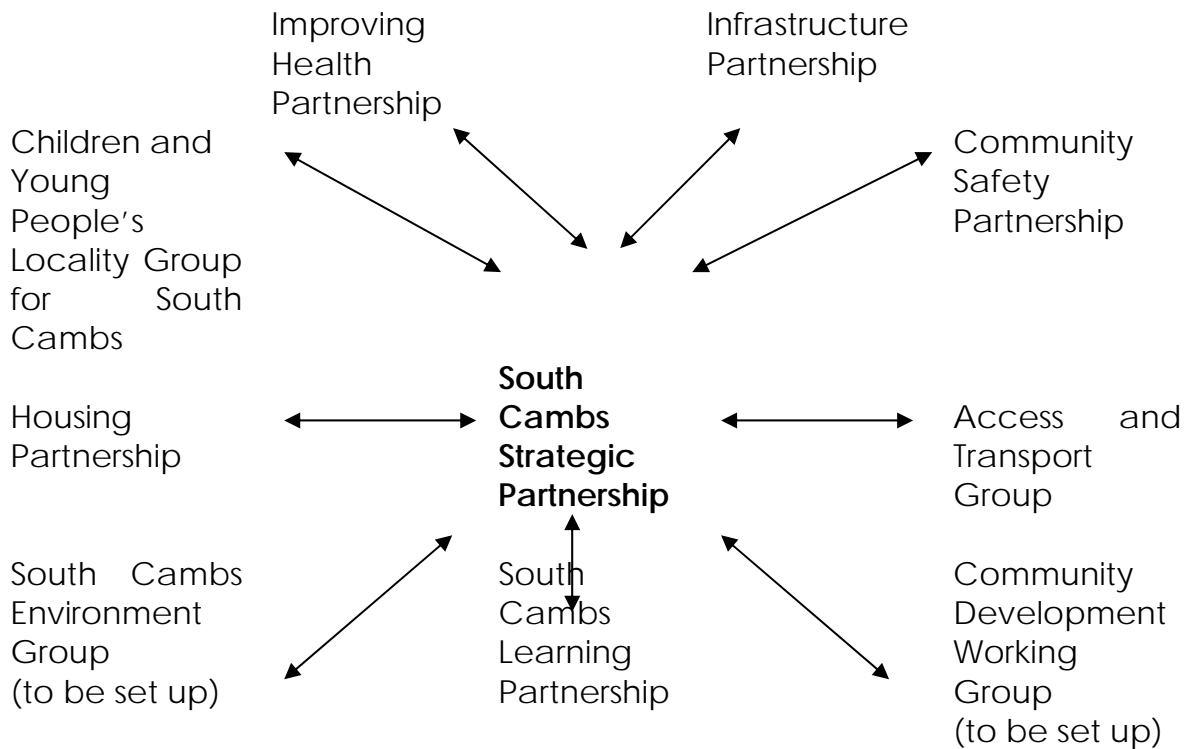
The Strategy has been the result of a partnership between the District and County Councils, working with the Health Services, the Police, Parish Councils, the business and voluntary sector. These groups have come together in the South Cambs Strategic Partnership to produce the Community Strategy. The Strategic Partnership will continue to develop a joint approach to the important issues, whenever possible, and will oversee the delivery of the Strategy.

Partnership working doesn't mean that all the agencies agree on everything: each has its own responsibilities and requirements that may not be shared with other partners. But it does mean that the partners aim to work together wherever they can, and they are all committed to the aims and targets in this Strategy.

Working in Partnership

The South Cambs Strategic Partnership provides a new framework for partnership working in the District. There are a whole set of partnership bodies working in different service areas, such as: the Community Safety Partnership (involving the Police, the District and County Councils and the Primary Care Trust, plus others); the Improving Health Partnership (involving Primary Care Trust, the District and County Councils and other agencies); and the Infrastructure Partnership. Each of these partnerships has a specific agenda, and often have responsibilities defined by government regulations.

The Strategic Partnership is distinctive due to the breadth of its scope. It is not restricted in its focus: anything that affects the social, economic or environmental wellbeing of people in South Cambs can be covered. This gives it a unique position, to affect the work of all the other partnerships, and to draw their work together. The diagram below indicates this situation.



This is not an exclusive list. There are a number of other Partnerships whose work relates to the Community Strategy, such as the Greater Cambridge Partnership, the Cambridgeshire Waste Partnership, and the Community Legal Service Partnership. The Strategic Partnership will liaise with and work through the existing bodies. Its role is to:

- Learn about the work and performance of the partnerships and identify opportunities to improve performance and add value
- Oversee progress with the delivery of Local Public Service Agreement targets for improving services in the district

- Develop and deliver an action plan to understand needs, build community 'capacity', and to develop community infrastructure.

This Community Strategy focuses on work that the Strategic Partnership supports to deliver the well-being of people in the district. It cannot encompass all the valuable work that is being delivered by partnerships in the district; in order to provide a manageable programme it focuses on a limited number of priorities.

Your Views

The Community Strategy is based upon the views of people in South Cambs. These views have been found through three processes:

- a review of the findings of consultation undertaken by the partners, including from a Quality of Life survey.
- direct consultation with residents, carried out through the South Cambs magazine in Spring 2003, on the 'big issues' for the district.
- a telephone consultation with a balanced sample of residents on the suggested vision and actions for the strategy in autumn 2003.

Survey Findings

The results of the survey conducted through the South Cambs magazine found that there was considerable support for the 'big issues' put forward, based on work preparing the Community Strategy.

The greatest support was for:

- **The environment**, particularly on new developments being built on sustainability principles, and issues of waste management.
- **Community Safety**, reducing crime and risks linked to crime
- **Community Development**, engaging with young people/hard to reach groups
- **Health Improvement**, addressing the needs of older people, as well as children and young people.
- **Access & Transport**, including infrastructure development and integration of services to meet local needs.
- **Housing**, especially increasing the supply of affordable housing
- **Leisure**, improving access to leisure facilities in rural areas
- **Lifelong learning**, enhancing the skills of the workforce

There was also strong support for a balance between growth and sustainability to be maintained.

In the survey in autumn 2003, a sample survey was carried out, based on a leaflet sent to 200 residents. The levels of support for the issues in the draft vision were:

- Creating a high quality environment 92.7%
- Supporting communities 92.5%
- Improving access to services 90.1%
- Providing quality homes for all 89.9%
- Developing new sustainable communities 82.3%

The lower level of support for the last reflects concerns about the scale of growth that the district faces, which is set by government targets. The provision of quality homes was seen as the most important issue by 35%, and improved access to services by 25%.

The issues which respondents felt should be particularly addressed in the Community Strategy were:

- More affordable homes
- Better transport infrastructure/public transport
- Improved local facilities
- Better recycling

A Vision for South Cambs

The Community Strategy needs to set the direction for the district for the next 15 to 20 years. This vision of the future will guide the work of the next three years, which are covered by the strategy targets.

The vision provides a clear direction for the strategy. It sets out how the partners envisage the district will be, providing the quality of life to which residents aspire. The strategy then sets out practical steps that can be taken over three years which will address the current economic, social and environmental issues and take us towards the vision.

The vision has been organised into 6 parts, which together describe where we aim to be in 20 years time. These are:

1. **Active, safe and healthy communities** where residents can play a full part in community life, with a structure of thriving voluntary and community organisations.
2. **Building successful new communities**, where large-scale developments have created attractive places with their own identity, supported by a range of quality services.
3. **A prosperous district**, where jobs, skills and learning are developed and sustained to benefit everyone.
4. **Good access to services** for all sections of the community, including older people, children and families, through better transport links and improved local services.
5. **Quality homes for all** with new affordable homes developed to meet local needs, and assistance provided for those needing help.
6. **A high quality environment**, with better access to the countryside of the district, which is protected and improved, and sustainable measures minimising waste and tackling climate change.

Aspects of this vision are set out on the following pages, with details of proposals to achieve them. The achievement of the targets set out will measure the success of the Community Strategy, and will deliver significant steps towards the vision of the District in 2020.

Aim 1 **Active, Safe and Healthy Communities**

Village communities are the heart of South Cambs. The individuals and social structures within villages are a key to the well-being of these communities, and the strategy aims to support them. Some groups are likely to need more support; the priority groups include older people, and children and young people.

Local priorities are best established by consultation processes within village communities. Ideally the Community Strategy should draw on such processes in all our villages, in order to draw together the key aspects across the district. However, to date only a few villages have undertaken such a process. Through the strategy we hope to enable many more to draw up their local priorities and an action plan for addressing them.

What are we trying to achieve by 2020?

Local communities are vibrant, enterprising and environmentally friendly, and our villages feel safe. Residents are healthy and skilled, and regularly take up opportunities to participate in local life. There is a flourishing and inclusive voluntary and community sector, which benefits from a thriving volunteer force.

In order to realise this vision we will assist communities to draw up 'Parish Plans', so they can identify local priorities. A few villages have already prepared such a plan; through providing guidance we aim to enable many more to draw up their local priorities and an action plan for addressing them.

The findings from these Parish Plans will provide the information for the first part of a three stage process which is needed:

- understanding needs from local communities,
- building community capacity, through support for Parish Plan groups, community and voluntary organisations, and increasing feelings of safety.
- developing community infrastructure, including improved community facilities, information hubs and community transport.

The preparation of a Parish Plan can be a major undertaking for a village. To help achieve the best results from the efforts put into them, we need to provide clearer guidance, so that the findings can be drawn up into realistic action plans. They need to set out things that the community itself can achieve, as well as identifying needs for support from outside bodies. The outcomes that the Strategic Partnership is most likely to be able to support are set out on the following pages, such as:

- community facilities and information hubs, as a focal point for local activities, information, learning and outreach services.

- development of community capacity to improve community transport, services for children and young people, lifelong learning, healthy lifestyles, road safety, independent living, community safety and environmental sustainability.

These issues will be covered in the guidance. It will also include a section on Planning policy; Parish Plans can include, if this is appropriate, an analysis of the built and natural environment character to enable a 'village design statement' to be drafted. This design statement may then be put forward for adoption as 'supplementary planning guidance' to support the policies in the Local Plan and help direct the future development of the village.

One aspect of creating empowered communities is to increase feelings of safety, both in relation to potential antisocial behaviour and crime, and on the roads. Fear of both these hazards can restrict people's willingness to go out and about in their village, joining with others in community activities.

The voluntary sector is very dispersed in South Cambs. Support, training and assistance is available through Cambridge CVS and Cambridgeshire ACRE. This situation would be improved by the addition of a forum for organisations operating in the district, and increased assistance available to communities in the district. We also need to develop more comprehensive information points to serve the needs of a wide range of organisations with the ability to signpost to the relevant expertise.

Good health is another key factor in enabling people to take a full role in their community. The proposal to promote healthier lifestyles should help increase the levels of health in the population, with widespread positive effects.

In order to realise the vision we will:

No	Action	Milestone	Lead
1	To increase residents feelings of safety in villages by tackling antisocial behaviour and establishing new Police Community Support Officers to provide an increased visible presence in villages.	a) Evaluation of PCSO initiative b) LPSA target on reducing antisocial behaviour	Community Safety Partnership
2	Work with communities to increase road safety through safer driving and cycling and safer routes to school.	LPSA target to be agreed	Access and Transport Group
3	Support the development of the voluntary sector in the district through establishing a Voluntary Sector Forum, and improving systems of funding and support for voluntary organisations	a) Forum set up by Dec 2004 b) New funding and support regime set up by April 2006	New Working Group to be established
4	Promote healthier lifestyles through work to promote	a) Physical Activity Strategy developed	Improving Health

	physical activity, healthy eating and smoking reduction.	+ agreed by May 2004 b) Healthy eating included in PAS action Plan by 2005	Partnership
5	Increase access for children and young people to quality learning and play opportunities through parental support and childcare.		Children and Young Peoples Partnership/ S.C. Locality Group
6	Tackle unauthorised and illegal development around our villages	Successful legal action and clearance of sites	SCDC
7	Develop a Guidance Framework for Parish Plans , and coordinate support for Parish Plan work, to assist more villages to prepare and implement plans.	a) Develop guidance by July 2004 b) Preparation of 12 Plans by March 2007	New Working Group to be established

Aim 2 **Building Successful New Communities**

Major new developments are being planned for the edges of Cambridge, and at the new town of 'Northstowe', in the area between Longstanton and Oakington. These sites, as well as the development of market towns just outside the district, will allow the growth the government has designated while largely protecting the village environments in South Cambs. The partnership work to develop them builds upon the experience gained in the growing new village of Cambourne.

In meeting the huge growth pressures, these developments need to provide much more than housing. New communities need to be created and helped to develop. This challenge is considerable; the housing is likely to be built to higher densities than in recent years, to make the most effective use of land, and to meet government targets.

Appropriate facilities need to be planned to meet the needs of the incoming residents, and services will be required to support them to grow into mature, self-sustaining communities.

What are we trying to achieve by 2020?

A new town and new extensions to Cambridge are developed, creating places with their own identity and sense of place. Strong new communities have developed in each, able to take their place in a district with urban as well as rural environments. High quality facilities and environments in the new developments enhance the built heritage and countryside of South Cambs.

The Infrastructure Partnership is being established to provide overall coordination of the new development areas in the Cambridge sub-region. Local teams working with developers will undertake the establishment of the new communities. We will work jointly with Cambridge City and the City Strategic Partnership to plan and realise the developments on the fringes of Cambridge, ensuring that there is a coordinated approach to community services and facilities.

There are strong links between this aim and that for Homes for All, set out later in the strategy. The new town and urban extensions to Cambridge will provide the location for much of the new housing required in the Cambridge sub-region. We will need to ensure that the housing meets the needs for affordability. This is likely to include a variety of tenure types, for owner occupation, for rent and affordable mixed tenure homes. The standards will also need to provide ‘homes for life’ to ensure that balanced communities catering for all age ranges can be created.

The development process takes many years, and in the early stages before the completion of any housing there are no residents. This presents a challenge for engaging residents in the provision of facilities and services; a process of engagement with adjacent residents and others with an interest in the developments will need to be established. This involvement will be essential for the creation of appropriate cultural provision, and establishing distinctive places in which the developing local community are full partners. One aspect of this process will be the creation of public art through a partnership between the residents and artists.

The development of Cambourne has shown that there is also a need for civic governance arrangements to be set up at the earliest possible stage for new entities such as the new town of Northstowe. The planning and agreement of these arrangements will require consultation with a range of bodies within and outside the Strategic Partnership to achieve the most appropriate results.

The new communities need to be sustainable, in environmental as well as social terms. They present an opportunity to deliver standards appropriate for the twenty-first century, in energy use and the sustainable use of resources. Delivering a high quality environment is a key challenge for all the partners.

To realise this we will:

No.	Action	Milestone	Lead
8	Ensure joint planning of the community facilities and services for the new developments, to create successful and sustainable communities, through project management, responsible to the partnership.	Establishing multi-agency project management teams for each development	Infrastructure Partnership/ Northstowe Community Development and Services Group

9	Promote the engagement of future/local residents in the social, cultural and physical development of new communities, and the growth of civic governance	a) Establishment of local groups for each development b) Agreement of civic governance arrangements and process	Infrastructure Partnership/ Community Development and Services Group
10	Promote high environmental quality in the design of new developments, including sustainable use of resources and energy.	Percentage of new homes developed to Ecohomes 'good' or 'excellent' standard	Infrastructure Partnership/ Northstowe Sustainability Group

Aim 3 **A Prosperous District**

The economy in South Cambs is an integral part of the wider economy of the Cambridge sub-region, centred in the city and stretching out to include the neighbouring market towns. Any economic measures in the district have to be considered in that wider context, including the national and international significance of this area. In order to promote economic well-being in South Cambs, it is important to include all sections of the population of the district.

Economic development is focussed on groups needing help to develop skills and access the labour market. Much of this work is delivered by agencies outside local government, and especially the voluntary sector. Existing partnerships can be enhanced by improved working between the partners of the South Cambs Strategic Partnership.

What are we trying to achieve by 2020?

We have a prosperous district where jobs, and skills and learning benefit everyone, reducing social exclusion and maximising the potential of science, innovation and social enterprise.

The challenge is not one of unemployment, as there is effectively full employment in the district. However, there are problems of low levels of skills amongst sections of the population, particularly amongst older residents and in 'hard to reach' groups. In order to address these problems, there is a need to develop learning and skills in the adult population. Such steps will build on the existing foundations of the high value placed education for younger people within the district.

A further manifestation of the economic inequity within South Cambs concerns those eligible for benefits, but who are not receiving them. The promotion of benefit take-up by partners can have a very significant impact on the economic well-being of residents.

The business opportunities within the district are also affected by the accessibility of electronic information. At present, significant parts of the district do not have Broadband access; a project to ensure it is available in all settlements will contribute to overcoming this 'digital divide'.

To realise this we will:

No.	Action	Milestone	Lead
11	Maintain/increase lifelong learning through developing adult education opportunities, including leisure courses and skills development, in rural areas, using	Lifelong Learning PSA to be agreed	South Cambs Learning Partnership

	'e-learning' where appropriate.		
12	Increase workforce skills development opportunities and uptake	Uptake of Level 2 courses &/or grant in English, Maths and ICT	South Cambs Learning Partnership
13	Increase economic opportunities through developing access to Broadband for all settlements in the district.	All settlements to have access by Dec 2006	SCDC/ S.Cambs Broadband Project Management Group
14	Increase social inclusion through promoting the take-up of benefits by those eligible.		New Voluntary Sector Working Group

Aim 4 **Good Access to Services**

South Cambs is a very rural district. The major service centres that serve our residents are all in neighbouring districts, in Cambridge or the surrounding market towns. Accessing these major services requires transport, and for many without a car this is a considerable problem.

The level of services provided within South Cambs villages varies considerably. At Sawston and Histon/Impington there are a good range of shops and other services such as banks, sports and community facilities and employment opportunities. Village Colleges are some of the largest supplier of services and opportunities within the district, situated in our larger villages. But many villages are smaller with fewer services, and there are a considerable number of very small villages with few if any local services.

Public transport is not extensive in the district. The main routes are radial routes to and from Cambridge; outside these there are few local services. Improving public transport is an issue of considerable concern that needs to be addressed.

What are we trying to achieve 2020?

All residents can access the services and information they need, whenever they are provided, in their village, a neighbouring village or in a town/city. Assistance is provided to help people to get to services, and through the development of local services.

In order to realise this vision we need to take steps to improve the quality and range of services provided in local villages. Schemes by Parish Councils and other local organisations will be supported wherever possible. to help provide these vital local services. This could be through funding of local initiatives, or providing grants for the improvement or development of local facilities.

The provision for young people has been highlighted in consultation as of particular importance, and this has been selected as a key proposal in the strategy. Improved facilities and services which can attract and focus the energy of young people, in their local area, should make a significant difference for them, their families, and the wider community.

The delivery of local information and services is featured in another proposal. This is to develop 'community information hubs' where local people can access a range of information, learning provision and cultural services. Such 'hubs' may be based on library services, in village colleges or village halls, depending on the circumstances of the village. Their development is likely to be a gradual process; over time it may be possible to deliver more 'mainstream' services of the partners through these centres.

Improved transport is also a key to this aim, as many services will not be able to be provided close to where people live. The opportunities for expanding 'traditional' transport are limited, and improvements to bus services will be concentrated on the main radial routes into and out of Cambridge and neighbouring market towns. To provide for the many smaller villages, improved community transport schemes such as minibuses or volunteer car driver schemes, will be a key priority. The development of existing schemes, and provision of new ones, will be a focus during the second and third years of the strategy, to ensure better access for all.

Cycling is a significant means of transport in the area – more South Cambs residents bike to work than use buses. However, the limited provision for safe cycling limits cycling for work and leisure. A key priority for the strategy is to increase the provision of new cycleways, linking villages to services in larger villages or towns, to enable the numbers of regular cyclists to grow.

No.	Actions	Milestone	Lead
15	Improve young people's access to youth provision , facilities and services	Local PSA to be developed	SCDC/ Children and Young People Locality Group
16	Develop new community transport schemes , and develop use of existing schemes and bus services, to respond to local needs	Maintain and improve access to community transport schemes.	Access and Transport Group
17	Increase access to information, learning, cultural provision and partners' services through developing ' community information hubs ' in villages and new settlements.	Define key aspects of information hubs and draw up programme for implementation.	Community Development Group
18	Increase cycling between villages and services , particularly between smaller villages and larger ones.	a) Increase the use of existing cycleways b) Develop new cycleways linking villages	Access and Transport Group

Aim 5 **Quality Homes for all**

Good housing is essential to our quality of life. The high house prices in the district make it very difficult for those not on the 'housing ladder' to find housing they can afford in South Cambs. Often young people have to move further from Cambridge to find homes, well beyond the borders of the district, although they may have key skills needed in the economy of the district. Consultation has shown that this is the biggest issue for people in South Cambs.

Some older houses in the district fall short of what is required and need to be brought up to standard for the safety and well-being of the occupants. For the increasing number of older people, adaptations may be required to make their home suitable, or support may be needed, to enable them to go on living independently.

What are we trying to achieve by 2020?

An increasing supply of affordable housing enables local people to live in the same areas as their jobs. Existing homes meet quality standards to ensure safety and well-being, including energy standards to protect the environment. Home adaptation and support services are available to help older people to continue to live independently.

New housing which our residents can afford needs to include a range of house sizes and tenures. Smaller houses or flats are needed for younger people who need to get onto the housing ladder, as well as larger homes for those with growing families. A large number of affordable market homes are needed for those aspiring to own, whether in outright owner-occupation or through some form of shared ownership. Affordable rented housing is also needed, managed by 'registered social landlords'.

The standard of existing housing should be appropriate to the needs of its occupants. The District Council has a programme to bring all its homes up to the government's 'decent homes standard' by 2006. But there is an ongoing need to improve homes and services provided to ensure that the growing elderly population can continue to enjoy their independence, and remain in their own homes as long as they wish to do so.

There is one minority group of South Cambs residents which has more limited access to suitable accommodation, and a range of other services, than the majority: this is the traveller population. While many travellers are less nomadic than they may have been in the past, as seasonal work opportunities have diminished or changed, they often continue to need homes which allow them to travel at times, and to maintain their preferred lifestyle. If their legitimate needs are not appropriately catered for, it means they may face

continual disruption from having to regularly move from one unsuitable site to another. It also is likely to lead to greater disruption to the 'settled' communities, from the effects of travellers use of inappropriate sites.

In order to meet their obligations, Local Authorities should undertake an assessment of the needs of travellers in their district; however, there are few examples of such assessments having been undertaken. This is a key priority in the district: it should enable suitable provision to be assessed and planned to meet local requirements, while also assisting in the maintenance of firm enforcement policies for unsuitable developments.

To achieve this vision we will:

No.	Action	Milestone	Lead
19	Increase the supply of new affordable housing , including Key Worker housing.	Local PSA target to be agreed	Infrastructure Partnership/ Housing Partnership
20	Improve and develop services to enable older people to continue to live independently at home.	Local PSA target to be agreed	Improving Health Partnership/ Supporting People
21	Determine and make appropriate provision for the accommodation and other needs of travellers in the district, including health and educational services.	Undertake a needs survey by April 2005	New Working Group to be established

Aim 6 **A High Quality Environment**

The quality of the South Cambs environment lies in its cultural heritage, its countryside and its buildings. The strategy aims to protect and improve them, and to develop access by the local community.

The pressures for growth, to provide much-needed new housing and facilities to support them, will be met whenever possible using 'brownfield' sites, that is ones which have been built on before. Much of the growth will be concentrated in the new town of 'Northstowe', and on the urban fringes of Cambridge. These will be built to create high quality environments.

What are we trying to achieve by 2020?

The quality of the environment in South Cambs is better than ever. There is good access to the countryside both in villages and in larger district facilities. Waste, pollution and emissions of 'greenhouse' gasses have been greatly reduced to contribute national and global sustainability. Everyone recycles most materials, and a large proportion of energy used has been generated from renewable resources.

Access to the countryside from our villages isn't always as good as might be expected, given the rural nature of the district. While there are many suitable footpaths and bridleways, in some places the access to countryside land is limited. There is a need to increase the provision of local areas that can provide for both leisure access and for wildlife in and around villages, like a small-scale nature reserve or 'pocket park'. A 'Greenspace' programme is being set up to meet this need. At the same time, there is a need to provide larger areas, such as country parks, to provide for the recreation needs of the residents and visitors, especially with the growth of the population over the next 20 years.

A different environmental issue concerns the effects of waste produced in the district, which needs to be disposed of to landfill or other sites. Much is already being done to tackle this problem, but more recycling is needed, as well as greater efforts to minimise the quantities of waste produced.

The environment within some buildings can be adversely affected by smoking; these are of particular concern where they affect people in the workplace. The partners are all committed to the promotion of smoke-free workplaces in their own buildings and in local facilities in the district.

Climate change is a major issue for everyone. Local steps to tackle the problems are likely to require the partners to alter their own use of energy, water and other resources. A local strategy for climate change will be developed to plan and coordinate actions to reduce global warming.

The targets for the next 3 years to help achieve this are:

No.	Action	Milestone	Lead
22	Promote opportunities for access to the countryside , including creating local ' Greenspace ' projects for wildlife habitat, and planning to meet strategic open space needs in the district.	a) Develop 5 Greenspace schemes by Mar 2006 b) Plan/develop major new provision at Coton and Northstowe	South Cambs Environment Group
23	Increase recycling of waste and promote waste minimisation schemes in the work of all the partners.	Waste reduction to landfill	Waste Partnership
24	Promote smoke-free environments in the workplace throughout the partnership and in local facilities.	Local PSA target to be agreed	Improving Health Partnership
25	Provide a lead on tackling climate change through action by the partners on their own use of energy, water and other resources.	Development of a local strategy for Climate Change	SCDC/ Environment Group

Summary of Actions for 2004/5 – 2006/7

Aim	04/05	05/06	06/07	PSA	Group
1. Active, Safe and Healthy Communities	Parish Plans Guidance	Supporting Parish Plans			Parish Plan Working Group
	Increase feelings of safety			*	Community Safety Partnership
	Increasing road safety			*	Access and Transport Group
	Set up Vol Sector Forum	Development of Voluntary Sector			Vol Sector Working Group
	Promote Healthier Lifestyles				Improving Health Partnership
			Learning/play opportunities		Children and Young People
2. Building Successful New Communities	Process for developing facilities	Engagement of local residents	High Quality Environment		Infrastructure Partnership
3. A Prosperous District	Increase lifelong learning			*	Learning Partnership
		Workforce skills development			Learning Partnership
	Access to Broadband				SCDC
	Promote take-up of benefits				
4. Good Access to Services		Community Transport			Access and Transport Group
			Developing cycleways		Access and Transport Group
		Development of Information Hubs			Community Development (NEW)
	Facilities for Young People			*	Children and Young People
5. Quality Homes for all	Supply of new affordable housing			*	Housing Partnership
	Promote Older People living at home			*	
	Survey of site needs of Travellers	Planning for appropriate provision			Travellers Group NEW (?)

6. A High Quality Environment	Draw up Climate Change strategy	Implement strategy		
		Access to Countryside		Environment Group (NEW)
	Waste minimisation			Waste Partnership
	Smoke free working environment		*	Improving Health Partnership

Local Public Service Agreement Measures

Subject to the finalisation of the local Public Service Agreement measures for Cambridgeshire, the specific targets for 2004/05, 2005/06 and 2006/07 will be developed/finalised for delivery in South Cambs.

Reporting Progress

The Community Strategy is due to be adopted during 2003/04 for implementation from April 2004. The Strategy covers a 3 year period, ending in March 2007. It is a working document that will be subject to ongoing review and development during this period.

A second Community Strategy will be developed during the latter stages of this time, for implementation for the following period.

Progress on delivering the Strategy will be reviewed each quarter, for periods:

- April – June (quarter 1)
- July – Sept (quarter 2)
- Oct – Dec (quarter 3)
- Jan – March (quarter 4)

A report will be considered by the Strategic Partnership Board following the end of each quarter, detailing progress made, achievements and any significant problems encountered. Guidance has recently been issued on a Performance Management system for Community Strategies and the work of Strategic Partnerships. Once this guidance has been considered in more detail, it may be appropriate to adopt the recommended system, or some system similar to it.

The quarterly progress reports to the Strategic Partnership will be public documents. They will be available on the websites of the District and County Councils, as well as in libraries etc. It is anticipated that a Community Strategy/Strategic Partnership section of the District's website may be developed during the course of the strategy, providing more frequent updates and information.

An annual review will take place each year, setting out progress against the targets and related information concerning the wider aims of the strategy. The first review is expected in autumn 2004, and those in subsequent years in summer autumn 2005 and 2006. The annual review will also consider possible revisions to the strategy, in the light of changing circumstances. Any changes, such as new or altered targets, will need to be agreed by the Strategic Partnership before they can be included in future work and monitoring.

Further information on the monitoring or reporting process can be obtained from the contacts listed on the next page.

The South Cambs Strategic Partnership

Local Authorities	South Cambridgeshire District Council	Cllr Daphne Spink Cllr Rex Collinson John Ballantyne
	Cambridgeshire County Council	Cllr John Reynolds Ian Stewart
Health	South Cambs Primary Care Trust	Sally Hind Ruth Rogers
Police	Cambridgeshire Constabulary	Michael Campbell
Parish Councils	Cambridgeshire Assn of Local Councils	Sean Travers-Healy
Business	Anglian Water Services	Colin Brown
	David Ball Group plc	David Ball
	Marshalls Aerospace	Jonathan Barker
Voluntary Sector	Cambridgeshire ACRE	David Spreadbury
	Directions Plus	Sheila Smith-Rawnsley
Faith Communities	Cambridgeshire Ecumenical Council	Priscilla Barlow
Village Colleges	Cottenham village College	Tony Cooper
Young People	South Cambs Youth Parliament	Ken Lloyd/South Cambs Youth Parliament MP

SOUTH CAMBRIDGESHIRE DISTRICT COUNCIL

REPORT TO:	Council	29th April 2004
AUTHOR/S:	Finance and Resources Director	

AMENDMENTS TO THE CONSTITUTIONPurpose

1. To consider amendments to the Constitution recommended by the Constitution Review Working Party, including amendments to the delegation of executive functions agreed by Cabinet.

Considerations

2. In these documents, existing wording to be deleted is scored through, new wording is underlined.

Petitions Process

3. The Working Party recommends the adoption of a petitions process, the contents of which are attached at Appendix A.
4. To refer to this, the following should be inserted into Article 3, Citizens and the Council:

3.01 (a) Voting and Petitions

(ii) Citizens have the right, subject to limitations set out in Petitions – Procedural Guidance in Part 5: Codes and Protocols, to submit petitions to the Council on matters of concern.

Standards Committee (Article 9)

5. The Working Party recommends that the Standards Committee Hearings Procedure as agreed by the Standards Committee on the 18th November 2003 be included in Part 5 – Codes and Protocols. The Procedure is attached at Appendix B.
6. As a consequence, amendments are required to Article 9(h) (Quorum and Deputies), recommended wording being:
 - ~~Subject to Article 9.02(c) above which required a parish Member to be present when parish councils or their members are being considered, The quorum for any meeting of the Standards Committee or any sub-committee of the Standards Committee shall be FOUR members of whom at least one shall be an **Independent Member** (and one must be a **Parish Member** if parish councils or parish councillors are being considered). For hearings panels under the hearing procedure described in Part 5, Section L, the number of members on the panel shall be THREE.~~

- *Except in the case of hearings panels, normally where the number of members of any sub-committee is less than the number of the Committee.....*

Duties of Directors (Article 12)

7. The Working Party, considering the new titles and functions of Directors, recommends revisions to Article 12, relevant extracts of which are attached at Appendix C.

Functions

Responsibility for Council Functions - Employment Committee

8. The Working Party's recommended changes, to allow the Vice-Chairman to act in the absence of the Chairman, to give greater flexibility in the size and composition of appointment panels and to allow different arrangements for the appointments of the Chief Executive and Chief Officers are attached at Appendix D.

Responsibility for Executive Functions

9. The Working Party and the Cabinet have reviewed responsibility for executive functions and Cabinet has agreed further delegation to individual portfolio holders. The Working Party also recommends the deletion of reference in the Constitution to specific advisory groups. The consequent proposals for amendment to the Constitution are attached at Appendix E

Table 4 – Officer delegated powers

10. In this table, post titles are to be amended as necessary; references to Development and Conservation Control Committee where powers do not rest with that Committee deleted; and powers relating to high hedges added to those of the Conservation Manager.

Council Standing Orders

11. The Working Party recommends that the term "Standing Order" is used throughout this section, rather than "Rule", which appears in places.

Notice of and Summons to Meetings (SO 6)

12. In order to reflect actual practice, the Working Party recommends the following amendments to Standing Order 6:

~~Subject to Rule 23(e), The proper officer will give notice to the public of the time and place of any meeting in accordance with the Access to Information Rules. At least five clear days before a meeting, the proper officer, if he or she is not the Chief Executive, will send a summons in the name of the Chief Executive, Finance and Resources Director by email and/or post to each member of the Council.....~~

Public Questions (SO 10)

13. The Working Party recommends that the right for the public to ask questions should be extended to Cabinet and a reworded Standing Order 10 is attached at Appendix F

Questions by Members (SO 11)

14. Standing Order 11.4 (a) needs to be amended to read:

They have given to the proper officer at least ~~5~~ 6 working days notice in writing of the question; or...

Application to Executive, Committees and Sub-Committees (SO 23)

15. In order to give effect to recommended changes, Standing Order 23 needs amending, and the recommended wording is:

- (b) *None of the ~~rules~~ Standing Orders apply to meetings of the executive except Standing Order 10*
- (c) *Only ~~Rules~~ Standing Orders 5 – 9 and 11 – 23 (but not 20.1 (standing to speak)) apply to meetings of committees and sub-committees. Standing Order 10 shall apply to all executive meetings open to the public and all committee and sub-committee meetings open to the public which are not regulatory committees or sub-committees*
- (e) *Delete entirely*

Access to Information Procedure Rules

16. The Working Party recommends that Rule 3 is amended to read:

Members of the public may attend all meetings subject only to the ~~exceptions in these rules~~ exclusions set out in Rule 10 (confidential and exempt information) or where an Advisory Group has determined that its meetings should not be open to the public.

At the discretion of the Chairman of Council, Cabinet or Scrutiny Committee, members of the public may ask questions at those meetings.

At the discretion of the Chairman, members of the public may make a further statement at Scrutiny Committee meetings on matters relevant to that Committee.

Subject to Rule 10, a UNISON representative.....

17. Further definitions of exempt information to Schedule 12A of the Local Government Act 1972 were added by The Local Authorities (Code of Conduct)(Local Determination) Regulations 2003 SI 2003 No. 1483, which requires the addition to Rule 10.4, meaning of exempt information, of:

- 16. *Information relating to the personal circumstances of any person.*
- 17. *Information which is subject to any obligation of confidentiality.*
- 18. *Information which relates in any way to matters concerning national security.*
- 19. *The deliberations of a standards committee or of a sub-committee of a standards committee established under the provisions of Part III of the Local Government Act 2000 in reaching any finding on a matter referred under the provisions of section 64(2) of 71(2) of the Local Government Act 2000*

Executive Procedure Rules

18. Cabinet on 22nd May 2003 suggested raising the membership limit of Advisory Groups to 9, and the Working Party recommends that paragraph 4(b) be amended to:

Advisory Groups should normally not exceed 7-9 elected members...

Delegation Rules

19. Proposed additions to the Delegation Rules: (new rule 1.3.3) in relation to executive functions; (addition to rule 6.0) officer delegated powers are attached at Appendix G.

20. Rule 7, Limit of Approvals of Grants by the Council, should be amended to read

No grant exceeding Level 2-3, even within budget and policy, shall be sanctioned other than by the ~~executive~~ Cabinet as a whole. No Chief Officer....., nor any statutory grant exceeding Level 2-3.

Financial Regulations

21. The executive is not permitted to approve the annual Statement of Accounts, and the Working Party recommends that paragraph 2,1(ii) be amended to:

c) Preparing the annual Statement of Accounts for approval by the ~~Executive Council~~.

Contract Standing Orders

22. The Working Party recommends that the term “Standing Order” is used throughout this section, rather than “Rule”, which appears in places.

Opening

23. The Working Party recommends the following amendment to paragraph 8.1:

Tenders shall be opened at ~~one~~ a designated time and by officers from an appropriate department and officers from the Chief Executive’s or Finance and Resources departments designated at the time for the purpose by the Chief Officer. For this purpose no officer ~~below the grade Principal Officer~~ salaried below scale point 30 shall be authorised to open tenders.

Legal Proceedings Rules

24. The Working Party recommends that the following wording be added to Rule 2.2:

On behalf of the Council, the Chief Executive may nominate under any statutory enactment in that behalf of any officers who may appear in Court or Tribunal to represent the Council, may withdraw such authorisation for any reason and shall do so in any event on respective termination of employment with the Council. The Head of Legal Services will maintain an up to date list of such nominees including the dates of appointment and withdrawal/ termination.

Officers Code of Conduct

25. A register of staff interests is required by the Council's auditors, and the Working Party recommends that paragraphs 7.1 and 7.2 should be combined to read:

Employees must declare to an appropriate manager as soon as they are aware, any financial or non-financial interests, which could conflict with the Authority's interests and must register those interests on a database maintained by Democratic Services. The register is checked annually and a reminder sent to all staff.

Guidance for Licensing Committee

26. The Member Training Advisory Group and the Constitution Review Working Party both recommend that it should be mandatory for members who wish to sit on the Licensing Committee to have attended a training course and that this is a constitutional requirement.
27. The Chairman of the Licensing Committee supports this approach but the Environmental Services Portfolio Holder does not.

Role Profile for Councillors

28. The Working Party considered the adoption of a role profile to assist potential or new councillors, although it is not thought necessary to include this in the Constitution. The recommended profile is attached at Appendix H.

Associated Matters

29. The Working Party recommends:
- (a) that the length of terms of office should not be specified
 - (b) that the Constitution should not be more prescriptive on committee numbers
 - (c) that Policy Advisory Groups should be retained, rather than Policy champions
 - (d) that area groupings should not be pursued at this time but the issue be kept under review
 - (e) that where possible "Cabinet" be used to refer to the whole executive
 - (f) that new issues of the constitution should include an alphabetical index and side dividers

Recommendations

30. Council is invited to agree the proposed amendments to the Constitution and other recommendations of the Constitution Review Working Party and delegate to the Chairman of the Working Party approval of consequential amendments and any necessary clarification of wording.
31. The intention is that new issues of the constitution will be presented to members at the Annual Council meeting.

Background Papers: reports to and minutes of the Constitution Review Working Party:

Contact Officer: Susan May, Democratic Services Officer
Telephone: (01223) 443016

**PART V, CODES AND PROTOCOLS
PETITIONS – PROCEDURAL GUIDANCE**

Definition

1. For the purposes of this procedural guidance, a petition is defined as a document embodying a formal written request for some form of action or the consideration of some matter by the Council.

Scope

2. Petitions must be relevant to some matter relating to which the District Council has powers or duties, or is of general concern affecting the district or part of the district, its Council Tax or National Non-domestic rate (NDR) payers.
3. Petitions relating to applications for a permission, consent or licence yet to be determined will be reported to the relevant regulatory committee with other responses to consultation.

Eligibility

4. The District Council will not accept petitions that are abusive or libellous; frivolous, vague or ambiguous; require the disclosure of confidential or exempt information or are otherwise considered to abuse the Council's powers, duties or obligations. It will not accept a petition, which is substantially the same as a petition, or public question, which has been put to a meeting during the preceding six months.
5. Petitions will not be admissible where the matter involves a right of appeal to the courts, a tribunal or a Government Minister. Employees should use existing grievance/appeal procedures on matters relating to terms and conditions of employment.
6. To be accepted by the District Council, a petition must bear at least 20 signatures of people who either live or work in the District unless the law otherwise provides.
7. The interpretation of the eligibility criteria by the Chief Executive, the Leader of the Council and the Chairman of the Scrutiny Committee shall be final.

Form

8. The petition shall clearly state the purpose for which it is submitted and shall be addressed to the District Council.
9. It shall contain the name, address and signature of each person who signed it. The name and address shall be in a legible format. It shall also specify a contact name and address.

Procedure

10. The petition, save those referred to at paragraph 3, shall be sent to the Chief Executive. If relevant, it may be copied to the local District Councillor/s.
11. The Chief Executive, the Leader of the Council and the Chairman of the Scrutiny Committee will consider the content and determine the proper forum for its presentation. If the subject matter relates to a particular locality, a copy of the petition will be sent to the local councillor/s, and if to a particular service, to the relevant Director
12. Acknowledgement of receipt of the petition will be sent no later than the working day following its receipt. Notice of the forum for presentation will be sent within 5 working days of its receipt.

13. A petition may be considered by full Council, Cabinet, Scrutiny Committee or an Advisory Group depending on the subject matter and the timing of relevant meetings. The meeting considering the petition may refer it to any other body of the Council for action.
14. Agenda for full Council will include a formal announcement of all petitions received under this procedural guidance since the last Council meeting.
15. The lead petitioner or nominee as identified on the petition will be invited to speak at the meeting at which it is presented for no more than five minutes and may be questioned by councillors for no more than five minutes. The period for questions may be extended at the discretion of the chairman. The petitioner is not entitled to take part in any debate on the matter but will be given the opportunity to give a 2-minute summation speech.
16. If it is intended that the petition will form supporting evidence to a public question to a meeting in accordance with the constitution, rather than being presented in its own
17. right, the rules and guidelines for public questions as set out in *the Council Rules of Procedure* shall be followed.
18. Following the relevant meeting, the lead petitioner will be advised of the Council's decision on the petition

PROCEDURE AT HEARINGS OF STANDARDS COMMITTEE OF
SOUTH CAMBRIDGESHIRE DISTRICT COUNCIL

1. Panels

- (1) The Standards Committee shall discharge its function of hearings by ad hoc Panels consisting of THREE members of the Committee
- (2) The membership of each Panel shall be chosen by the Chairman of the Standards Committee or, in the absence of the Chairman, the Vice-Chairman
- (3) There shall be no criteria for selection except as follows:
 - a. No one shall be chosen having any prejudicial interest or who has had any previous substantive connection with the matter
 - b. If the subject member is a parish councillor at least one member of the Panel shall, [so far as practicable]¹, be a Parish Member
 - c. At least one member of the Panel shall, so far as practicable, be an Independent Member
 - d. If neither Independent Member is selected, for whatever reason, then at least one member of the Panel shall, so far as practicable, be the Chairman or Vice-Chairman of the Standards Committee
 - e. All Panel members must have undergone appropriate training
- (4) The Chairmanship of the Panel shall normally be in order as follows: Independent Member, Chairman of the Standards Committee, Vice-Chairman of the Standards Committee. Where circumstances require the Panel to agree a different priority, it shall be entirely a matter for the Panel members to agree amongst themselves

2. Representation

- (1) any member who is the subject of a report or reference being considered by the standards committee (called the 'subject member') shall be given an opportunity to present evidence in support of his case and shall be given the opportunity to make representations at the hearing –
 - (i) either orally or, if he so chooses, in writing; and
 - (ii) either himself or, if he so chooses, through any representative appointed by him pursuant to paragraph (2).
- (2) Any subject member may be represented by counsel, by a solicitor or, with the prior consent of the Chairman of the Panel, by any person whom he wishes to represent him.

3. Witnesses

- (1) The Panel may arrange for the attendance at a hearing of such witnesses as it deems appropriate.

¹ At present, the requirement for a Parish Member to be included is absolute where a Parish Councillor is the subject member. This may present problems if there will have been any previous substantive involvement by **both** of the two Parish Members unless all the parties agree one, at least, may sit.

- (2) Subject to paragraph (3), a subject member may arrange for the attendance at that hearing of such witnesses as he wishes.
- (3) The Panel may place a limit on the number of witnesses a member may call if it is of the view that the number the member proposes to call is unreasonable.

3. **Order of Business**

- (1) All relevant parties, including the Monitoring Officer, the subject member and the Ethical Standards Officer (if any), and their representatives (if any) should be present in the meeting room before the start of the hearing. The Panel Members will then be brought into the room by the Clerk or the legal adviser to the Panel. To avoid the appearance of bias, the Panel should not as a matter of practice remain in the hearing room in the presence only of one of the parties except for purely administrative purposes.
- (2) The order of business at the Meeting shall be as follows:
 - a. introduction of the Panel, the legal adviser to the Panel², the Monitoring Officer and the subject member and any representative of the subject member;
 - b. declarations of interest;
 - c. representations from the Monitoring Officer and the subject member as to reasons why the Panel should exclude the press and public and determination by the Panel as to whether to exclude the press and public – [see Appendix 2](#);

[The procedure until paragraph k. shall consider only if the subject member has acted in breach of the relevant code of conduct].

- d. presentation by the subject member. The subject member may introduce witnesses required to substantiate any matter contained in his/her written statement in response. Members of the Panel may question the subject member and any witness on their evidence. There shall be no cross-examination by the subject member, but the Monitoring Officer may request the Chairman of the Meeting to direct appropriate questions to the subject member or to any witness whom the subject member has introduced.¹
- e. Where the subject member seeks to dispute any matter in the Monitoring Officer's report which he/she had not given notice of intention to dispute in his/her written statement in response, the Monitoring Officer shall draw this to the attention of the Panel. The Panel may then decide:
 - i. not to admit such dispute but to proceed to a decision on the basis of the information contained in the Monitoring Officer's report;
 - i. to admit the dispute, but invite the Monitoring Officer to respond thereto, recalling any witness as necessary; or
 - ii. to adjourn the meeting to enable the Monitoring Officer to investigate and report on the dispute and/or to arrange for the attendance of appropriate witnesses as to the disputed information ;
- f. presentation by the Monitoring Officer of his/her report, including any reference by an Ethical Standards Officer. The Monitoring Officer may introduce any witnesses relevant to any matter contained in that report which the subject member has disputed in his/her written statement in response. Members of the Panel may question the Monitoring Officer and any witness on their evidence. There shall be no cross-examination by the subject member, but the subject member may request the Chairman of the Panel to direct

² The function of providing independent legal advice to the Panel is quite distinct from the investigatory and reporting function of the Monitoring Officer, and accordingly the Panel will require legal advice independent of the Monitoring Officer. It shall be the normal practice for a principal legal officer, even if that individual may be the deputy Monitoring Officer, to advise the Panel and to sit with the Clerk, provided he or she has taken no other substantive part in the matter at the hearing or any preliminary stage.

appropriate questions to the Monitoring Officer or to any witness whom the Monitoring Officer has introduced;¹

- g. at the conclusion of the presentation by the subject member, the Chairman shall ask the Monitoring Officer whether there was any matter raised during the course of that presentation which was not raised in the subject member's written statement in response. The Monitoring Officer may then respond to any such new matter, or may request the Panel to adjourn to enable him/her to investigate and report on that new matter and /or to secure the attendance of witnesses as to the new matter;
- h. the Panel is required to come to a decision as to whether the subject member acted in breach of the relevant code of conduct. Accordingly, they have to satisfy themselves that they have sufficient information upon which to take that decision, and they may question the Monitoring Officer, the subject member and any witness in order to obtain sufficient information to enable the Panel to come to a decision on this issue;
- i. at the conclusion of the presentations of the Monitoring Officer and of the subject member and any questions from the members of the Panel, the members of the Panel will adjourn into another room (or may ask all others present to leave the hearing room) where they will consider in private session whether the member has acted in breach of the relevant code of conduct. At any stage in their consideration they may return (or invite the others to return to the hearing room) to ask any further questions of the Monitoring Officer or the subject member or to seek legal advice;
- j. the Panel may at any time seek legal advice from its legal adviser. Such advice will on all occasions be given in the presence of the Monitoring Officer and the subject member; the legal adviser may, if requested by the Chairman, assist the Panel, in private, only in the formulation of its reasons but will tell the Clerk, the subject member and the Monitoring Officer beforehand;
- k. at the conclusion of their consideration, the Panel will return (or invite the others to return to the hearing room) and the Chairman will advise the Monitoring Officer and the subject member of their decision as to whether or not the subject member has acted in breach of the relevant code of conduct, and the reasons for that decision [[Paragraph 4 of Part I of the Procedures](#) applies];

[The procedure hereafter applies if a breach of relevant code of conduct has been found].

¹ i.e. all questioning of witnesses of the other party will be through the Chairman, reflecting the fact that, notwithstanding the use of terms like 'witnesses' 'breach' and 'evidence', the proceedings are essentially investigatory and not litigious.

Article 12
Officers

12.01 **Management Structure**

- (a) **General.** The full Council may engage such staff (referred to as officers) as it considers necessary to carry out its functions.
- (b) **Chief Officers.** The full Council will engage persons for the following posts, who will be designated Chief Officers:

Post	Functions and areas of responsibility
Chief Executive (and Head of Paid Service)	<p>Overall corporate management and operational responsibility (including overall management responsibility for all officers)</p> <p>Departmental management and operational responsibility for the following service areas:</p> <p><u>Corporate Policy; Best Value; Public Relations/Information; Reception; Sustainability; Electoral Registration and Review; Community Strategy; Community Partnerships/Development; Arts Development; Sports Development; Community Safety; Milton Country Park; Travellers' Services</u></p> <p>Provision of professional advice to all parties in the decision making process.</p> <p>Together with the monitoring officer, responsibility for reviewing the constitution.</p> <p>Representing the Council on partnership and external bodies (as required by statute or the Council).</p>
Finance and Resources Director (and Chief Finance Officer)	<p>Departmental management and operational responsibility for the following service areas:</p> <p><u>Financial Administration; Accountancy; Collection of Revenues (Council Tax, Non-Domestic Rates, Rents and Other Debts); Housing and Council Tax Benefit; Site Management; Postal Services; Printing Services; e-Government; Exchequer; Payroll; Internal Audit; Library; Human Resources; Legal Services; Local Land Charges; Democratic Services.</u></p> <p><u>Together with the monitoring officer, responsibility for a system of record keeping for all the Council's decisions.</u></p> <p>Statutory responsibilities of chief finance officer set out in 12.04 below</p>
<u>Development Services Director</u>	<p>Departmental management and operational responsibility for the following service areas:</p> <p><u>Development Control; Local Plans/Local Development Framework; Land Use; Transport and Economic Development; Building Control; Conservation of Built and Natural Environment; Listed Building Grants; Street Naming and Numbering; Housing Development; Travellers Sites</u></p>

<p>Housing and <u>Environmental Services</u> Director*</p>	<p>Departmental management and operational responsibility for the following service areas:</p>
	<p><u>Housing Management (Shire Homes); Housing Aid and Advice; Home Improvement Agency; Right to Buy; Lands; Contracted Building Repairs, Grounds Maintenance, Waste Collection, Vehicle Maintenance, Taxi and Private Hire Car Inspection and Miscellaneous Direct Services in support of other Council functions;</u></p>
	<p>All Council's Licensing Functions; Environmental Health and Services including Dog Warden Service, Pest Control Service; Street Cleansing; Street Lighting; Swavesey By-Ways; Awarded Watercourses; Waste Management and Re-Cycling; Pollution Control</p>

*See Part 3, table 4 for delegated powers specifically given to the Chief Environmental Health Officer by virtue of his qualifications and expertise.

12.08 **General Delegated Powers and Proper Officer Responsibilities** [repeated in [Delegation Rules](#)]

- (a) All Chief Officers shall have full power to do all such things and exercise all such discretions within their respective functions and areas of responsibility as set out in Article [12.01](#)(b) above in relation to all operational matters, subject strictly to the [Delegation Rules](#) in [Part 4](#). These powers, though described in general terms, are intended to allow Chief Officers freedom of operational management, within service areas, within policy and within budget. *Where there is doubt as to whether a power exists or existed, the Chief Executive shall, after consulting any members of the Executive or any relevant Chairmen of Committees, advise and may certify in writing accordingly. Such certificate shall be conclusive for all purposes.*
- (b) Any limit or restriction upon the general delegated powers under paragraph 3.3 of the [Delegation Rules](#) shall be reported to the Council and recorded by the proper officer [paragraph 4, *ibid*]. In this paragraph and in all the [Part 4](#) Rules relating to committee, executive and Council administration, reference to the 'proper officer' shall mean the Chief Executive or such suitably experienced senior officer as the Chief Executive shall appoint
- (c) Unless otherwise provided by law or in this constitution, each Chief Officer, within his or her respective functions and areas of responsibility set out in Article [12.01](#)(b), shall also be the respective 'proper officer' in all cases where statute or regulation requires or provides for the Council to appoint a 'proper officer' but any Chief Officer may delegate any such responsibility to a suitably experienced senior officer
- (d) All proper officer appointments not already set out in this constitution, other than general appointment under paragraph (c) above, whether of, or under delegation by, any Chief Officer, shall be recorded by the Chief Executive and that record shall be kept up to date and available for inspection in the same manner as the scheme of delegations of powers.

RESPONSIBILITY FOR COUNCIL FUNCTIONSEmployment Committee

Functions	Delegation of Functions
Disciplinary and Grievance Procedures	Ad hoc panel of 3 councillors chosen by the chairman of the committee <u>or the vice-chairman in the absence of the chairman</u> from the members of the committee (Appeals Panel)
Recommend to Council appointment of Chief Executive/Head of Paid Service	Ad hoc panel of <u>no more than</u> 5 councillors. <u>The Leader</u> and the Resources and Staffing Portfolio Holder shall be included and the remaining members chosen from members of the committee by the chairman of the committee, <u>or the vice-chairman in the absence of the chairman. So far as circumstances allow, the chairman shall involve the Cabinet and relevant group(s) of members in the selection process.</u>
Appoint Chief Officers and Deputy Chief Officers, other than the Chief Executive/Head of Paid Service	Ad hoc panel of no more than 5 councillors. The Resources and Staffing Portfolio Holder and other relevant portfolio holder(s) shall be included and the remaining members chosen from members of the committee by the chairman of the committee, <u>or the vice-chairman in the absence of the chairman. So far as circumstances allow, the chairman shall involve relevant group(s) of members in the selection process.</u>

Responsibility for Executive Functions

Additional paragraph:

Every Portfolio Holder shall have full power to take executive decisions on any matter within his or her portfolio responsibility, except as may be referred by him or her to the Executive or reserved to it by the Executive. Part 3 of this constitution sets out the responsibility of Council functions and Tables 3A and 3B those of the Executive. Those Tables set out in some detail which functions are presently reserved to the Executive as a whole and which are delegated to portfolio holders. Where no reference is specifically made in Table 3B to any function of executive discretion, it shall be within the power of the relevant portfolio holder to determine any matter or thing within the ambit of the respective portfolio but subject to the following overall criteria which shall also apply to those functions specifically delegated:

- Where the function involves more than one portfolio, all relevant portfolio holders shall come together for a decision, and in default of agreement, the matter shall be referred to the Executive for decision
- If the portfolio holder(s) think(s) the matter in question is of such a significance that the Executive should decide the matter, it should be referred to the Executive accordingly
- If the Portfolio holder is in any doubt as to whether any matter properly falls within his, her or another portfolio holder's or other portfolio holders' functional responsibility or whether the matter is of such significance that the Executive should determine the matter, the Leader shall rule accordingly (after consulting any persons the Leader may wish to consult) and such ruling shall be conclusive)

TABLE 3A

Service	Portfolio	Cross Cutting Corporate Objective
Financial and HR Management Commercial Services Land (Non-Housing) and Buildings Council Tax and Benefits/ Rent Collection Support Services (Legal, Audit; Land Charges; Property Sales etc) Equal Opportunities as .Employer	Resources and Staffing	A quality workforce
Decision Making (including Elections)/Participation Policy, Research and Consultation Media and Information ICT Strategy Customer Services Equal Opportunities in Service Delivery	Information and Customer Services	Quality, affordable services meeting people's needs
<u>Conservation Policy</u>	Conservation*	
Environmental Health/Pollution Street Cleaning Waste Management/Recycling Personal Health Land Drainage Licensing Policy and Service	Environmental Health	Health (co2)
Housing Strategy and Services Housing grants Housing Land Homelessness	Housing	Village Character and Environment (co1)
Planning Policy and Service Transport/Car Parks Building Control Policy and Service Economic Development/ Business Partnerships Development Control Service	Planning and Economic Development*	
<u>Conservation Policy</u> Sustainability Community Strategy/Community Partnerships Rural Policy Anti Poverty Tourism	Conservation, Sustainability and Community Planning	Community Life (co1) Sustainability (co4)
Community Development Travellers Community Safety Leisure Milton Country Park	Community Development	Community Life (co1)

Notes on Table 3A :-

- ◆ Joint arrangements: The executive is also responsible for discharging the Council's functions of the following and reporting their activities to the Council:-
 - (a) **South Cambridgeshire Environment and Transport Area Joint Committee** and for the appointment of executive members to that Joint Committee, one of whom shall be the Planning and Economic Development portfolio holder;
 - (b) **Cambridge City and South Cambridgeshire Joint Strategic Forum** and for the appointment of executive members to that Forum

- (c) **Cambridgeshire Councils' Association** and for the appointment of executive members to that Forum
- (d) **Crime and Disorder Partnership Group** and for the appointment of executive members to that Forum

Table 3B: EXECUTIVE FUNCTIONS

For decision by the whole Cabinet

For decision by Portfolio Holders

Staffing Matters	
To approve the Annual Workforce Plan (for recommendation to Council <u>To approve the service Continuous Improvement Plans (for recommendation to Council)</u>	<u>Resources and Staffing PFH to determine responsibilities and gradings/scales of new posts arising from Council approval of bids under Continuous Improvement Plans</u>
Financial Matters	
In place of existing reference to virement: <u>To approve virement where the affected PFHs have not agreed</u>	<u>Relevant PFHs to approve virement across 2 or more portfolios (with the Finance and Resources Director). See Rule 5, Budget and Policy Framework</u>
<u>To approve carry forward of uncommitted balances on reserve account for grants over 2 years old</u>	<u>To approve carry forward of uncommitted balances on reserve account for grants under 2 years old</u>
Grants	
Approve statutory or non-statutory grants, guarantees <u>or loans</u> above level <u>2 3</u>	to approve non-statutory grants, or guarantees <u>or loans</u> above level 1 up to and including level <u>2 3.....</u>
Conferences/Appointments	
To approve the attendance of Members at residential conferences or external training events over and above those which portfolio holders or the Leader may approve	Portfolio holders may attend <u>up to one residential and any number of non-residential such</u> courses or conferences as they see fit where these are funded from their own portfolio budget. <u>per year without approval by the Executive. This restriction does not apply to the Leader who may attend any number of such conferences or courses as required, subject to budget availability. and does not include attendance at the annual conference of the Local Government Association</u>
Resources and Staffing PFH	
To approve relevant strategies... Workforce Plan	
To recommend the Council Tax base to Council	
Approve arrangements for provision of external audit and audit plan	
Information & Customer Services	
Approve arrangements for member training and support	<u>To approve arrangements for member training and support (including IT support), together with approval of attendance of members at conferences or external training events beyond those allowed for portfolio holders and the</u>

	<u>Leader, where funded from the Democratic Representation budget</u>
Recommend changes to number of parish councillors to Council	
Consider changes to parish boundaries and make recommendations to Council	
Conservation	
Approve Conservation Management Plan	<u>Approve Conservation Management Plan</u>
Approve programme of Conservation Area Appraisals	<u>Approve programme of Conservation Area Appraisals</u>
Recommend to Council designation of Conservation Areas or supplementary planning guidance	<u>To recommend Conservation Area designation and agree supplementary planning guidance (e.g. Village Appraisal) where 1 parish only affected</u>
Environmental Health	
Approve Air Quality Strategy and declaration of Air Quality Management Areas	<u>To approve Air Quality Strategy and declaration of Air Quality Management Areas</u>
Recommend Swavesey Byways Rate to Council	
Housing	
Approve changes to and variations of Conditions of Tenancy	<u>To approve changes to and variations of Conditions of Tenancy</u>
76 To approve or refused freehold or leasehold disposal.....<i>Director of Housing and Community Environmental Services...</i>	
	To approve in-year changes to the Housing Capital programme and allocation of LASHG to specific schemes....
Planning and Economic Development	
Approval of Supplementary Planning Guidance	<u>To approve Supplementary Planning Guidance where 1 parish only is affected</u>

Notes to Grants:

Chief Officers have delegated powers to approve non-statutory grants up to Level 1 and to approve statutory grants up to and including Level 2 3.

[Delete reference to LASHG and examples of types of grant]

10. QUESTIONS BY THE PUBLIC**10.1 General**

At the discretion of the Chairman, members of the public may ask questions of ~~members of the executive~~ any member at ordinary meetings of the Council. A standard protocol to be observed by questioners is given in the footnote below.³

10.2 Order of questions

Questions will be asked in the order notice of them was received, except that the chairman may group together similar questions.

10.3 Notice of questions

A question may only be asked if notice has been given by delivering it in writing or by electronic mail to the proper officer no later than midday ~~5~~ 6 days before the day of the meeting. Each question must give the name and address of the questioner ~~and must name the member of the Council to whom it is to be put.~~ The chairman may permit a question to be asked if shorter notice is given. If a substantive answer cannot be given at the meeting the chairman may refer the question to any other body of the Council or for a written response by the relevant member or Chief Officer.

10.4 Number of questions

At any one meeting no person may submit more than one question but one supplementary question may also be asked. More than one question shall not be submitted on behalf of any organisation.

10.5 Scope of questions

The proper officer may reject a question if it:

- is not about a matter for which the local authority has a responsibility or which affects the district;
- is defamatory, frivolous or offensive;
- is substantially the same as a question which has been put at a meeting of the Council in the past six months; or
- requires the disclosure of confidential or exempt information.

³ 1. Questioners will not be permitted to raise the competence or performance of a Councillor or officer, nor any matter involving exempt information or normally considered 'confidential'. Questioners cannot make any abusive or defamatory comments.

2. Each questioner must make it clear whether he or she is speaking as a private individual or as a representative of an organisation.

3. If any clarification of what the questioner has said is required, the chairman will have the discretion to allow Councillors to ask questions.

4. The questioner will not be permitted to participate in subsequent discussion and will not be entitled to vote.

5. The chairman will decide when and what time will be set aside for questions depending on the amount of business on the agenda for the meeting. Normally questions will be dealt with as the first substantive item of the meeting. A maximum of ten minutes will be allowed for public questions on any specific agenda item.

6. Individual questioners, to set the scene for their questions, will be permitted to speak for a maximum of three minutes.

10.6 **Record of questions**

The proper officer will keep a record of submitted questions open to public inspection and will immediately send a copy of the question to the member to whom it is to be put. Rejected questions will include reasons for rejection.

10.7 **Asking the question at the meeting**

The chairman will invite the questioner to put the ~~question to the member named in the notice.~~ If a questioner who has submitted a written question is unable to be present, they may ask the chairman to put the question on their behalf. The chairman may ask the question the questioner's behalf, indicate that a written reply will be given or decide, in the absence of the questioner, that the question will not be dealt with.

10.8 **Supplemental question**

A questioner who has put a question in person may also put one supplementary question without notice to the member who has replied to his or her original question. A supplementary question must arise directly out of the original question or the reply. The chairman may reject a supplementary question on any of the grounds in Rule 10.5 above.

10.9 **Written answers**

Any question which cannot be dealt with during public question time, either because of lack of time or because of the non-attendance of the member to whom it was to be put, will be dealt with by a written answer.

10.10 **Reference of question to the executive or a committee**

Where a question is not recorded in the agenda of a meeting, no discussion shall take place unless the provisions of urgency apply. Where a question is recorded in the agenda, no discussion will take place unless the chairman decides otherwise. However, any member may move that a matter raised by a question be referred to the executive or the appropriate committee or sub-committee. Once seconded, such a motion will be voted on without discussion.

Delegation Rules**Additional Rule 1.3.3**

Every Portfolio Holder shall have full power to take executive decisions on any matter within his or her portfolio responsibility, except as may be referred by him or her to the Executive or reserved to it by the Executive. Part 3 of this constitution sets out the responsibility of Council functions and Tables 3A and 3B those of the Executive. Those Tables set out in some detail which functions are presently reserved to the Executive as a whole and which are delegated to portfolio holders. Where no reference is specifically made in Table 3B to any function of executive discretion, it shall be within the power of the relevant portfolio holder to determine any matter or thing within the ambit of the respective portfolio but subject to the following overall criteria which shall also apply to those functions specifically delegated:

- Where the function involves more than one portfolio, all relevant portfolio holders shall come together for a decision, and in default of agreement, the matter shall be referred to the Executive for decision
- If the portfolio holder(s) think(s) the matter in question is of such a significance that the Executive should decide the matter, it should be referred to the Executive accordingly
- If the Portfolio holder is in any doubt as to whether any matter properly falls within his, her or another portfolio holder's or other portfolio holders' functional responsibility or whether the matter is of such significance that the Executive should determine the matter, the Leader shall rule accordingly (after consulting any persons the Leader may wish to consult) and such ruling shall be conclusive)

Addition to Rule 6.0(a) (General Delegated Powers and Proper Officer Responsibilities)

Where there is doubt as to whether a power exists or existed, the Chief Executive shall, after consulting any members of the Executive or any relevant Chairmen of Committees, advise and may certify in writing accordingly. Such certificate shall be conclusive for all purposes.

ROLE PROFILE FOR COUNCILLORS

Purposes

1. To participate constructively in the good governance of the area.
2. To contribute positively to the formation and scrutiny of the Council's policies, budget, strategy and service delivery.
3. To represent effectively the interests of the Ward for which the councillor was elected, and deal with constituents' enquiries and representations.
4. To champion local causes.
5. To represent the Council on any outside body to which the councillor is appointed.
6. To represent the Council to the community and the community to the Council, promoting good working relationships with relevant parish councils.
7. To assist where possible individual constituents in their dealings with the Council.
8. To develop and maintain a working knowledge of the Council's services, management arrangements, powers/duties and constraints.
9. To develop good working relationships with relevant officers of the Council.
10. To encourage community participation in the government of the area.
11. To participate where appropriate in any consultative processes with the community and with other organisations.

**FOURTH SIX MONTHLY SCRUTINY AND OVERVIEW COMMITTEE REPORT TO
COUNCIL 20TH APRIL 2004**

1.0 PURPOSE OF THE REPORT

- 1.1 The Constitution requires the Scrutiny Committee to “report twice a year to full Council on its current programme of scrutiny performance review and the performance of the Executive based on the Best Value Performance Plan (BVPP) or other objective criteria, and confirm its scrutiny and performance review programme”.
- 1.2 This is the fourth six-monthly report and covers the period from November 2003 to April 2004.
- 1.3 The report:
- a) Summarises the issues considered by the Committee
 - b) Suggests options for improving the effectiveness of Scrutiny Committee
 - c) Comments on the overall effectiveness of the Cabinet and Council

2.0 THE ISSUES CONSIDERED BY THE COMMITTEE

2.1 Public Questions

- 2.1.1 Public questions have been heard on two subjects:

High Court Appeal: Planning Permission 307 Huntingdon Road

- 2.1.2 Background: The Council were being asked by representatives of X-Cape to help fund the High Court Appeal of the decision taken by the ODPM to overrule the verdict of the inspector and the District Council and allow planning permission for a primate laboratory at 307 Huntingdon Road on the grounds of “national interest”.

- 2.1.3 Outcome: This issue was passed to the Chairman of the Development and Conservation Control Committee who was responsible for the decision. However, days after the meeting Cambridge University announced that they would not be developing 307 Huntingdon Road due to a lack of funds. On the suggestion of the Chairman of Scrutiny and Overview, Council agreed to write to the Office of the Deputy Prime Minister asking for a definition of “national interest”, generally and in the context of 307 Huntingdon Road.

Green Box Collection of Recyclable Waste

- 2.1.4 Background: Residents and parish councils from villages in the West of the District requested an explanation for the late collection of their green boxes after Christmas and asked for assurances that this would not reoccur in the future.

- 2.1.5 Outcome: Representatives from Cleanaway offered to attend Parish Council meetings to explain why collections had been delayed over the Christmas period and they also volunteered to write a short article for the various parish magazines. Cleanaway have been provided with the relevant contact information and the communication issue is under discussion by our Information Section and Environmental Health Department.

2.2 External Scrutiny

Arts Council England, East – Rural Touring

2.2.1 **Background:** On 12th February 2004 the Committee discussed a report on Arts Council England, East (ACE) and the effect their change in funding policy would have on the Arts in Cambs on Tour(ACT).

2.2.2 **Outcome:** As a result the Committee:

- wrote a letter to ACE asking them to explain their new funding policy. A response was received and is being considered by the Chairman.
- Recommended that an Advisory Group be set up to discuss the next District Arts Strategy 2005-2010. A report will be sent to Cabinet in the near future.
- Recommended that a letter be sent to the other local authorities who were part of the partnership project that formed ACT, to obtain their views regarding funding. No responses have been received yet.

Update on the Council's Occupational Therapy (OT) Referral Process

2.2.3 On 20th November 2003 the Committee were given an update on the Council's OT referral process. The Committee recommended that funding be agreed for the Council's Occupational Therapist. Cabinet concurred with this recommendation and Council agreed to fund the post.

Presentation on the Disability Discrimination Act

2.2.4 On 20th November 2003 the Committee heard a presentation on the Disability Discrimination Act. Members were informed of the responsibilities of the local authorities and businesses within the District. It was noted that there were nearly 20,000 disabled people in South Cambridgeshire.

2.3 Other Ongoing Issues

Section 106 Agreement at Cambourne

2.3.1 **Background:** The Cambourne Section 106 Agreement bound the developers to provide a range of facilities by the occupation of 1,000 houses. On 20th November 2003 the Committee heard a verbal report on a meeting with developers regarding the provision of ten facilities that were guaranteed under the Section 106 agreement but were yet to be provided.

2.3.2 **Outcome:** The Committee fully endorsed the officer decision to withhold planning permission and approvals of details of reserved matters for market housing in Cambourne until completion or substantial progress was made on the facilities promised under the Section 106 Agreement. The Committee recommended that the Development and Conservation Control Committee decide all future decisions on permissions and approvals at Cambourne. This was agreed by the Development and Conservation Control Committee, which now reviews this on a monthly basis.

Advice on Section 106 Agreements

2.3.3 **Background:** In follow up to public questions received from Caldecote Parish Council discussed in October, the Committee asked the Head of Legal Services to provide advice to parish councils on Section 106 Agreements. He

produced a document which was discussed by the Committee on 11th March 2004.

- 2.3.4 **Outcome:** The Committee agreed that the Grounds Maintenance Task and Finish Group address the issue of advising parish councils on Section 106 Agreements, in particular the issue of preparing a “plain English” version of the “Note in Respect of Proposed Section 106 Agreements”, which should include references to the legally worded original.

Update Reports on Staff Sickness and Staff Turnover

- 2.3.5 **Background:** The Committee has monitored staff sickness and turnover regularly since November 2002 as they relate to two Performance Indicators which the Council has been underperforming in. The Committee last discussed these issues at its meeting in January to monitor progress made.
- 2.3.6 **Outcome:** It was noted that there had been an improvement in staff turnover, with a decrease in the number of staff leaving the Council. A feasibility study into immunisation jabs for staff was requested. The meeting on 22nd January 2004 recommended that the Resources and Staffing portfolio holder authorise the offering of flu jabs for staff in time for the winter of 2004/05. As a result the portfolio holder agreed in March that all staff should be offered flu inoculations for the winter of 2004/05.

New Waste Collection Scheme

- 2.3.7 **Background:** The Council implemented a new waste collection scheme, switching from the use of bags to wheeled bins, in late summer 2003 and this Committee continues to monitor the impressive progress made.
- 2.3.8 **Outcome:** The Committee received a detailed verbal report on 22nd January 2004, which highlighted the achievements of the scheme, the way in which complaints are dealt with and the prospects for extra recycling in the future. The Committee will play a part in the formal review of the new scheme later in 2004.

Meeting Dates of the Committee

- 2.3.9 **Background:** It was noted that it would be easier to inform public and partners when the Council’s monthly meetings would be if they were on a set day each month.
- 2.3.10 **Outcome:** The Committee decided to meet on the third Thursday in every month for the municipal year 2004/05. Cabinet will meet on the second Thursday and Council on the fourth Thursday. This should make it easier for Members, Officers, the public and all stakeholders to remember when these meetings will be held.

Scrutiny and Overview Handbook

- 2.3.11 **Background:** The Committee amended two drafts of the Scrutiny Handbook designed to give members a brief guide to the workings of the Committee.
- 2.3.12 **Outcome:** The Committee formally agreed the Scrutiny Handbook, which has been circulated to all Members and will form part of the induction pack for new members elected in June 2004.

3.0 SCRUTINY TRAINING

- 3.1.1 The Committee commissioned Mike Mosley, the Deputy Chief Executive of the East of England Regional Assembly, to analyse the Committee's performance on 18th December. This report was discussed at the meeting on 22nd January 2004. His main criticisms and the Committee response to them are highlighted below.

The Size of the Agenda

- 3.1.2 Comment from Mr Mosley: The agenda needed to be more concise and the reports were too long.
- 3.1.3 Response from Committee: So far the number of pages for agendas in 2004 have been less than the number in December's meeting. There has been an effort to keep reports focused. This includes progress reports on the implementation of Best Value Reviews, which had been directly criticised by Mr Mosley.

The Focus of the Agenda

- 3.1.4 Comment from Mr Mosley: The agenda was not linked to the Council's Priorities and the origin of reports was unclear.
- 3.1.5 Response from Committee: The agenda front page now depicts the relevancy of the reports to the Council's corporate objectives, annual priorities and performance indicators. The front page also shows who requested the report and when. This allows the Committee to focus on issues relevant to the Council.

Setting Up of Sub-Groups

- 3.1.6 Comment from Mr Mosley: The Committee should consider delegating minor issues to sub-committees or working groups.
- 3.1.7 Response from Committee: The Committee has set up its first Task Group to discuss the issue of Grounds Maintenance, which sent out a questionnaire to all 102 Parish Councils. So far 48 responses have been received and are being analysed by the Group, which will report to the Committee on 15th April.

Operating Under the New Political Structures

- 3.1.8 Comment from Mr Mosley: The Committee still debated issues as if the Council was under the old Committee system.
- 3.1.9 Response from the Committee: The Chairman insists Members put questions to interviewees, rather than making statements. It is possible that developing a report template for the Committee could help to further address this problem.

4.0 BEST VALUE REVIEWS

- 4.1 On 29th May 2003 the Committee agreed it should receive progress reports on Best Value reviews from the relevant Lead Officer 12 months after the conclusion of the review. The following progress reports were received in the last six months:
- Update Report On Land Charges Best Value Review
 - Update Report On The Community Safety Best Value Review
 - Implementation Of The Sustainability Best Value Review

- 4.2 The Committee received a report on the Access to Services Best Value Review on 20th November 2003. This review recommended that the 2004/05 budget include provision for the following:
- A Website Development Officer.
 - A Customer Services Manager.
 - Joint work with the Local Strategic Partnership to develop customer services.

5.0 PROGRESS BEING MADE BY THE EXECUTIVE

- 5.1 The Scrutiny Committee aims to make constructive and objective comments on the effectiveness of the Executive by playing the role of “critical friend”.

5.2 Call-Ins

- 5.2.1 No call-ins have been made during this six month period. However, the issue of awarding grants for children’s play equipment was discussed by the Committee as a result of Councillors expressing an interest in calling in a decision made by the portfolio holder for Community Development. The play equipment issue was fully discussed and the Committee decided, on a split vote, not to ask the portfolio holder to review the current policy.

5.3 Scrutinising the Budget

- 5.3.1 Background: The Review of the Continuous Improvement Plans (CIPs) took place on 27th November 2003 and a discussion on the Revenue and Capital Estimates took place on 12th February 2004.
- 5.3.2 Outcome: Although much useful information was forthcoming the Committee failed to exercise any real influence over Cabinet’s subsequent decisions. This is because Management Team completely changed the process regarding recommendations from Scrutiny to Cabinet. This undermined the scrutiny process and steps need to be taken to ensure this does not reoccur.
- 5.3.3 The rise in the cost of recharges to the portfolio holders’ budgets made it difficult to ascertain where savings had been made. As a result the Committee received a report on the recharging of staffing and central overhead account (including IT costs) to the portfolio budgets at its meeting on 4th March. The Committee recommended training to all members.
- 5.3.4 Suggestions for Improvement: The scrutiny of the budgetary process has come in for criticism. The Committee might wish to consider setting up a sub-Group to review this process and report back to the Committee.

5.4 Advisory Groups

- 5.4.1 Background: The Committee understands that Advisory Groups carry out reviews of policy at the Council. However, concern has been expressed at the refusal by portfolio holders to set up Advisory Groups at the request of the Committee.

- 5.4.2 Suggestions for Improvement: The Committee notes that it has the power to set up sub-Groups, but there are concerns regarding clarity of aims and responsibilities if Scrutiny and Overview Sub-Groups carry out the same work as Advisory Groups.

5.5 Members of Cabinet

- 5.5.1 Background: Since its inception in May 2001 only 9 Councillors have filled the 8 posts in the Cabinet. There is concern that the gap between executive and non-executive members is growing and the Council will experience difficulties in replacing members of the executive.
- 5.5.2 Suggestions for Improvement: Non-executive members should be encouraged to attend meetings of Cabinet. All members should work together to ensure that non-executive members attend portfolio holder meetings.

6.0 MONITORING OF COUNCIL PRIORITIES

6.1 Priority Performance Indicator

- 6.1.1 The Council's priority performance indicators are listed in Appendix A. It is predicted that the Council will fail to achieve 6 out of the 14 targets for these PIs. The Committee gives serious consideration to analysing these failures at future meetings as it has done over the last two years and a summary of the Committee's previous discussions is included in the final column.
- 6.1.2 Out of the 14 priority PIs the Council has improved in 7 has stayed the same in 4 and got worse in only 1. There was no prior data for 2 priority PIs as they were both new for 2003/04. Overall the Council's performance is improving.

6.2 Annual Priorities

- 6.2.1 Progress made on the Council's 10 Annual Priorities is listed in Appendix B. Although key milestones are being met in most areas, the Council have failed to deliver on the following pledges:
- The New Planning System, which was planned for March 2004 will not be implemented until early 2005
 - The new elections system has been delayed, although this will not affect the elections in June 2004
 - Additional highways work has further delayed final agreement on the Cambridge Northern Fringe master plan. This work will take 6 months
 - Delay in the implementation of the Community Strategy for Climate Change
- 6.2.2 However, it is expected the Council will achieve all 10 annual priorities by year end or shortly after. This is a considerable achievement considering the amount of work involved.

6.3 Performance Indicators Online

- 6.3.1 From July 2004 the Performance Indicator Management and Monitoring System (PIMMS) will be entered onto the Council's web site. This will allow

officers, members and the public to examine the Council's performance across the services and so will aid the scrutiny process.

7.0 CONCLUSION

- 7.1 The Scrutiny Committee has now been in place for almost two years and continues to make progress. It was clear from the Scrutiny Training held on 16th October 2003 that many of the non-executive members felt disempowered. The Scrutiny and Overview Committee has an integral part to play in empowering non-executive members and this can only be achieved by generating a more effective working relationship with the executive, where the roles of the Committee, Cabinet and portfolio holders are accepted and understood by all.
- 7.2 The executive cannot possibly examine all the relevant information to the decisions they take and the Committee should aim to back-up their recommendations with incontrovertible facts. It is imperative that the Committee is able to sway the opinion of the executive, but so far there has been little evidence of this.
- 7.3 The discussion of CIP bids and the Review and Capital Estimates needs to be reviewed. The Committee spent the majority of two meetings on these two issues but there is no evidence that any of the recommendations by the Committee influenced the debates at Cabinet and Council.
- 7.4 Cabinet discussion can be meandering and repetitive. More structure needs to be brought to the meetings.

Councillor Sebastian Kindersley
Chairman, Scrutiny and Overview Committee

THE 14 PRIORITY 2003/2004 PERFORMANCE INDICATOR TARGETS

#	Description	Last Year 02/03		Current Year 03/04		Extra Information		
		Target	Actual	Target	End of year estimate	Reasons why target will not be achieved	Remedial Action	Discussed by the Committee this Municipal Year?
BV 183i	Average weeks in B&B of households, which include dependent children or a pregnant woman and which are unintentionally homeless and in priority need.	3	5	3	5	This PI relates to those families leaving temporary accommodation that previously spent some time in B&B. It is therefore a historical figure, which we are unable to affect. Recent evidence suggests that the target was too ambitious, although the trend is one of improvement. The Continuous Improvement Plan (CIP) bid for an additional officer was refused.	It is expected that the more realistic targets of 2005/06 will be achieved.	27 th November the Committee recommended that Cabinet reject the CIP bid for an additional officer. It was suggested that internal reorganisation could produce the hours necessary for the post.
BV 183ii	Average weeks in hostels of households, which include dependent children or a pregnant woman and which are unintentionally homeless and in priority need.	26	36	26	36	There has been no significant improvement in this PI. A CIP bid for an additional officer was unsuccessful.	It is expected that the more realistic targets of 2005/06 will be achieved.	27 th November the Committee recommended that Cabinet reject the CIP bid for an additional officer. It was suggested that internal reorganisation could produce the hours necessary for the post.

#	Description	Last Year 02/03		Current Year 03/04		Extra Information		
		Target	Actual	Target	End of year estimate	Reasons why target will not be achieved	Remedial Action	Discussed by the Committee this Municipal Year?
SH 316	% of homelessness applications on which the authority makes a decision and issues written notification to the applicant within 33 working days.	80 %	75 %	85 %	82 %	The end of year estimate has been revised downwards, which has resulted in it falling below the target figure.	The target for 2005/06 has been revised, but is still challenging. It is expected that it will be achieved.	Briefly discussed on 29 th May 2003
BV185	% of appointments made which the authority kept	85 %	77 %	85 %	85 %			
SH308	Average number of calendar days to re-let properties	40	42	35	42	There has been a change in emphasis for servicing gas and electrical appliances in advance of releasing properties for works, which has increased total turnaround periods.	The target will be reviewed as a consequence of this change in servicing	Not discussed
BV63	Energy Efficiency – average SAP rating of LA owned dwellings	60	60	60	60			
BV 309	The % of urgent repairs completed on time	96%	89 %	93 %	94 %			

#	Description	Last Year 02/03		Current Year 03/04		Extra Information		
		Target	Actual	Target	End of year estimate	Reasons why target will not be achieved	Remedial Action	
BV8	% of invoices for commercial goods and services that were paid by the Authority within 30 days	95 %	93 %	97 %	94.5 %	The end of year performance is likely to be 94.5%. In some circumstances this may be beyond the Council's control.	Officers who certify late invoices are being informed. Date stamping Implementation of the Financial Management System Informing officers of the target	Discussed by the Committee this Municipal Year? At meeting on 17 th September the following issues were raised: <ul style="list-style-type: none"> Date stamping Implementation of the Financial Management System Informing officers of the target
SF707	% of variation between General Fund outturn and original budget	New	New	< 5%	Not known		Monthly budgetary control reports have been prepared to monitor any slippage in the revised estimate 2003/04 so that corrective action can be considered.	This specific issue has not been discussed by the Committee
BV12	The number of days lost to sickness absence.	8.6	10.2	7.6	10.6	This estimate is based on the 9 month figure.	HR is working with managers to identify reasons for above average sickness rates in sections of the Council. A new form to aid information gathering will be in place by the end of March 2004.	On <u>20th November 2003</u> request was made for a % breakdown On <u>22nd January 2004</u> the Committee recommended flu jabs for staff for the winter of 2004/05 to help tackle staff sickness.

#	Description	Last Year 02/03		Current Year 03/04		Extra Information		
		Target	Actual	Target	End of year estimate	Reasons why target will not be achieved	Remedial Action	Discussed by the Committee this Municipal Year?
		SX5	20%	12 %	20 %	10 %		
SX 20	60 %	74 %	100 %	100 %				
BV 157	30 %	30 %	60 %	60 %				
SH 311	The number of affordable, key sector and general needs housing provided through all means.	New	New	474	209	The annual target was wrong as it doubled counted units which were funded by the Sheltered Housing Initiatives (SHI).	The target for 2004/05 will be revised accordingly.	In June 2003 it was suggested that affordable housing be one of the Council's priorities. On 27 th November 2003 the Committee recommended that Cabinet reject CIP bid for a Housing officer and CIP bid for extra rural affordable housing

Progress on Annual Priorities 03/04 at end of January 2004

Priority 1: To provide high quality accessible services to the public by working with the County Council to set up the Contact Centre; establishing the new Cambridge Office; and implementing the Council's IEG statement.

Portfolio holder: Staffing and Resources

Milestone	Deadline	Officer	3 rd Quarter Report		
			Achieved or On schedule ?	If NO - Brief reason for non achievement	Revised date
New financial systems live	April 03	P Smith	YES Except NNDR	Initial difficulties with Council Tax conversion	NNDR March 04
Council Website accessible through Cambridgeshire Community Portal	June 03	S Rayment	NO	The County Council is still behind the implementation schedule. Their revised date of 1/11/03 slipped to January 2004, which has again slipped. It is anticipated that the March 2004 date will be met.	31 st March
Implementation of new Planning system	Mar 04	P Grainger	NO	Implementation date deferred until after the Cambourne move, and completion of data cleansing with respect to the LPG.	Early 05
Implementation of new Elections system	Mar 04	G Sissons	Probably	Evaluation of the test CAPS system has not been completed due to some technical and usability problems. An interim solution of upgrading the current system is underway to cope with the immediate requirement.	June 04
Implementation of new HR/Payroll system	April 04	G Sissons	YES	HR will be implemented by the target date if possible, but it is subject to common scheduling with the consortium. Payroll will be transferred after HR.	

Priority 2: To approve and implement new arrangements for an integrated refuse collection and recycling service to meet the needs of residents and achieve national recycling targets.

Portfolio Holder: Environmental Health

Milestone	Deadline	Officer	3 rd Quarter Report	
			Achieved or On schedule ?	If NO - Brief reason for non achievement
Complete Waste Management and Street Cleaning BV review	Dec 2003	D Robinson	NO	New refuse and recycling service has diverted staff resource.
				Revised date July 2004

Priority 3: To achieve a development plan framework, which balances the economic, social and environmental needs of South Cambs and meets the aims of the Corporate and Community Strategies.

Portfolio Holder: Planning and Economic Development

Milestone	Deadline	Officer	3 rd Quarter Report	
			Achieved or On schedule ?	If NO – Brief reason for non achievement
Deposit Local Plan approved	July 2003	K Miles	YES	Approved Feb 04
Cambridge Southern Fringe master plan agreed	July 2003	K Miles	NO	
Cambridge Northern Fringe master plan agreed	Dec 2003	K Miles	NO	We have had to commission additional highways work, which will take 6 months. This has resulted in a further delay.
Marshalls North Works and North of Newmarket Road master plan agreed	March 2004	K Miles	NO	
Public Local Inquiry into Local Plan objections	Jan 2005	K Miles	UNKNOWN	We will not know until the first half of 2004 how the Regulations will be finalised.
Adoption of Local Plan as Local Development Framework	March 2006	K Miles	UNKNOWN	We will not know until the first half of 2004 how the Regulations will be finalised.
				Revised date May 2004
				Revised date September 2004
				Revised date May 2004
				Revised date UNKNOWN
				Revised date UNKNOWN

Priority 4: To establish effective working arrangements for the LSP and adopt a Community Strategy with LSP partners.

Portfolio Holder: Sustainability and Community Strategy

Milestone	Deadline	Officer	3 rd Quarter Report		
			Achieved or On schedule ?	If NO - Brief reason for non achievement	Revised date
Consultation on draft Community Strategy/priorities	June / July 03	S McIntosh	YES	Took place in Sep 03	
Adopt first Community Strategy	Sept 03	S McIntosh	NO		April 04
Publish Community Strategy	Oct 03	S McIntosh	NO	Strategy will be available from April 04. However LSP has decided to launch it in conjunction with Local Public Service Agreement (LPSA) in Autumn 2004.	Autumn 04
Develop implementation plans with partner organisations/theme groups	Nov / Dec 03	S McIntosh	NO		May/June 04
Review SDC Corporate Strategy in light of Community Strategy	Jan 04	P Swift	NO	Awaiting adoption of Community Strategy	April/May 04

Priority 5: To implement a programme of actions to implement the Sustainability BV review and implement the Council's commitment to addressing Climate Change.

Portfolio Holder: Sustainability and Community Strategy

Milestone	Deadline	Officer	3 rd Quarter Report		
			Achieved or On schedule ?	If NO - Brief reason for non achievement	Revised date
Arrange Ecotricity feasibility study to assess potential for locating a wind turbine at Cambourne	April 03	C Adams	NO	This action is now being pursued via the Cambridge Sub-Region Renewable Energy Feasibility Study scheduled for completion by April 04	April 04
Develop and achieve Cabinet approval for a "Purchasing of goods" policy.	Oct 03	J Garnham	YES	Policy approved Feb 2004. Procurement Officer post has also now been advertised.	
Ensure "Purchasing of goods" policy has appropriate arrangements for sustainable and local purchasing.	March 04	C Adams	YES	Dependent on appointment of Procurement Officer to timescale	December 04

Milestone		Deadline	Officer	3 rd Quarter Report		Revised date
				Achieved or On schedule ?	If NO - Brief reason for non achievement	
Adoption of Community Strategy for Climate Change, following residents consultation		Dec 03	C Adams	NO	The Strategy is currently being drafted. Once completed, the Strategy will require Management Team and Cabinet approval prior to adoption	December 04
Completion of the Sustainability mainstreaming process with all departments identifying their contribution to climate change strategy		June 04	C Adams	NO	A cross-departmental workshop is scheduled for July 2004. A follow up Member consultation exercise will then be arranged prior to the submission of a climate change action plan for Management Team and Cabinet approval.	Oct 04

Priority 6: To complete a self-assessment and peer review and establish an improvement plan to take the Council to the CPA and beyond.

Portfolio Holder: Staffing and Resources

Milestone		Deadline	Officer	3 rd Quarter Report		Revised date
				Achieved or On schedule ?	If NO - Brief reason for non achievement	
Detailed preparations in time for the CPA in March 2004		March 04	P Swift	YES		

Priority 7: To improve the capacity of the Council to deliver improved customer services and achieve its Corporate Strategy through completion of the organisational review and implementation of recruitment and retention measures.

Portfolio Holder: Staffing and Resources

Milestone		Deadline	Officer	3 rd Quarter Report		Revised date
				Achieved or On schedule ?	If NO - Brief reason for non achievement	
Recruitment process and appointments offered for top two/tier posts		Sept 03	Chief Exec.	YES	Both posts have been filled and the new officers will take up their posts in March 04	March 2004

Priority 8: To complete preparations to enable the Council to move to its offices in Cambourne with no disruption of service to the public and in such a way to achieve more efficient and joined-up working.

Portfolio Holder: Staffing and Resources

Milestone	Deadline	Officer	3 rd Quarter Report		
			Achieved or On schedule ?	If NO - Brief reason for non achievement	Revised date
Identify space planning and layout needs	Jul 03	P Barnes	YES	Detailed individual needs are now being finalised	April 04
Finalise agreements in relation to travel of staff to new offices	July 03	P Barnes	NO	Detailed travel plans are being finalised	April 04
DIP facilities in place.	July 03	G Sissons	YES	DIP facilities are in place. New services, which have been DIP, are: Land Charges (limited function), Chief Exec. Admin, Planning Policy Local Plan 2. Benefits are pushing forward/taking the lead on workflow	Regular review
Reduction of paper taken to Cambourne	Regular review	P Barnes	YES	Staff encouraged to clear out their old records.	
Watertight building	Jan 04	P Barnes	NO	Late delivery of windows caused short delay	End Feb 04
Building completion	Mar 04	P Barnes	YES		

Priority 9: To achieve the Government's decent homes standard for all Council dwellings by March 2006

Portfolio Holder: Housing

Milestone	Deadline	Officer	3 rd Quarter Report		
			Achieved or On schedule ?	If NO - Brief reason for non achievement	Revised date
Complete works for properties not meeting minimum statutory requirements and those not in a reasonable state of repair.	March 04	K Greaves	YES		

Priority 10: To increase the number of affordable and key worker houses provided in the year and establish arrangements for significant increases in future years.

Portfolio Holder: Housing and Planning and Economic Development

		3RD Quarter Report			
Milestone	Deadline	Officer	Achieved or On schedule ?	If NO - Brief reason for non achievement	Revised date
Complete BV Review of Housing Development. Recommend arrangements to secure maximum number of affordable houses	Sept 2003	S McBride & P Swift	NO	Review informed CIP preparation. Review delayed due to CPA preparations.	April 04

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CABINET

At a meeting of the Cabinet held on
Thursday, 4 March 2004

PRESENT: Councillor Mrs DSK Spink MBE (Leader of Council)
Councillor RT Summerfield (Deputy Leader of Council and Finance & Resources Portfolio Holder)

Councillors:	Dr DR Bard	Planning & Economic Development Portfolio Holder
	CC Barker	Environmental Health Portfolio Holder
	JD Batchelor	Information & Customer Services Portfolio Holder
	RF Collinson	Sustainability and Community Planning Portfolio Holder
	Mrs EM Heazell	Housing Portfolio Holder
	Mrs DP Roberts	Community Development Portfolio Holder

Councillors RF Bryant, CJ Gravatt, Mrs SA Hatton, Dr JA Heap and SGM Kindersley were in attendance, by invitation.

Procedural Items

1. MINUTES AND MATTERS ARISING

The Leader was authorised to sign as a correct record the minutes of the meeting held on 16th February 2004, subject to the following amendments:

Housing Strategy and Business Plan Consultation Draft (Minute 7)

Paragraph 5: "The 'other' capital schemes budget mainly related to the Meldreth sheltered..."

Resolution: "(b) that the Housing Portfolio Holder, Leader and Deputy Leader..."

Councillor Dr DR Bard noted that references made to the Council "crest" (**Corporate Identity**, Minute 5) should more correctly be made to the Council coat of arms or achievement of arms.

2. DECLARATIONS OF INTEREST

Councillor Mrs DSK Spink	as the Council's representative on the Wysing Arts board, in a non-voting capacity (Item 3, Arts Capital Grant Aid 2003/04)
Councillor Dr DR Bard	as Vice-Chairman of Sawston Parish Council, which was seeking Quality Parish Council accreditation (Item 5, Parish Council Charters)
Councillor Mrs EM Heazell	as an acquaintance of the Fitzwilliam Museum's keeper of admissions (Item 7, Museum Grant Support for Local Museums 2004/05)

Decisions made by the Cabinet and reported for information

3. ARTS CAPITAL GRANT AID 2003/04

Messrs D Bickle, hawkins\brown architects, A Davies, Wysing Arts' capital fundraiser, T Hawkins, Artistic Director of Wysing Arts, and D Ouseby, Wysing Arts board member, gave a presentation to Cabinet on current work of Wysing Arts and plans for Phase 2 of their landmark development:

- An estimated 13,000 South Cambridgeshire residents visited Wysing Arts annually;
- The architects had previous experience working within the arts community;
- Challenges facing Wysing Arts in Phase 2 were the demolition and refurbishment of existing building stock;
- Members of the Wysing Arts project team had been involved in discussions with Development Services Officers since 1999 regarding the parameters for the development and had sought advice from elderly and disabled groups regarding access requirements.

The Community Development Portfolio Holder reminded Cabinet that the Council had previously supported Phase 1 of the works, but that it had been made clear that future funding was not guaranteed and would be dependent upon budgets. She commended the plans to Cabinet as the development of a national facility of which all residents could be proud.

Members were supportive of the proposals and felt encouraged by the professional approach of the project team and Cabinet

AGREED to approve the second stage of the award of £70,000 in 2003/04 and

NOTED that the organisation had applied for £75,000 in 2004/05 but that no commitment could be made for future years.

4. MONITORING OF COUNCIL 2003/04 PRIORITIES - THIRD QUARTER TO DECEMBER 2003

The Policy and Performance Review Manager explained that the 10 annual priorities had created a large programme of work, but that it was likely all would be achieved by year end or shortly after. Some of the priority performance indicators were unlikely to be achieved as the targets set had been over-ambitious.

The Housing Portfolio Holder, in response to a query from Councillor CC Barker, agreed to e-mail further information about the target of affordable, key sector and general needs housing provided through all means (Priority Performance Indicator SH311), the published figure of 474 being incorrect due to a number of units being counted more than once.

The Planning and Economic Development Portfolio Holder asked that the deadline and revised date for the agreement of the Marshalls North Works and North of Newmarket Road Masterplan be recorded as unknown as it was impossible to agree a Masterplan until Marshalls had decided on their re-location plans.

Members were encouraged to advise their Parish Councils that a searchable database of planning applications from 1947 to the present day was now available through the Council's website.

Cabinet

AGREED that the deadline and revised date for the agreement of the Marshalls North Works and North of Newmarket Road Masterplan be recorded as unknown; and

NOTED performance against the priority milestones and performance indicator targets for the third quarter to December 2003.

5. PARISH COUNCIL CHARTERS

A conference between Cambridgeshire County Council, the Cambridgeshire Association of Local Councils (CALC) and the District Councils had been scheduled for 28th April to discuss a common way forward on the introduction of Parish Council charters. Charters would formalise working relationships between the District Council and Parish Councils in general, with separate charters for work with Quality Parish Councils (QPCs).

Several South Cambridgeshire Parish Councils were seeking QPC accreditation and conflicting reports had been received on satisfaction levels with the "competent clerk" qualifications. Members expressed concern about some of the QPC qualification guidelines, especially the requirement for 80% of the Parish Council to be elected rather than co-opted, a figure rising to 100% after four years. The cost to Parish Councils of local elections was an issue and the Information and Customer Services Portfolio Holder offered to identify possible ways to reduce the burden on Parish Council budgets and to encourage local democracy.

Councillor SGM Kindersley, who also served as Clerk to Hatley Parish Council, stated that many Parish Councils saw the QPC accreditation as a cynical move by central government to remove Parish Councils by making the scheme too difficult and time-consuming to achieve.

Cabinet

AGREED

- (a) that Councillors Mrs DSK Spink, Mrs DSK Roberts and one non-executive Member attend the conference on 28th April, the vacancy for the non-executive Member to be filled on a first-come, first-served basis; and
- (b) if no volunteers were forthcoming, that Councillor RF Collinson attend as the third Member.

6. HOME WORKING POLICY AND GUIDANCE

The Resources and Staffing Portfolio Holder introduced the report, explaining that it had been brought to Cabinet because concerns had been expressed about the principle. The Council had a statutory obligation to consider flexible working arrangements for staff, which included home working, and a pilot scheme had been conducted successfully. Councillor RT Summerfield commended the policy, noting that very few officers would likely wish to work from home on a permanent basis.

Some Members expressed reservations about the effectiveness of home working, but it was clarified that employees would still be accessible by telephone. Volunteers for the scheme would be asked to complete a thorough self-assessment which should help identify potential home and relationship issues.

It was noted that broadband availability would enhance successful home working and the Information and Customer Services Portfolio Holder updated Members on broadband provision:

- Six BT exchanges had been activated since the Council received its EEDA grant;
- The aim was still to connect villages not seen as commercially viable and eight further villages would be connected within the next 1-2 months;
- Stage 2 work was going to tender; and
- It was hoped the broadband provision would be completed well ahead of schedule.

Cabinet

AGREED

- (a) that the Home Working Policy and Guidance be adopted subject the final formal consultation with UNISON;
- (b) that the Home Working Policy and Guidance be reviewed after 12 months; and
- (c) that Chief Officers be requested to include suitable budget provision for home working applications within their departmental budgets.

7. MUSEUM GRANT SUPPORT FOR LOCAL MUSEUMS IN 2004/05

The Community Development Portfolio Holder commended the support proposed, noting that the grant levels had been thoroughly reviewed in recent years. She explained that the reduced grants to Citizens' Advice Bureaux had been part of the Cabinet exercise undertaken to decrease expenditure.

The Conservation Manager, in response to a question from Councillor Dr DR Bard, explained that the museums budget could provide assistance to public displays local history collections at the village level. Villages could also see lottery funding and the Cambridge and County Folk Museum conducted outreach programmes to assist local history societies.

Cabinet

AGREED that the Museum Grants budget for 2004/05 be as follows:

Farmland Museum & Denny Abbey	£26,800	Increase of inflation only
Cambridge & County Folk Museum	£31,500	Includes £10,000 towards the development works

Other Museum Grants:

1. Fitzwilliam Museum	£5,000	Funding to be prioritised for agreed development projects
2. Museum of Technology		

Total Museum Grants: £63,300

8. CITIZENS' ADVICE BUREAUX

The Community Development Portfolio Holder explained that it had been necessary to reduce the total of Citizens' Advice Bureaux (CAB) grants by £5,000 as part of the Cabinet exercise to reduce expenditure, and that the level of grants proposed represented all available funding remaining in her budget. The Head of Community Services confirmed that the cost-cutting exercise had been very difficult, but that every attempt had been made to reduce expenditure in all areas.

The new Community Development Manager had been appointed and one of her priorities would be a thorough review of voluntary organisation funding. Members regretted the reduction in CAB grant funding but felt that it was premature to change the current grant policy before the Community Development Manger's report had been completed.

The Head of Community Services clarified that the Cambridge Independent Advice Centre specialised in welfare benefits and the Cambridge CAB provided general financial and debt advice, so the roles of the two organisations did not overlap.

Councillor CJ Gravatt reported that the Cambridge CAB was very grateful for the grant and that it was considering opening an advice and counselling service in Cambourne. He added that the CAB was very dependent on local authority funding and welcomed the plans to review the grant policy.

Cabinet

AGREED that the Cambridge Citizens' Advice Bureau receive a grant of £65,000 for 2004/05; and

NOTED the grants awarded by the Community Development Portfolio Holder.

9. COLLECTIVE CABINET RESPONSIBILITY

Cabinet, at its meeting of 22nd January 2004, had asked for legal advice on collective Cabinet responsibility. Members discussed the advice from the Head of Legal Services at length, but Councillor JD Batchelor noted that the wording was legal advice only, not a Council policy or constitutional amendment.

The Chief Executive explained that the Comprehensive Performance Assessment Peer Review Team had recommended that the collective Cabinet responsibility be clarified. Collective Cabinet responsibility had been adopted originally to give a clear direction to staff once a decision had been taken, and was now being clarified to demonstrate that Cabinet members could speak freely on recommendations to Council.

Cabinet

AGREED that the legal advice be referred to the Constitution Review Working Party to simplify the wording.

Standing Items

10. MATTERS REFERRED BY SCRUTINY AND OVERVIEW COMMITTEE

None.

11. RE-LOCATION OF OFFICES TO CAMBOURNE

Construction was on schedule for a handover on 31st March 2004.

Cabinet members were invited to join the New Offices Working Group on a site visit to

the new building on Thursday 18th March at 9.00am.

12. ANY OTHER BUSINESS

Councillors Dr DR Bard and Mrs DP Roberts expressed concern that legal advice from the Council's external solicitors had not been conveyed to them and asked that a report be brought to Cabinet about the advice being given, an update on the position of the current High Court injunctions and their impact on future injunctions, and that the external solicitors be invited to that meeting. Officers were asked to determine whether the information should be part of a regular Cabinet meeting or an extraordinary meeting.

The Meeting ended at 11.45 a.m.

CABINET

At a meeting of the Cabinet held on
Thursday, 25 March 2004

PRESENT: Councillor Mrs DSK Spink MBE (Leader of Council)
Councillor RT Summerfield (Deputy Leader of Council and Finance & Resources Portfolio Holder)

Councillors:	Dr DR Bard	Planning & Economic Development Portfolio Holder
	CC Barker	Environmental Health Portfolio Holder
	JD Batchelor	Information & Customer Services Portfolio Holder
	RF Collinson	Sustainability and Community Planning Portfolio Holder
	Mrs EM Heazell	Housing Portfolio Holder
	Mrs DP Roberts	Community Development Portfolio Holder

Councillors RE Barrett, RF Bryant, NS Davies, TJ Flanagan, CJ Gravatt, R Hall, Mrs JM Healey, SGM Kindersley, LCA Manning JP, Mrs JA Muncey, Mrs CAED Murfitt, CR Nightingale, Dr JPR Orme, J Shepperson, Mrs GJ Smith, RGR Smith and PL Stroude were in attendance, by invitation.

Apologies for absence were received from Councillor JA Nicholas.

Procedural Items

1. INTRODUCTIONS

Cabinet welcomed Steve Hampson, Housing and Environmental Services Director, and Tim Wetherfield, Head of Policy and Communications.

The Leader welcomed back Councillor Mrs JA Muncey and expressed best wishes for her continued good health.

2. PUBLIC MEETING AT COTTENHAM

(With permission of the Leader)

Councillor RF Collinson explained that he had a prior engagement and would have to send apologies for the afternoon portion of the Cabinet meeting. He explained that he and Councillor JA Nicholas, as local members for Cottenham, urged the Council to resolve the planning contraventions in their village as soon as possible.

A public meeting had been held in Cottenham on 23rd March at which a majority voted not to pay their Council Tax in protest against what they saw to be the District Council's inaction over the Smithy Fen travellers' site. A photograph in the *Cambridge Evening News* clearly showed him and a number of other residents with their hands in the air and the caption stated it was during a vote to withhold Council Tax. Councillor Collinson explained that the photograph was actually of a vote to form a Residents' Association, or of a vote to ask the government to limit the number of occupants on travellers' sites, both issues which he supported. Councillor Collinson would be writing to the *Cambridge Evening News* to correct the situation and ask them to be more careful about future reporting; if his letter were not printed, he would raise the matter with the Press

Complaints Commission.

3. **DECLARATIONS OF INTEREST**

Councillor Mrs GJ Smith declared a non-prejudicial interest in Item 4 (Cambridgeshire Guided Busway Order) as Chairman of Directions Plus, a disability information service.

Decisions made by the Cabinet and reported for information

4. **COUNCIL TAX DEMAND 2004/05**

(Urgent item with permission of the Leader)

There had been an error in the percentage rise printed on the Council Tax demand: "South Cambridgeshire District Council" had been printed opposite the total and percentage rise for the Cambridgeshire Police Authority and vice versa. The Resources and Staffing Portfolio Holder explained that an announcement and apology would be printed in the *Cambridge Evening News* and included with the next edition of *South Cambs Magazine*, which was delivered to every household in the District.

The Finance and Resources Director explained that, after he had received advice from the Head of Legal Services and had reviewed the Council Tax Regulations, he had concluded that the Council did not have a legal obligation to re-bill as the total amounts were correct as printed. Although the precise cost of a re-billing exercise had not been established, it had been previously calculated for another authority to be in the range of £50,000.

Members were disappointed that the error had occurred but agreed that the cost of re-billing was prohibitive and Cabinet

AGREED that a public announcement and apology be printed in the *Cambridge Evening News* and included on a leaflet displayed prominently with the spring edition of *South Cambs Magazine*.

The Chief Executive explained that the Council Tax demand had been printed before agreement had been reached to exclude "6010 Cambourne Business Park" from the Council address. All future literature would print the agreed address.

5. **RAMPTON VILLAGE HALL MANAGEMENT COMMITTEE - APPLICATION FOR A COMMUNITY GRANT**

The Rampton Village Hall Management Committee had applied for grant aid to rebuild the foyer and front part of the Village Hall, providing access and facilities for disabled users. The Community Development Portfolio Holder noted the strong support of local members Councillors RF Collinson and JA Nicholas and explained that there was an urgent need for building work to keep the hall viable. Councillor Collinson explained that the Village Hall was the only community facility in Rampton and noted the Council's previous support for works.

Cabinet

AGREED to approve the grant of £59,000 to Rampton Village Hall Management Committee for 2003/04, which includes the unclaimed figure of £12,000 indicated in 1998 towards the cost of laying the village hall foundations.

6. **MEMBERSHIP OF NORTHSTOWE MEMBER STEERING GROUP**

Cabinet, at its meeting of 31st July 2003, had agreed that one member of the Cambridgeshire County Council should serve on the Northstowe Steering Group, but a request from the Steering Group had been made for Cabinet to consider increasing that membership to two. The Planning and Economic Development Portfolio Holder explained that the two local County Councillors both held portfolios which they felt were relevant to the development, but noted that the Steering Group was expected to run for ten years and it was unlikely that they would keep the same portfolios throughout. He also noted that County Council representative was expected to attend as a local member, not as a Portfolio Holder.

Cabinet

AGREED to keep the County Council membership on the Northstowe Member Steering Group at one seat.

7. **CAMBRIDGESHIRE GUIDED BUSWAY ORDER: APPLICATION BY CAMBRIDGESHIRE COUNTY COUNCIL UNDER THE TRANSPORT & WORKS ACT 1992**

The Planning and Economic Development Portfolio Holder reminded Cabinet that the Council had always supported the guided bus scheme in principle. Although the rail lobby had made representations, the purpose of the discussion was to make representations on the Transport and Works Act Order and not a debate on bus versus rail options.

The Principal Planning Policy Officer (Transport) explained that, although the Guided Busway was not a perfect scheme, it was the only comprehensive solution presented but it was important that the issues raised by South Cambridgeshire District Council should be addressed. It was necessary to provide the infrastructure to support the high level of development proposed for the District and the Council, after having previously considered various options, costs and patronage, had decided to support the Guided Bus system.

Advantage of Guided Bus over Increased / Improved Regular Bus Service

The Guided Bus system could be delivered by 2007 in time to meet the requirements of the first residents of Northstowe, and would be free from the heavy traffic congestion on the A14 which delayed existing bus services. The Guided Bus could be developed in conjunction with the service providers to produce low emission vehicles and offer passengers a better quality of ride than a regular bus. A continuous walking / cycle route between Cambridge and St Ives would be developed alongside the Guided Bus track. The Principal Planning Policy Officer (Transport) agreed to request that Cambridgeshire County Council provide further information about use of the Guided Bus track during adverse winter weather conditions and how it would be kept clear of leaves and litter.

Addenbrooke's Link

A link to Addenbrooke's was a vital part of the service, and the Principal Planning Policy

Officer (Transport) agreed to investigate details of how the Guided Bus could penetrate the Hospital site. Some Members were sceptical of the link to Addenbrooke's and felt that employees and hospital visitors were just as likely to use the bus from the Trumpington Park and Ride.

Maintenance Track

Concern was expressed about the safety and convenience of cyclists and pedestrians using the maintenance track as it crossed the main track at various locations.

Disabled Access

Concern was expressed that the system was not fully accessible by disabled people and the 7-inch kerbs would be difficult for people with pushchairs to navigate. Councillor PL Stroude noted that the kerb might not be necessary as the Guided Bus could use a Global Positioning System or similar to follow the track.

Councillor Mrs GJ Smith asked that a disability forum be immediately implemented to offer constructive criticism of the scheme. The Principal Planning Policy Officer (Transport) explained that any group wishing to appear before the planning inquiry had a statutory requirement to make representations by 2nd April, and agreed to provide members with the address to send representations. Councillor Mrs Smith queried whether the District Council could make representations on behalf of the forum, establishing the forum later. The Leader reminded members that the Cambridgeshire County Council was obligated to comply with the requirements of the Disability Discrimination Act.

Park and Ride Stops

Members noted that whilst the Report from the Development Services Director suggested a Park and Ride site north of Willingham this could prove difficult to construct as the countryside here was open fen. The Principal Planning Policy Officer (Transport) explained that the proposal was not site-specific but aimed to encourage Cambridgeshire County Council to investigate places where traffic could be intercepted as early as possible before the route reached Longstanton / Northstowe, preventing increased traffic through villages such as Willingham. The District Council was very mindful of flooding issues in the area.

More clarification should be sought about ensuring that any Park and Ride site, "kiss and ride" site or car park associated with the scheme was designed to prevent "cruiser" gatherings. In addition, careful consideration and design of stops and associated infrastructure would be necessary to prevent nuisance to local residents through group gatherings.

There was a need to clarify the management of short-term car parking at Histon and how to restrict its use to local people rather than longer distance commuters. An integrated parking / bus ticket was a possible solution. There was a dilemma between limiting the number of spaces in Histon, risking increased car parking on side roads, or increasing the number of spaces and making the site attractive for use by long-distance commuters thus adding to traffic in the village.

Heavy / Light Rail Alternatives

A rail system would be unable to access Cambridge city centre and the Cambridge to Huntingdon Multi-Modal Study (CHUMMS) had demonstrated that a railway would not

achieve financial viability and would always require public subsidy. Councillor JD Batchelor, the Council's representative on the County Council Rail Strategy Group, confirmed that at the recent meeting of that body the rail industry had stated that it was uninterested in providing a line to St Ives.

The Principal Planning Policy Officer (Transport) agreed to provide the member who had raised the issue of comparative costs with the cost analysis set out in the CHUMMS study, comparing the Guided Bus with heavy and light rail alternatives.

Access to village stops

Local Members concurred with the report regarding the provision of a "kiss and ride" facility at Swavesey. It was suggested that a drop-off / pick-up facility 1½ miles from the village was unlikely to be used sufficiently to justify the substantial environmental impacts in a sensitive location, a situation not unlike that at Oakington, where no provision had been made for vehicular access.

Members raised concerns about the apparent contradiction of approaches towards addressing travel needs of commuters and day users at village stops. Only Histon with a small car park would serve day users if adequately managed. The characteristics of the stops at Oakington and Swavesey were very similar, yet had been treated differently. In addition, unlike the car park at Histon, the Swavesey "kiss and ride" did not address local needs.

Environmental and Economic Impact

Councillor TJ Flanagan queried the removal of the existing rail line and its impact on the local environment and economy. The Planning and Economic Development Portfolio Holder explained that the rail line was likely to be unstable and would need to be rebuilt, at a substantial investment, if it were to be used for heavy rail.

Recommendation

The Principal Planning Policy Officer (Transport) explained that the representations from the District Council would be sent to the Department for Transport for the independent inspector to review. Cambridgeshire County Council would receive copies of all representations and aimed to work with all parties to determine ways to improve the scheme.

Cabinet, with six in favour and two opposed,

AGREED to support the Guided Bus proposals in principle but that the strong representations made on the points set out in the report and in the Appendix of Technical Comments which are required to be addressed.

The Planning and Economic Development Portfolio Holder thanked the Principal Planning Policy Officer (Transport) and his team for their work on the Cambridgeshire Guided Busway Order.

The Meeting ended at 11.40 a.m.

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CABINET

At a meeting of the Cabinet held on
Thursday, 25 March 2004

PRESENT: Councillor Mrs DSK Spink MBE (Leader of Council)
Councillor RT Summerfield (Deputy Leader of Council and Finance & Resources Portfolio Holder)

Councillors:	Dr DR Bard	Planning & Economic Development Portfolio Holder
	CC Barker	Environmental Health Portfolio Holder
	JD Batchelor	Information & Customer Services Portfolio Holder
	Mrs EM Heazell	Housing Portfolio Holder
	Mrs DP Roberts	Community Development Portfolio Holder

Councillors RE Barrett, NS Davies, CJ Gravatt, R Hall, Mrs SA Hatton, Mrs JM Healey, SGM Kindersley, LCA Manning JP, Mrs JA Muncey, Mrs CAED Murfitt, CR Nightingale, Dr JPR Orme, Mrs GJ Smith, RGR Smith and PL Stroude were in attendance, by invitation.

Apologies for absence were received from Councillors RF Collinson and JA Nicholas.

Confidential Item

1. TRAVELLERS

1 (a) Site reports and updates: Histon, Cottenham

Councillor SGM Kindersley deplored the comments made by Councillor Mrs DP Roberts at a Cottenham public meeting, as printed in the *Cambridge Evening News*, and asked that she either retract her statements or resign. Some Members supported Councillor Kindersley's statement and others praised Councillor Mrs Roberts' work with residents. Councillor Roberts assured Councillor Kindersley that she was not advising residents to withhold Council Tax but was stating what she would likely do were she a resident and not an elected representative. She condemned other members and officers for not attending the meeting and said that she was not prepared to apologise or resign. The Leader reported that she had not been invited to the meeting and the Planning and Economic Development Portfolio Holder explained that his invitation had arrived less than a day before the meeting and the meeting had conflicted with a commitment he had in his own village.

The Deputy Planning Director expressed concern with the implication that officers had not attended because they were avoiding meeting the residents. The local member had advised him that his presence could detract from the evening's discussions. The Deputy Planning Director had also met with one of the organisers before the meeting to brief him on the issues. Councillor Mrs Roberts retracted her comment about officers and the Deputy Planning Director apologised for not responding to the invitation.

Histon

Three enforcement notices had been served at the Histon site for breach of planning

conditions, the most recent for connection to mains power for toilet facilities. No additional caravans had been moved onto the site and residents had been co-operative and helpful. There had not been further expansion of the site and the injunction was on hold pending the planning appeal on 10th August.

Cottenham

Documentation was circulated including aerial photographs of the site and a list of approved, authorised pitches, appeal sites and unauthorised occupation. Various sites in breach of planning control were identified and it was reported that an appeal had been set for 20th July. It was difficult to judge the total number of people on the site based solely on caravan and vehicle numbers; the population figures cited had been provided by the police following their own investigations.

Councillor Mrs Roberts commended the work of the Enforcement Section and thanked the Enforcement Officer for his admirable recent work. The Enforcement Section comprised only 1½ full-time officers, with another full-time officer beginning at Easter, to cover the entire District. The Head of Community Services agreed to review the role the Travellers Officer could play to work with or support the Enforcement team.

Mr David Brock, the Council's external solicitor, clarified that, before a judge would consider sending an individual to prison for contempt of court, it would be necessary to determine whether planning permission could make the individual's actions lawful retrospectively. A judge, therefore, would likely require that the planning process run its course before the Authority would be allowed to return to the High Court for an injunction.

The meeting then became open.

Decisions made by the Cabinet and reported for information

1 (b) Legal and Regulatory Process and Procedures

Temporary Stop Notices

Under the present system, an enforcement notice was required before a stop notice could be issued. An amendment to the bill, if approved, would allow stop notices to be issued without enforcement notices but, as the notices were usually issued in conjunction, the amendment would make little difference. The Head of Legal Services explained that direct action by the Council following the issuance of enforcement notices would have an effect, but the outcome had to be weighed against the considerable cost per case.

Office of the Deputy Prime Minister (ODPM)

The latest guidance from the ODPM applied to unlawful encampments on private land or grass verges and did not apply to travellers' sites.

The Development Services Director explained that he had recently written to remind the ODPM that no response had yet been received to the Council's letter of January 2004. The Information Team were asked to issue a press release highlighting the lack of response from the ODPM despite the urgency of the situation in South Cambridgeshire.

Planning Applications

The Council was likely to receive applications from travellers without local connection. Planning applications could not be refused on the grounds that there was not enough provision in the local area or that suitable alternatives existed elsewhere within the authority; decisions for travellers' sites must be based on normal planning guidance with regard to conservation, archaeological awareness and local provision of amenities.

Compulsory Purchase Orders

Imposing Compulsory Purchase Orders on travellers' sites would impact Council Tax due to the expense of cleaning and securing vacated sites.

Needs Assessment

A quantitative travellers' needs assessment should be completed as soon as possible. Mr Brock advised that "need" should be defined as "local need", although it was difficult to say how this would be interpreted in court.

Cabinet AGREED

- (a) to undertake a quantitative needs assessment as soon as possible; and
- (b) to request officers and Members to work with Cambridgeshire County Council to ensure that this is a priority which the County Council will resource jointly with South Cambridgeshire District Council.

1 (c) Clarity of Procedures Action Plan

Management Team had recently conducted a strategic risk assessment in which travellers, with the associated workload and costs, had been identified as one of the top three risks to the Council.

Development Services proposed a draft framework for a strategy to deal with unauthorised gypsy encampments but, due to resource constraints and the four on-going appeals, work on a draft could not commence before autumn. The draft framework would include production of a guide for the public to show the planning and legal processes, helping to inform residents of the Council's powers with relation to unauthorised encampments.

Cabinet

AGREED that Development Services prepare a draft framework including an enforcement manual for reference by members of the public, showing how the Council used enforcement powers, more explanation for local communities and mechanisms for informing Parish Councils.

1 (d) Policies: District and National

Local Plans 1 and 2 had served the Council well but the current situation necessitated that additional provision for handling travellers' sites be made in the new Local Development Framework (LDF). In advance of making additional provision in the new LDF and in the light of the unforeseen upsurge in travellers resorting to the District, further survey material and guidance on the implementation of the travellers policy in Local Plan 2 was necessary to address the unusually high numbers of travellers now resorting to the District. There was also a need to address national policy as recent correspondence with the ODPM had demonstrated that concentration of number was

not a material consideration.

Cabinet AGREED

- (a) that the Planning Policy Advisory Group together with the Travellers Consultative Group:
- i. consider whether the Council can improve how it works with Environmental Health, the police and local community service providers in providing for travellers;
 - ii. investigate further the impact of unauthorised travellers sites and breaches of planning conditions on South Cambridgeshire's communities; and
 - iii. prepare Supplementary Planning Guidance to develop policy HG 21 "Gypsies and Travelling Show People" of the South Cambridgeshire Local Plan 2004 concerning the number and scale of sites in any locality; and
- (b) in order to maintain momentum in the preparation of the new Local Development Framework for South Cambridgeshire, that planning consultants be retained to prepare and consult on the proposed Gypsies Supplementary Planning Guidance.

1 (e) Cottenham Residents' Association Letter

The Cottenham Residents' Association (CRA) had agreed to write to the ODPM and Councillor Mrs Roberts asked Cabinet to support the sentiments expressed in the letter (copied at Appendix A). The CRA were requesting that the numbers of travellers be taken into account as a material planning consideration, and that national guidelines be changed, allowing size of encampments and number of travellers to be factors when determining planning decisions.

Members expressed some concerns:

- the CRA was not an elected body and that some inaccuracy about the Council's dealings with travellers had already been conveyed at the CRA's recent meeting;
- the CRA's letter should also be forwarded to the local Members of Parliament;
- the Council supported all the constituents in Cottenham and not just the Residents' Association;
- the reference to numbers of travellers within the CRA's letter was unclear;
- coalescence of sites was problematic but not mentioned in the CRA letter; and
- the CRA was recommending that residents should withhold their Council Tax and members could not agree with illegal action.

Cabinet, with four in favour and two against,

AGREED to support all the people of Cottenham by endorsing the sentiments contained within the Cottenham Residents' Association's letter to the ODPM, although the Council could not condone the withholding of Council Tax.

1 (f) Finance

Cabinet, at its meeting of 22nd January 2004, had accepted that accurate budgetary positions were impossible but had acknowledged that sufficient resources must be identified to oversee the growing problems. Members discussed transferring internal staff or employing external consultants to assist with enforcement, the implications of establishing a dedicated team to deal with travellers' issues and whether the Council had a case to apply for central government funding.

Cabinet

AGREED that a budgeted report be brought to a future Cabinet detailing the costs of recruiting additional internal support or using external consultants for enforcement work, the revenue implications of establishing a dedicated support team, and whether central government could be approached for funding once expenditure has occurred.

The Meeting ended at 4.20 p.m.

Appendix

Statement from the Cottenham Residents' Association

Motion calling on Deputy Prime Minister John Prescott and Planning Minister Keith Hill to:

- Amend the law and adopt the widely-held view of genuine Travellers from the various ethnic groups that the size of all sites should wherever possible be restricted to 10-15 plots and to an absolute maximum of 20 plots.
- Listen to law abiding Travellers who recognise the benefits to themselves and the local communities from limiting the size of sites.
- Understand, as genuine Travellers do, that peaceful co-existence within any community is a reflection of the trust which is born as fear and threat disappears.

We demand that Mr Prescott and Mr Hill address the issue of limiting the sizes of sites (and their number in any one area) as a matter of extreme urgency on the grounds of public safety and so that the Human Rights of all concerned can be effectively recognised.

CABINET

At a meeting of Cabinet held on
1st April 2004

PRESENT:	Mrs DSK Spink	Leader and Conservation Portfolio Holder
	RT Summerfield	Deputy Leader and Resources and Staffing Portfolio Holder
Councillors:	Dr DR Bard	Planning and Economic Development Portfolio Holder
	CC Barker	Environmental Health Portfolio Holder
	JD Batchelor	Information and Customer Services Portfolio Holder
	RF Collinson	Sustainability and Community Planning Portfolio Holder
	Mrs EM Heazell	Housing Portfolio Holder
	Mrs DP Roberts	Community Development Portfolio Holder

Councillors RF Bryant, R Hall and SGM Kindersley were in attendance, by invitation.

Apologies for absence were received from the Development Services Director.

Procedural Items

1. MINUTES AND MATTERS ARISING

The Leader was authorised to sign the minutes of the meeting held on 4th March 2004 as a correct record.

Monitoring of Council 2003/04 Priorities – Third Quarter to December 2003 (Minute 4)

Members would receive a full Housing Development update including the corrected target of affordable, key sector and general needs housing provided through all means, as well as the successful Housing Corporation bids. There had been a very disappointing response from the Housing Corporation: it was likely that the Council would receive £10 million rather than the £50 million expected and the Housing Corporation hoped that s106 agreements could cover the remaining funding. The Planning and Economic Development Portfolio Holder offered any possible assistance to the Housing Portfolio Holder with discussions with the Housing Corporation, as the reduction in funding would have planning implications. The Leader agreed to raise the issue with the Infrastructure Partnership.

2. DECLARATIONS OF INTEREST

Councillor Mrs EM Heazell declared an interest in item 3 (Food Service Plan) as a member of the Country Market in Great Shelford, although she did not produce food for the market.

Recommendation to Council

3. FOOD SERVICE PLAN

The Environmental Health Portfolio Holder commended the Food Service Plan, a comprehensive explanation of the work and structure of Environmental Health in relation to food safety. The Chief Environmental Health Officer confirmed that there were sufficient resources to accommodate the current workload, although staff could be stretched if there were a major situation. Officers were commended for their good performance with inspections.

The Chief Environmental Health Officer explained that premises of people selling jam and chutney by the roadside should be registered, although the need for registration would be dependent on the extent of their food production. Mobile food vans were likewise required to register, including their name and address. Environmental Health Officers could investigate personal or mobile premises if concerns were raised.

Councillor RF Collinson expressed concern about elderly or visually disabled residents who may not be able to read expiry dates on food packaging and asked whether specialised training could be made available for community groups or charities. Limited resources made it difficult to provide personalised training, although educational packs could be produced. Food Hygiene courses were offered for a fee, and could be tailored to accommodate special needs.

Cabinet **RECOMMEND TO COUNCIL** that the Food Service Plan 2004/05 be approved.

Decisions made by Cabinet

4. EXECUTIVE DELEGATED POWERS

The Constitution Review Working Party recommended functions currently reserved for the whole Cabinet which could be delegated to individual Portfolio Holders to enhance the Cabinet's capacity to give priority to strategic issues and to provide focus on performance in priority areas during its discussions. Councillor RF Bryant, Chairman of the Constitution Review Working Party, commended the report.

It was confirmed that the Democratic Representation Budget funded the Leader's attendance at conferences as well as members' seminars and training courses. In light of the likely increase in training, the Information and Customer Services Portfolio Holder agreed to ask the Member Training Advisory Group to consider this budget in detail.

Cabinet **AGREED** to accept the recommendations of the Constitution Review Working Party and to accept the following delegated powers:

- (a) In place of the reference to the Annual Workforce Plan:
For approval by whole Executive For decision by Portfolio Holder
 To approve the service Continuous Resources & Staffing PFH to determine

Improvement Plans (for recommendation to Council) responsibilities and grading/scales of new posts arising from Council approval of bids under Continuous Improvement Plans

(b) That Chief Officers have delegated powers to approve statutory grants up to and including Level 3;

(c) Member Training / Support and Approval of Conference Attendance:

Conferences/Appointments

For approval by whole Executive

For decision by Portfolio Holder

Portfolio holders may attend such conferences or courses as they see fit where these are funded from their own portfolio budget. The Leader may attend such conferences or courses as required, subject to budget availability.

Information and Customer Services

For approval by whole Executive

For decision by Portfolio Holder

"To approve arrangements for member training and support (including IT support), together with approval of attendance of members at conferences or external training events beyond those allowed for portfolio holders and the Leader, where funded from the Democratic Representation budget

(d) Consequential Amendments

- Addition of loans to reference to non-statutory grants and guarantees
- Deletion of references to Local Authority Social Housing Grant
- Deletion of examples of statutory and non-statutory grants
- Relating to virement:

For approval by whole Executive

To approve virement where the affected PFHs have not agreed

For decision by Portfolio Holder

Relevant PFHs to approve virement across 2 or more portfolios (with the Finance & Resources Director) See Rule 5, Budget & Policy Framework Rules

To approve carry forward of uncommitted balances on reserve account for grants over 2 years old

To approve carry forward of uncommitted balances on reserve account for grants under 2 years old

5. AUTHORITY TO APPEAR IN COURT

Cabinet, at its meeting on 16th October 2003, granted authority to the Resources and Staffing Portfolio Holder to nominate officers to appear in the County and Magistrates Court. The Constitution Review Working Party felt that it was more appropriate that the Chief Executive exercise this authority and recommended that Cabinet rescind its previous decision and transfer authority to the Chief Executive as only professional officers could appear in court for the Council.

Cabinet **AGREED**

(a) to rescind its decision of 16th October 2003; and

- (b) to grant authority to the Chief Executive to nominate officers to appear in the County and Magistrates Court under the County Court Act 1984 and the Local Government Acts 1972 and 2000.

6. LOCAL GOVERNMENT ASSOCIATION ANNUAL CONFERENCE 2004

Member authorities were invited to submit bids for subjects for debate at the Local Government Association (LGA) Annual Conference. Cabinet felt that the suggested subjects were of exceptional importance not just to South Cambridgeshire District Council, but also to many other local authorities.

Cabinet **AGREED** to put forward the following topics for debate at the LGA Annual Conference:

- (a) The powers of local authorities to enforce effectively against illegal traveller encampments on land which the travellers themselves own;
- (b) The relationship between human rights and planning legislation;
- (c) The huge lack of government resources in rural growth areas for affordable housing and the necessary infrastructure.

7. PROFESSIONAL ARTS ORGANISATION PARTNERSHIP GRANTS 2004/05

The Community Development Portfolio Holder noted that she had already agreed those grants which fell within her delegated powers, and recommended the remainder to Cabinet.

Clarification was sought and given:

- The Cambridge Film Consortium was a charity involving the Cambridge Arts Picturehouse, Anglia Polytechnic University and Screen East, and had worked with Sawston Village College on film and animation work as well as film projects in Cottenham, Hauxton and Gamlingay. The grant would be used to continue the programme at Sawston Village College and on-going outreach work in the District;
- The Kettle's Yard rejected application reflected the limited work in South Cambridgeshire in the past year. The Arts Development Officer would welcome future applications if new outreach proposals were made;
- The grant to The Junction / CDC took account of the forthcoming closure for refurbishment and would be reviewed after six months;
- The Arts Development Officer was confident that the Cambridge Arts Theatre service level agreement was deliverable;
- Targets for all organisations would be monitored on a monthly basis rather than six-monthly as in previous years.

Cabinet **AGREED** the following Arts Partnership Grants:

- (a) a grant of £35,000 to the Cambridge Arts Theatre for the work of the Education department, paid in two instalments, subject to the signing of a service level agreement; and
- (b) a grant of £40,000 to The Junction / CDC, payable in two instalments, subject to the signing of a service level agreement.

Information Items

8. HOUSING REPAIRS AND MAINTENANCE

The Housing Portfolio Holder presented the update on the progress in letting the repairs and maintenance contracts and advised Cabinet of the in principle management decision to allocate a portion of housing repairs and maintenance work to the Council's DLO workforce.

The following corrections were made to the report:

- "Locally sourced labour" to be included under the Council's Sustainability Corporate Objective at paragraph 3;
- "...district wide works for unplanned large voids..." at paragraph 6;
- "...maintenance service currently underway..." at paragraph 10;
- "and using benchmarking as at paragraph 14" to be added to the final sentence of paragraph 11;
- corrected spelling of "principle" in the recommendation at paragraph 19.

The Housing and Environmental Services Director confirmed that there was a large amount of work required to integrate the DLO into the new Housing and Environmental Services Directorate, work which would be done in a transparent manner and which was essential to ensure the repairs and maintenance services to tenants remained strong.

The Head of Shire Homes clarified that the three different contracts ensured the Council would be able to include large voids in the refurbishment programme: an increasing proportion of refurbishment funding was spent on large voids, thus the first two contracts, each covering separate geographical areas, included incidental refurbishment and large voids and, as voids were unpredictable, the third contract would provide large refurbishment jobs on a responsive and reactive basis District-wide as if such jobs were voids. The three contracts provided a value for money service which would get the work completed quickly and capital funding would be used for the third.

Cabinet **NOTED**

- (a) the progress made in tendering critical housing repairs and maintenance contracts to achieve contiguous services provision; and
- (b) the in-principle management decision made to allocate a portion of work to the Council's DLO.

9. HOUSING STOCK OPTIONS APPRAISAL UPDATE

The Housing Portfolio Holder reported that the Stock Options Appraisal (SOA) was a government requirement. The deadline was July 2005 and the Council was on target to complete the SOA by spring 2005. The Housing and Environmental Services Director confirmed that the Independent Tenant Advisor (ITA) interview process had been completed and an ITA appointed.

Clarifications were sought and given:

- Right To Buy Requests were declining; it was likely that this was due to properties being valued much higher;
- The Tenant Empowerment Strategy was a government requirement setting out how the authority worked with all its tenants, not just those involved in the Tenant Panel, and would ensure that all tenants had the opportunity to be informed of the SOA through means such as a newsletter, telephone hotline, and meetings;
- *South Cambs Magazine* and *Key Issues* could be used for a comprehensive explanation to tenants of the issues involved in the SOA;
- Appendix B set out the criteria which the government would sign off. A detailed project plan identifying responsible officers and timescales would be developed by officers;
- Authorities which have transferred their housing have negotiated assured tenancies with the receiving housing association which as far as possible reflect tenants' existing secure tenancies, for example by preserving rights to buy etc. The Law Commission was looking at plans to create one kind of tenancy for affordable rented homes to reduce current confusion between assured and secure tenancies;
- If a Private Finance Initiative (PFI) were established to manage the housing stock, the Council and its preferred provider would form a contractual arrangement, so Councillors and tenants would have the opportunity to negotiate terms of a management agreement. The Council could similarly influence the nature of a Housing Association established for management if stock were transferred under an LSVT. Housing Association Boards usually comprised independent community members, Councillors and tenants, so Council and tenant involvement and influence would be retained;
- No single option needed to be applied to the whole of the housing stock and a mix and match option was also possible.

The Housing and Environmental Services Director agreed to provide a training seminar for members following the elections and the Information and Customer Services Portfolio Holder agreed to add the SOA to the general training programme.

Cabinet **NOTED** the report.

10. SHIRE HOMES PLANNED MAINTENANCE PROGRAMME

Cabinet had historically awarded delegated authority to the Housing Portfolio Holder to accept the winning tender for large housing repairs and maintenance contracts of a value at Level 3 or above. On closer scrutiny of the Constitution and Contract Standing Orders, it was confirmed that Cabinet had given delegated powers to the Portfolio Holder to accept tenders at Level 3 or above.

Cabinet **NOTED** that the awarding of large planned maintenance contracts for 2004/05 and subsequent years would be authorised by the Portfolio Holder.

Standing Items

11. MATTERS REFERRED BY SCRUTINY AND OVERVIEW COMMITTEE

None.

12. RE-LOCATION OF OFFICES TO CAMBOURNE

Cabinet members had recently visited the new offices and plans for the move were proceeding according to schedule. The Risk Management Strategy had been revisited and the New Offices Working Group was satisfied that there were robust contingency plans in place for the move.

The meeting ended at 10.45

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SOUTH CAMBRIDGESHIRE DISTRICT COUNCIL**NEW OFFICES WORKING GROUP**

At a meeting held in the Committee Room 1 on 23rd February 2004 at 2pm

- Present:** Councillor RT Summerfield – Chairman
- Councillors:** JD Batchelor, Mrs J Hughes, JA Nicholas & Mrs DSK Spink
- Officers:** JS Ballantyne, Chief Executive
GJ Harlock, Finance & Resources Director
P Barnes, Special Projects Manager
J Garnham, Finance Project Officer
- Lambert Smith Hampton:** Andrew Gordon & Matthew Williams

Apologies were received from Cllr SGM Kindersley.

1. MINUTES

- 1.1 The minutes of the meeting held on 13th January 2004 were agreed as a correct record, subject to the inclusion of the word “consider” in the second sentence of paragraph 2.6, which now reads:
- The Finance Project Officer agreed to consider contacting parish councils regarding the availability of furniture after the relevant audit had been completed.

2. MATTERS ARISING**Cambridge Office (minute 2.1)**

- 2.1 The Finance Project Officer reported that the officers from the City Council had assured him that the building work in the Cambridge Office would be complete by the end of March.
- 2.2 It was understood that the four posts in the Cambridge Office had been offered to four current members of staff. *It was confirmed after the meeting that one of these posts is 0.5 FTE; should experience at the Cambridge Office indicate that the remaining 0.5 FTE is also required, further recruitment will be undertaken.* It was noted that the Cambridge Office had the desk space for an additional member of staff which visiting officers could use.

Removals and Disposal of Old Furniture (minute 2.6)

- 2.3 The Finance Project Officer reported that the company Anca Business Supplies had shown a keen interest in taking ownership of the Council's surplus office furniture. It was understood that the Council would only receive a small remuneration for this furniture. The Group agreed that the Council should proceed in its negotiations with Anca Business Supplies as they presented the most practical and cost effective solution to the disposal of the surplus furniture.

Cash Office (minute 5.5)

- 2.4 It was understood that the cash office had been fitted to the new building but the issue of whether the Council would incur an extra charge for the ballistic

resistant glass had not yet been resolved.

3. NOTES FROM CAMBOURNE OFFICERS GROUP (COG)

- 3.1 The Finance Project Officer summarised the latest business of the COG sub-groups.

Furniture, Space & Storage

- 3.2 It was noted that the furniture order had been sent to Breathe and the cost would be within budget. The furniture would be assembled in the new office in April after the building work had been completed.

- 3.3 It was reported that departments were continuing to dispose of documents that no longer needed to be retained (including shredding of confidential documents) and to DIP documents for retention. It was understood that, if departments were not able to complete the disposal or DIPing of documents before the move, there was a contingency plan for storing these documents on a temporary basis at the new office and completing the work as soon after the move as possible.

HR/ Travel

- 3.4 It was reported that a new Travel to Work Plan was being developed to meet the planning conditions on the building. The Special Project Manager stated that he was liaising with the County Council and seven private companies to ensure that a Council-run bus service would complement the County Council service. He reported that he was liaising with businesses at the Business Park including the organisation which could potentially be occupying building 2030 regarding a co-ordinated travel to work scheme. He agreed to contact the authorities responsible for staffing Sackville House (the Joint Services Building) regarding travel to work. PB

Staff Facilities

- 3.5 It was noted that laser printers would be used at the new offices and staff would also be able to send larger print jobs straight to the networked photocopier.

- 3.6 It was understood that quotes for providing free vending machines for staff use were being examined.

- 3.7 It was noted that the staff canteen would have the same level of facilities as the existing canteen.

- 3.8 Staff visits to the completed office would be held in April. A meeting would be held on 24th February with the Information Section who have been collating staff queries to relay to the Special Project Officer. Responses to these queries will be published on the Intranet to ensure availability to all staff.

Relocation

- 3.9 The Finance Project Officer reported that a company would be selected shortly to transport the furniture the Council would be taking to the new office. It was understood that the cost would be within budget.

4. TELEPHONE NUMBERS FOR CAMBOURNE OFFICE

- 4.1 The Special Projects Manager presented this report which outlined the issues relating to telephone numbers for the Cambourne office and invited Members to evaluate and decide which option was the most appropriate.
- 4.2 It was noted that the final set of numbers in paragraph 35 should be 71 3499.
- 4.3 The Special Projects Manager advised against allocating the Cambridge area code for the new office due to the cost of installing the appropriate link and the ongoing line rental fee. Andrew Gordon advised that it was only viable to incur these costs if the user would benefit from being associated with the City of Cambridge. The Group agreed that such a recognition was of no benefit to the Council and the option of securing a Cambridge area code for the new office was rejected.
- 4.4 It was understood that the use of a provider other than BT to supply the main telephony services to the Council might increase rates that are charged for other BT services that the Council uses. It was suggested that the relationship with utility suppliers should be examined, with a view to achieving a reduction in call rates.
- 4.5 It was noted that NTL could offer the same extensions as those currently used. However, the Chief Executive stated that it was the aim of the Council to encourage callers to use the new contact centre as opposed to the old direct dial numbers. This could be achieved more easily if all staff were given new numbers after the move.
- 4.6 In response to questioning, the Special Projects Manager agreed to examine what effect the telephone contract would have on a Broadband deal which apparently could offer businesses a phone charge that was 30% lower than the BT rate.
- 4.7 The Special Projects Manager advised that BT would be a more appropriate provider as they could provide 500 numbers which allowed more flexibility than NTL who could offer 400 numbers.
- 4.8 It was understood that BT had published incorrect numbers in their telephone directory, which would remain until January/February 2005. It was noted that the public and other stakeholders would have to be informed of the new numbers. However, the 08450 450 500 call centre number would be unaffected by the office move.
- 4.9 The Group **AGREED** to utilise the range of numbers from BT which are 01954 71 3000 – 71 3499

5. RISK REGISTER AND PROJECT PLAN UPDATE

New Office – Completion of Works

- 5.1 The Special Projects Manager reported that the building was still not 100% watertight but an air pressure test would be carried out on 1st March 2004. All windows were in and the front and rear doors had been left off to ease access to the building for construction workers. The developers had repeated their assurance that the work would be finished by 31st March 2004.
- 5.2 The Finance and Resources Director expressed his concern at the lack of progress that had been made on building works when he visited the site

earlier in the month. He added that there had been no workmen present on the two Sunday afternoons he had visited the site despite the assurance that the building was being worked on 7 days a week. It was reported by the Special Projects Officer that construction work was being carried out on Sunday morning but not Sunday afternoon.

- 5.3 The Chief Executive stated that he had met with a Director of Development Securities, Julian Barwick, who had assured him that the building would be completed by 31st March although correction work (known as “snagging” works), which was inevitable in any building works, would have to be carried out after that date. It was understood that McAlpine and Breathe would have to work together to ensure that “snagging” works could be completed without interfering with the installation of the furniture. A meeting will be held with Breathe and McAlpine on 5th March to develop a programme for snagging works after the 1st April.

Manifestation

- 5.4 It was understood that manifestation would be added to glass partitions at various heights to make the glass visible to pedestrians and wheelchair users. It was noted that additional manifestation would be added to the windows of Chief Officers to ensure more privacy than other rooms. The Chief Executive explained that blinds might have to be added to Chief Officer and other rooms where confidential meetings were held. It was agreed that these rooms would be assessed after the move and blinds or extra manifestations would be added if necessary.

RISK REGISTER

- 5.5 The Special Projects Manager drew attention to the amendment to risk 22: Possibility of delays to practical completion date, as a meeting had been arranged with Breathe and the developer to discuss scheduling of post construction works. He stated that he had also met with ITNET to inform them that the removal company will move the computer hardware while ITNET focus on getting the servers on-line.
- 5.6 The Special Projects Manager also drew the Group's attention to the amendments to risk OC11 and OC12 which had necessitated the submission of the details of the Travel to Work plan and the Cambridge Office to the relevant local planning authority. No problems were envisaged with these issues.
- 5.7 It was noted that the details on the Project Plan would be summarised to show activities relating to occupation of the building and relocation. This will be submitted at the next meeting.

6. ANY OTHER BUSINESS

Lettering Below the Council Crest

- 6.1 The Special Projects Manager circulated two possible designs for the lettering below the Council Crest. The Group agreed the first option which used regular lettering and was clearer than the second option which used bold lettering and drew attention away from the Council Crest.

Art Work – Insurance Premium Excess

- 6.2 The Special Projects Manager informed the Group that the Council's insurers would insure 3 dimensional sculptures for the same annual premium but the Council would be liable for the first £500 of any damage incurred. The

Finance and Resources Director stated that in view of the amount of money involved and the probability of damage, this issue should be dealt with outside this Group.

Display of Historical Artefacts

- 6.3 Councillor Mrs J Hughes asked what progress had been made on her suggestion that articles of archaeological interest found in Cambourne be displayed at the new office. The Special Projects Manager stated that Beverley Carpenter, one of the resident artists on the Business Park had displayed some archaeological artefacts at one of her recent displays. He suggested that she should be contacted, probably through Wysing Arts, on this issue. Councillor Mrs DSK Spink informed the Group that she would be attending a meeting with Wysing Arts shortly and would raise this issue then. Concern was expressed at the cost of displaying such artefacts.

DS

Closing the Hills Road Office

- 6.4 It was agreed that, to facilitate the move, the Council's offices (i.e. at Hills Road, Station Road and Oakington) should be closed at 12 noon on Friday 30th April. It was noted that the Cambridge Office would be operational by then. It was agreed that this should be publicised and an article placed in South Cambs Magazine.

Opening Ceremony

- 6.5 The Chief Executive reported that the Council were working with the County Council to secure a member of the Royal family to open both the new offices and Sackville House (the Joint Services Building) in Cambourne. It was noted that the official opening would take place after the building had been occupied.

7. DATES OF NEXT MEETING

- 7.1 The next meeting of the Group will be held on:
- 19th March 2004 at 2pm in Committee Room 2

It was agreed that a meeting be scheduled for Tuesday 13th April at the new offices at 2pm. This meeting would only take place if required.

The meeting ended at 3.45 pm

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SOUTH CAMBRIDGESHIRE DISTRICT COUNCIL**NEW OFFICES WORKING GROUP**

At a meeting held in the Committee Room 2 on 19th March 2004 at 2pm

- Present:** Councillor RT Summerfield – Chairman
- Councillors:** Mrs J Hughes, SGM Kindersley, JA Nicholas & Mrs DSK Spink
- Officers:** JS Ballantyne, Chief Executive
P Barnes, Special Projects Manager
J Garnham, Finance Project Officer
GJ Harlock, Finance & Resources Director
D Jennings, Human Resources Manager
CJ Taylor, Head of Legal Services
- Lambert Smith Hampton:** Matthew Williams

Councillors RE Barrett and SA Harangozo attended by invitation.

Apologies were received from Andrew Gordon.

1. MINUTES

- 1.1 The minutes of the meeting held on 23rd February 2004 were agreed as a correct record.

2. MATTERS ARISING**Cash Office (minute 2.4)**

- 2.1 Matthew Williams reported that the developers had agreed to install ballistic resistant glass in the cash office at no extra cost.

Opening Ceremony (minute 6.5)

- 2.2 The Chief Executive stated that the Council would be flexible regarding the date for the official opening ceremony, as this would make it easier for prospective dignitaries to fit the opening ceremony into their schedule.

3. NOTES FROM CAMBOURNE OFFICERS GROUP (COG)

- 3.1 The Finance Project Officer summarised the latest business of the COG sub-groups.

Furniture, Space & Storage

- 3.2 Departments were continuing to dispose of documents that no longer needed to be retained and to DIP documents for retention. A shredding company had been contracted to shred confidential documents and departments would be informed of the dates this company would be visiting the office.

HR/ Travel

- 3.3 It was reported that a new Travel to Work Plan, which was a condition of the office move, would be presented for agreement at the next meeting of the

Group in April.

4. REFRESHMENTS FOR STAFF

4.1 The Finance Project Officer presented this report which outlined the options available for providing refreshments for staff at Cambourne.

Corrections to Report

4.2 It was understood that the estimated cost of the current "trolley service" had included the staff time. However, the cost of employing canteen staff would be incurred with or without the trolley service. As a consequence the estimated cost of the trolley service shown in paragraph 5 was altered from £8,260 to £6,310. In paragraph 10, the estimated additional cost of providing a free hot drinks vending machine on each floor instead of a trolley service was increased from £2,118 to £4,068 per annum for the first drink per member of staff per day. In paragraph 11, the estimated additional cost of providing a free hot drinks service on one floor was increased from £298 to £2,248 per annum for the first drink per member of staff per day.

4.3 It was noted that the preference of UNISON and the recommendation of the report was to retain the trolley service and not provide vending machines.

4.4 The Chairman expressed his support for vending machines on every floor, which matched the modern image appropriate for the new office. Members of the Group made the following points:

- The cost of the machines could be reduced by either making them token operated or restricting the times when the machines gave free vends.
- Vending machines should provide hot and cold water.
- Vending machines had been common in places of work for many years.
- Vending machines on every floor would ensure that staff did not have to walk a large distance with a tray of drinks.

4.5 It was noted that the vending machines could operate on cards given to staff, or could be free at certain times of the day, but could not operate on a token system.

4.6 The Chief Executive stated that a trolley service was preferable as it allowed staff to make drinks to their own individual tastes. The vending machine option was more expensive. The Finance and Resources Director informed the Group that many staff attended the canteen to buy sandwiches, which currently they could do whilst making their tea or coffee. The Human Resources Manager stated that staff were entitled to work breaks, especially if they were continuously using a PC and making a drink away from their desk allowed them to do so.

4.7 Councillor SGM Kindersley proposed that a vending machine, that can also provide hot and cold water, be placed on each floor and be free all day. This proposal was seconded by Councillor JA Nicholas.

4.8 A vote was taken and by 4 votes to 1 the Group:

4.9 **AGREED** that a vending machine, which can provide hot and cold water, be placed on all three floors. The machines will provide free vends all day.

5. CAMBOURNE DRAFT CAR PARKING POLICY

5.1 The Special Projects Officer introduced this report that informed the Group of

the draft car parking policy for the new office. He stated that the car park was in two sections, a visitor section of 34 spaces and a barrier controlled section of 205 spaces. Those who car share will be given priority parking, although so far only about 12 staff have expressed their intention to car share.

- 5.2 Members of the Group expressed concern at the suggestion that Councillors should park in the visitor section as 34 spaces would be insufficient. It was noted that 60 spaces inside the barrier were numbered, allowing parking to be booked.
- 5.3 Councillor SA Harangozo suggested that priority parking should be given to those who usually used alternative modes of transport or lived furthest away. However, it was understood that it was the availability of alternative transport and not distance from the office which determined how reliant staff would be on their car. The Group agreed that the rules regarding car parking needed to be easy to understand and it would be inappropriate to give priority parking on the availability of alternative transport. The Chief Executive explained that the relocation package assessed any increase in transport costs for staff.
- 5.4 Essential users will continue to be provided with access to the car park, but in line with current practice, they will not be guaranteed a parking space.
- 5.5 Councillor Mrs Spink suggested that car sharing with other organisations on the Business Park should be considered. The Special Projects Officer informed the group that discussion on this matter had been ongoing with Lesley Scobell, the travel coordinator for Cambourne Business Park. Postcodes of employees on the Business Park have been added to the Council's GIS system, to help identify potential car share opportunities.
- 5.6 The Group agreed that
- Spaces will be reserved for individuals such as Chief Officers or key elected Members; in their absence these places to be made available to other members or officers.
 - Councillors should have reserved spaces booked for scheduled meetings inside the barrier controlled section, as per current practice.
 - Car parking spaces will be designated for use by car sharers
 - The Council's parking policy should be reviewed 3 months after occupation.

6. APPOINTMENT OF REMOVAL COMPANY

- 6.1 The Finance Project Officer reported for information the decision taken jointly by the Resources and Staffing portfolio holder and the Finance and Resources Director to appoint Edes to remove filing, PCs and some furniture, from the existing offices at Hills Road, Station Road and Oakington, to the new offices at Cambourne.
- 6.2 It was noted that officers had restricted their consideration of removal companies to ESPO & OGC suppliers large enough to carry out the job from within their own company. However, it was understood that a full tendering exercise should have been carried out rather than reliance on this exemption in Contract Standing Orders. The contract was above level 3 and Contract Standing Orders require that a tender other than the lowest can only be awarded by the Council or the Executive - this requirement had not been followed.

- 6.3 It was understood that Harrow Green had provided the cheapest tender but this had been rejected as the officers were not convinced that the company had fully understood the ICT move requirements as they had designated only 3 ICT engineers. In a message to the Group, Councillor JD Batchelor stated that Harrow Green were a professional organisation, were unlikely to have underestimated the requirements of the job and expressed his surprise at the decision taken. However, the Special Projects Officer stated that there were over 500 items of IT equipment to move and install and he had advised against taking any risks in this process due to the importance of the equipment. The Chief Executive pointed out to the Group that if Harrow Green only provided 3 ICT staff to remove, pack and install each piece of IT equipment they would have to work 10 hours a day over the three days and would only have 5 minutes with each piece of equipment. This was in contrast to Edes who proposed 30 dedicated ICT staff, who would be able to have all IT equipment installed by the Saturday evening.
- 6.4 It was understood that on the suggestion of the Resources and Staffing portfolio holder, the Finance and Resources Director had contacted Edes and asked them to reduce their original quote to that of Breathe, as Edes were offering to move and set up all desktop PCs by Saturday evening. Edes had agreed to match Breathe's quote. Councillor Mrs J Hughes expressed her opposition to this practice, as it was unethical to inform one organisation of another's quote and she took no further part in the discussion.
- 6.5 It was understood that Edes would provide IT support to the Council for a short period immediately after the move to ensure that all equipment had been installed properly.

7. APPOINTMENT OF BUS COMPANIES (LATE ITEM)

- 7.1 The Finance Project Officer introduced this report on the options available for providing Council buses.
- 7.2 It was proposed that 3 buses would provide a service to and from the following sites:
- Ely
 - Cambridge railway station
 - Trumpington Road Park and Ride area
 - Cowley Road Park and Ride area
- One bus would go to both the railway station and Trumpington Park and Ride area.
- 7.3 It was noted that the County Council had not yet given permission to allow the Council's buses to use the Park and Ride sites. It was understood if permission was not forthcoming the Council's buses would have to pick up passengers from a convenient area close by the two park and ride sites. The Chief Executive and the Leader of Council agreed to contact their counterparts at the County Council in a final effort to gain access for the Council's buses.
- 7.4 It was understood that there would be a clause with the contracted bus companies allowing the Council to discontinue the service if it was not being used by staff. Councillor SA Harangozo expressed his concern that the bus services could be cancelled too easily. He stated that there were villages within a 3-4 mile radius of Cambourne which had no public transport links to the village and he suggested that a circular bus route could address this. It was understood that the Council would not be allowing members of the public

on its buses because the service would have to be registered and the transport commissioner required 8 weeks notice for any alteration in the timetable. It was hoped that as Cambourne grows in size, more bus services will be provided to it, although it was understood that the County Council had failed in its bid for rural bus funding. The Special Projects Officer stated that the X5 service from St Neots, which uses the A428, now stops at the Business Park. Whippet Coaches have also been approached to see if their 1/1A service from Huntingdon and St Ives could be diverted to service the Business Park. He added that the hotel in Cambourne would be paying £100,000 through a section 106 agreement to fund improvements to public transport on the A428. It was noted that it was possible that other organisations on the Business Park would be interested in joining the Council in providing a bus service to get their staff to Cambourne.

- 7.5 The Group agreed in principle to the following routes, subject to a further survey to determine potential usage and pick up points:
- Ely route – Cambridge & Ely Mini Bus Service - £93 per day
 - Cambridge railway station route, via Trumpington Road Park & Ride area – Myhill's Mini Buses/ Shubby's Travel Services - £125 per day
 - Cowley Road Park & Ride area route – Myhill's Mini Buses/ Shubby's Travel Services - £125 per day
- 7.6 The Group **AGREED** that officers, once usage has been established and before the end of the trial period, invite tenders for providing bus services from the end of the trial period for the remainder of the four years.
- 7.7 The Group **AGREED** to delegate responsibility for a final decision on the appointment of bus companies to the Finance and Resources Director and the Resources and Staffing portfolio holder.

8. CAMBOURNE PROJECT PLAN UPDATE

- 8.1 The Special Projects Officer reported that the building was substantially watertight and the developers had given permission to allow access to the IT room for the installation of the uninterruptible power supply. The Council Crest and lettering were scheduled to be fixed to the building on 24th March 2004. The Cash Office installation was complete, with ballistic resistant glass.

Date for Completion of Works

- 8.2 The Chief Executive reported that the completion date of 31st March 2004, which had been confirmed in February by the Director of Development Securities, now appeared unlikely. An e-mail from Peter Jarman of Wrenbridge giving an update on the latest position was circulated. The Group expressed its dissatisfaction at the progress made. The Head of Legal Services reported that the Council would withhold final payment until the work was complete. However, he added that a completion date of mid-April was six weeks ahead of the original schedule.
- 8.3 Matthew Williams reported that the developers had been let down by their supplier of windows and doors. A major effort had been made to catch-up and he did not foresee any further delays. He added that special parts needed to be ordered to complete the cladding but unlike the delivery of windows and doors, this would not delay other building works.

Security

- 8.4 It was understood that the developers planned to complete the 2nd and 1st floors by 31st March to allow Breathe to furnish them. It was expected that by the time Breathe had finished furnishing the top two floors, the developers will have completed the ground floor, thus allowing Breathe to complete the furnishing of the building. The developers wanted a legal agreement which would make the Council responsible for security on the top two floors whilst Breathe were furnishing them. The Head of Legal Services stated that more information was required on this proposal before the Council could agree to it. It was agreed that 24 hour professional security would be required.
- 8.5 The Group agreed that the developers should provide the Council with a new completion date, in writing, as mid-April was non-specific.
- 8.6 The Chief Executive and Head of Legal Services agreed to respond to Peter Jarman's e-mail. **JSB & CJT**

Staff Visits

- 8.7 It was agreed that staff visits should be arranged after the building work is completed.

Vacating 9-11 Hills Road

- 8.8 The Head of Legal Services informed the Group that the Council had waited until the new building was watertight before giving three month's notice at 9-11 Hills Road. This would mean that the Council would cease to be tenants of 9-11 Hills Road on 23rd June 2004. He added that he would be asking the University of Cambridge to charge rent at 1% over the basic rate, instead of the market rate from 1st June.

RISK REGISTER

- 8.9 The Special Projects Officer highlighted the alterations in the Risk Register. The probability of delays to practical completion date has increased to 4. The following risks have been removed from the register:
- City Council being unable to provide space for the Cambridge Office.
 - Building envelope not fully watertight.
 - Delivery delays with Velfac windows for front & rear of building.

9. HAUL ROAD

- 9.1 A letter and four maps from Peter Jarman of Wrenbridge were circulated at the meeting. It stated that the haul road alongside the Council's office could be used to allow development to the south until September 2005, but "as time goes on this is becoming less and less likely". The letter detailed the plan to allow construction traffic to plot 4000 by an access point to the North of the Council's new office, which negated the need for traffic to pass alongside the building. It was understood that construction access after September 2005 would require planning permission.
- 9.2 It was noted that the Haul Road will become a Greenway, with a narrow gravel road to allow emergency access.
- 9.3 Concern was expressed that the phase 2 diagram appeared to have removed the chicane in the haul road and moved the road closer to the Council office.

It was understood that construction traffic on the Spine Road was prohibited and surprise was expressed at the developers' suggestion that the Spine Road would be used for any construction traffic for developing sites behind the Council office after September 2005.

- 9.4 The Head of Legal Services highlighted the request by the developers to amend the agreement regarding the completion of the Greenway works. He recommended a retention of £100,000. Matthew Williams agreed that £100,000 was more realistic. The Group agreed with this proposal.
- 9.5 The Group supported the plan for the developers to use an alternative access point to plot 4000 but agreed that the developers needed to clarify their position regarding:
- The use of the Haul Road
 - The route of construction traffic to sites behind the Council office after September 2005.

10. ANY OTHER BUSINESS

Cleaning Contract

- 10.1 It was noted that the Council had gone out to tender to secure an ESPO supplier for the cleaning contract for the new offices.

Address of New Office

- 10.2 It was understood that the address for the new office was:
South Cambridgeshire Hall
Cambourne Business Park
Cambourne
Cambridge
CB3 6EA

Opening Time 4th May 2004

- 10.3 The Group debated the suggestion that on the first day after the move, the office should be open to the public at 10am. However, the Group agreed that the office should open at 9am and staff be encouraged to be at the office early.

The meeting ended at 4.30 pm

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DEVELOPMENT AND CONSERVATION CONTROL COMMITTEE

At a meeting held on Wednesday, 3 March 2004 at 10.00 a.m..

PRESENT: Councillor Mrs JM Healey – Chairman
Councillor JH Stewart – Vice-Chairman

Councillors	Dr DR Bard	CC Barker
	RE Barrett	JD Batchelor
	RF Bryant	R Driver
	CJ Gravatt	Mrs SA Hatton
	Mrs J Hughes	SGM Kindersley
	LCA Manning JP	JA Nicholas
	CR Nightingale	Dr JPR Orme
	Mrs DP Roberts	NJ Scarr
	RGR Smith	Mrs DSK Spink MBE
	LJ Wilson	AW Wyatt MBE

Councillors RF Collinson, WH Saberton and J Shepperson attended the meeting by invitation.

Apologies for absence were received from Councillors G Elsbury, R Hall, Mrs JA Muncey and Mrs CAED Murfitt.

1. OFFICER STATEMENT ABOUT CAMBOURNE AND OTHER NEW SETTLEMENTS

At the request of the Chief Executive, the Chairman made the following statement to Members:

“The Head of Legal Services stands by all his advice given to this Committee in connection with Cambourne and the other new settlement applications. Contrary to Councillor R Page’s assertion at the Council meeting on 26th February [2004], Mr Taylor believes his advice to have been correct throughout. It has not been challenged in any other quarter.”

2. MINUTES OF PREVIOUS MEETING

The Committee authorised the Chairman to sign, as a correct record, the Minutes of the meeting held on 4th February 2004, copies of which had been published with the agenda for full Council on 26th February 2004 and made available electronically.

3. PLANNING APPLICATIONS

The Committee **RESOLVED** that the following applications be determined as recommended in the report from the Director of Development Services, or otherwise as stated below, and that, in all cases, the Director of Development Services be given delegated authority to finalise details of Conditions and reasons for approval or refusal consistent with such determinations.

(1) S/0133/04/F - HARSTON

Removal of Condition 6 of planning permission S/0984/03/F to allow unrestricted access to the site at 140-146 High Street for Lancaster PLC

APPROVAL for the reasons set out in the report from the Director of Development Services, subject to all Conditions previously applied to planning consent reference no. S/0984/03/F excluding Condition 6 therein. Members asked officers to re-apply any time restrictions for delivery vehicles relating to previous permissions.

(2) S/0029/04/O - HASLINGFIELD

Residential development (2 dwellings) following demolition of existing bungalow at 1 Butler Way for Mrs K Griffiths

DELEGATED APPROVAL, having noted the relevant policies contained in paragraph 3 of the report from the Director of Development Services, subject to standard Outline Conditions on the submission of Reserved Matters. Having noted comments from the Environment Agency, Members asked officers to consider attaching a Condition requiring that a scheme of foul water drainage be submitted, approved and implemented.

(3) S/2486/03/F - HISTON

Dwelling adjacent to 8 Farmstead Close for Alan Collinson

APPROVAL for the reasons set out in the report from the Director of Development Services, and subject to the Conditions referred to therein, and to an additional standard Condition requiring the use of matching materials.

(4) S/2445/03/F - LINTON

Demolition of existing dwellings and erection of 10 flats at 6-8 Cambridge Road for Moore Associates

DELEGATED APPROVAL, as amended by plans date stamped 4th February 2004, for the reasons set out in the report from the Director of Development Services, and subject to the Conditions contained therein and to comments awaited from the Local Highways Authority.

(5) S/0044/04/F - LITTLE SHELFORD

Extension, 10 Church Street for Mr and Mrs Christodoulou

APPROVAL, contrary to the recommendation contained in the report from the Director of Development Services. Having visited the site and given due consideration to Policy P7/6 of the Cambridgeshire and Peterborough Structure Plan 2003 and Policies EN/30 and HG/12 of the South Cambridgeshire Local Plan 2004, Members considered that the proposed development would not harm the street scene or character of the Conservation Area, and would not have an adverse impact on the amenity of no. 8 Church Street.

(6) S/0026/04/F - MELBOURN

Extension, 10 Greenbanks for P Karner

DELEGATED APPROVAL, following the receipt of a further amended plan setting back the lean-to ground floor extension on the front of the proposed side extension by one metre, thus negating any adverse visual impact on the street scene, which would have been contrary to Policy HG/12 of the South Cambridgeshire Local Plan 2004.

(7) S/0040/04/F - LITTLE EVERSDEN

Extension at Meridian, Finch's Field for Mr P Mallows And Ms C Revell

DEFERRED for a site visit.

(8) S/0124/04/F - SAWSTON

Bungalow on land to the rear of 7 Church Lane for R Cullum

DELEGATED APPROVAL for the reasons set out in the report from the Director of Development Services, subject to comments awaited from the Council's Trees and Landscape Officer, to the Conditions contained in the report, and to an additional Condition requiring that improvements be made to the pedestrian visibility splay onto the adjacent footpath to the east of the proposed development.

(Councillors Dr DR Bard and Mrs SA Hatton declared personal interests in this item, but contributed to the debate.)

(9) S/1711/03/RM - SAWSTON

Erection of buildings for business use (classes B1 (A), (B) and (C)), parts of Dales Manor Business Park, Babraham Road, Sawston

DELEGATED APPROVAL of siting, design and external appearance of the buildings, the means of access thereto and the landscaping of the site, as amended by plans date stamped 11th December 2003 and 3rd February 2004, and for the reasons set out in the report from the Director of Development Services, Planning Conditions would be as set out in the report, subject to the inclusion, in Condition 2 therein, of the words "...and foul water..." between the words "...water..." and "...drainage...".

(10) S/1745/03/F - SAWSTON

Two dwellings and garage on land adjacent to no. 2 Granta Road for Camwest Ltd
DELEGATED APPROVAL, having taken advice from the Environment Agency, as amended by drawing nos. 01C, 02B and 04B date stamped 18th November 2003 and drawing no. 03D date stamped 23rd January 2004 subject to no objections being raised by the Chief Environmental Health Officer in connection with groundwater pollution and to the Conditions set out in the report from the Director of Development Services
(Councillor Mrs DP Roberts abstained from voting.)

(11) S/2554/03/F - SWAVESEY

Erection of house and garage; land adjacent to no. 33 Station Road
APPROVAL for the reasons set out in the report from the Director of Development Services, as amended, subject to Conditions referred to therein. Members asked officers to attach an additional Condition, seeking reinstatement and retention of the Causeway. (An amendment seeking a gable end as opposed to a hipped roof was put to a vote and was defeated.)

(12) S/0116/04/F - STOW-CUM-QUY

Erection of workshop and offices following demolition of existing building and canopy, former A1303 Service Station, Newmarket Road, Bottisham for B Mckay
The Committee was Minded to **APPROVE** the application, contrary to the recommendation contained in the report from the Director of Development Services, subject to it being advertised as a Departure from the Development Plan, being referred to the Secretary of State and not being called in by him for determination. Members considered that the redevelopment reflected the very special circumstances brought about by a change in business operations, and presented a good use of a brownfield site. As such, they considered that it would not be contrary to the aims of PPG2 'Green Belts', PPG7, 'Rural Economy', policies P1/2, P2/6, P7/4 and P9/2a) of the Cambridgeshire and Peterborough Structure Plan 2003, and policies GB1 and GB2 of the South Cambridgeshire Local Plan 2004.

(13) S/0829/03/F - WATERBEACH

Erection of dwelling and store/office and construction of access following part demolition of existing premises at 6 Greenside, for A Hardingham
APPROVAL, as amended on 12th January 2004, for the reasons set out in the report from the Director of Development Services, and subject to the Conditions set out therein.

(14) S/2089/03/F - WATERBEACH

Erection of eight houses, 12 Pieces Lane for Heddon Management Ltd
REFUSED, as amended by letter dated 6th February 2004 and plans date stamped 12th February 2004, for the reasons set out in the report from the Director of Development Services.
(Councillor SGM Kindersley declared a prejudicial interest in this item and withdrew from the Chamber.)

(15) S/2545/03/F - WATERBEACH

Two dwellings to the rear of no. 17 High Street for D Cooper

APPROVAL for the reasons set out in the report from the Director of Development Services, subject to the Conditions set out therein and to an additional Condition removing permitted development rights.

(16) S/1219/01/O - THRIFLOW

Residential development on land north of the A505, Heathfield for Landmatch Ltd **DELEGATED APPROVAL**, for the reasons set out in the report from the Director of Development Services, subject to no new material objections being received from residents living along the north-western boundary of the site, the prior completion of a Section 106 Legal Agreement requiring a community contribution, public open space provision, and public open space establishment sum, to the Conditions set out in the report, and to additional Conditions relating to the hours of construction and a land contamination survey (if substantiated by the Chief Environmental Health Officer). (Councillor RGR Smith declared a prejudicial interest in this item and withdrew from the Chamber.)

(17) S/2447/03/LB - WILLINGHAM

Internal and external alterations- conversion of existing toilets to bathroom and existing kitchen to bedroom with blocking of external door and enlargement of window for French doors. Installation of WC in cupboard and conversion of vestry to kitchen with replacement window and enlarged opening for French doors. Partial enclosure of 1st floor balcony for bathroom, former Methodist chapel, 65 Church Street, Willingham For S Hall **APPROVAL** of the bathroom (with the other alterations subject to the agreement of the Local Planning Authority), contrary to the recommendation contained in the report from the Director of Development Services. Having visited the site, Members considered that the proposed alterations to insert the bathroom into the balcony reflected the need for practical living conditions and would not result in the loss of historic fabric or have a detrimental impact on the character of either the interior or exterior appearance of the former chapel. Accordingly, they felt that the proposal did not contravene Policy P7/6 of the Cambridgeshire and Peterborough Structure Plan 2003 or Policy EN/26 of the South Cambridgeshire Local Plan 2004.

(18) S/0037/04/F - LITTLE ABINGTON

Extension, 10 Hildersham Road for Mr Howe

Members noted that this application would be determined under delegated powers and that, therefore, it had been **WITHDRAWN** from the agenda.

(19) S/0047/03/F - CROYDON

Extensions, 21 High Street, Croydon for Mr and Mrs Martin

APPROVAL, contrary to the recommendation contained in the report from the Director of Development Services. Members considered that the scale and mass of the extension would not be such as to be overbearing on the amenity of nos. 20 and 22 High Street and that, accordingly, the proposal did not contravene Policy HG/12 of the South Cambridgeshire Local Plan 2004.

(Councillor LJ Wilson declared a personal interest in this item, but remained in the Chamber.)

(20) S/2237/03/F - WEST WRATTING

Dwelling and garage to the rear of no. 2 Viking Close (fronting Honey Hill) for B Pettit

DELEGATED APPROVAL as amended by drawings date stamped 23rd January 2004, for the reasons set out in the report from the Director of Development Services, subject to the receipt of satisfactory further amendments showing the provision of visibility splays and revised chimney design, to the Conditions set out in the report and to an additional Condition relating to finished floor levels.

(21) S/2403/03/F - OAKINGTON

Erection of 35 dwellings following demolition of existing buildings, former South Cambridgeshire District Council depot, 118 Water Lane for J S Bloor (Sudbury) Ltd
DELEGATED APPROVAL, as amended by plans dated 10th February 2004, subject to the prior completion of a Section 106 Legal Agreement requiring maintenance of public open space, an educational contribution, and the provision of affordable housing, to the Conditions referred to in the report from the Director of Development Services, and to any additional Conditions proposed by the Local Highways Authority and Environment Agency. Members noted that the proposal did not contravene any of the Cambridgeshire and Peterborough Structure Plan 2003 or South Cambridgeshire Local Plan 2004 policies referred to in paragraphs 8 and 9 of the report.

(22) S/2301/03/F - BASSINGBOURN-CUM-KNEESWORTH

Change of use to plant and tool hire business and erection of workshop at 36 Old North Road for Simon Warboys

REFUSED for the reason set out in the report from the Director of Development Services. Members noted that, in paragraph 1.04 of the report, the Grade II Listed Building referred to was no. 40 (and not no. 42 as stated in both that paragraph and in paragraph 7.02).

(23) S/0032/04/F - BOURN

Change of use from Greenkeeper's building to storage unit (retrospective application), The Camp, Toft Road for Mr P Crow and Mr S Hull

APPROVAL for a temporary period of two years, for the reasons set out in the report from the Director of Development Services, subject to the Conditions referred to therein.

(24) S/6231/03/F - CAMBOURNE

Change of use from Information Centre to temporary Community building, and ancillary storage container – Concept Centre, Cambourne Road, Cambourne (in the Parish of Caxton)

APPROVAL, for a temporary period up to 31st January 2005, subject to the Conditions referred to in the report from the Director of Development Services.

(25) S/2198/03/F - COTTENHAM

House and garage, land to the rear of and adjacent to no. 31 Denmark Road for Co-Operative Group (CWS) Ltd

APPROVAL, as amended by letter and plans dated 17th February 2004, subject to safeguarding Conditions. Members noted that the proposal did not contravene the policies referred to in paragraphs 7 to 10 of the report from the Director of Development Services.

(26) S/0126/04/O - RAMPTON

Two dwellings adjacent to Fenways, 38 Cow Lane for Mr and Mrs Margetts

REFUSED for the reasons set out in the report from the Director of Development Services.

(27) S/2414/03/F - ELSWORTH

Erection of two dwellings on land off The Drift and to the rear of nos. 4 and 5 Cowdell End for W Gaskin

APPROVAL, as amended by plans date-stamped 29th January 2004, for the reasons set out in the report from the Director of Development Services and subject to the Conditions referred to therein.

(28) S/2522/03/F - FEN DRAYTON

Erection of house and garage on land to the rear of Manor Farmhouse, High Street for Mr and Mrs K G Newport

APPROVAL for the reasons set out in the report from the Director of Development Services and subject to the Conditions referred to therein.

(29) S/2561/03/F - FULBOURN

Erection of an extension and outbuilding, Hind Lodgers House for Mr and Mrs Mason
REFUSED for the reasons set out in the report from the Director of Development Services.

(30) S/0145/04/F - GAMLINGAY

Erection of bungalow to replace mobile home, Fountain Farm, Park Lane, for Mr G Taylor
The Committee was minded to **APPROVE** the application, contrary to the recommendation contained in the report from the Director of Development Services, subject to it being advertised as a departure from the Development Plan,. Subsequent to such advertisement, officers would liaise with the local Member to determine whether or not the application should be referred to the Secretary of State. Members took into account the fact that there was no requirement to remove the existing mobile home from the site, and also the personal circumstances of the applicant's mother, who would occupy the bungalow, and considered that a bungalow on this site was preferable to a mobile home, despite Policy P1/2 of the Cambridgeshire and Peterborough Structure Plan 2003 and Policies SE/8 and HG/14 of the South Cambridgeshire Local Plan 2004. Members asked officers to attach a Condition requiring suitable landscaping, and to withdraw permitted development rights for extensions. A further drawing should be obtained prior to granting consent showing the internal layout of the proposed bungalow designed to meet the needs of the applicant's mother.

(31) S/2539/03/F - GIRTON

17 metre high monopole telecommunications mast and associated development on land off Wellbrook Court, Wellbrook Way for Orange PCS
REFUSED for the reasons set out in the report from the Director of Development Services.

4. UPDATE ON APPEALS AGAINST PLANNING DECISIONS AND ENFORCEMENT ACTION

The Committee noted the following from the report prepared by the Director of Development Services:

- Decisions notified by the Secretary of State
- Appeals received
- Local Inquiry and Informal Hearing dates scheduled before the next meeting of the Committee on 7th April 2004
- Appeals withdrawn or postponed
- Advance notification of future local inquiry and Informal Hearing dates (subject to postponement or cancellation)

5. CAMBOURNE SECTION 106 LEGAL AGREEMENT - FACILITIES AND TIMING OF PROVISION

This item had not been on the agenda, but the Chairman agreed that it should be considered in view of its importance.

The Committee noted a further report on the lack of provision, in Cambourne, of a series of facilities required under the terms of the Section 106 Legal Agreement dated 20th April 1994.

The Leader of the Council welcomed progress being made with the Community Centre, and urged Members to re-affirm the Council's stance in relation to withholding planning

permission for any more market housing until the community facilities required by the Section 106 Agreement had been provided to the satisfaction of the Local Planning Authority.

The Development Control Quality Manager informed Members that development of the Burial Ground had started, and that officers would be seeking assurances from the developers that other community facilities, particularly the allotments and playing fields, would be progressed soon. He understood that as much planting as possible would be undertaken during the current planting season. Members endorsed that approach.

The Deputy Director of Development Services informed Members that the Council was currently seeking tenders for lawyers to represent South Cambridgeshire District Council at the Inquiry into Cambourne Enhanced.

It was **RESOLVED** that the Council's stance be maintained for the time being, and a further report to be received at the next meeting.

The Meeting ended at 5.35 p.m.

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SCRUTINY COMMITTEE

At a meeting of the Committee held on the
12th February 2004 at 2 p.m.

PRESENT:	Chairman	SGM Kindersley	
	Vice-Chairman	MP Howell	
Councillors:	SJ Agnew	NN Cathcart	Mrs GJ Smith
	RE Barrett	Mrs J Hughes	DALG Wherrell
	EW Bullman	EL Monks	LJ Wilson
	RF Bryant	WH Saberton	

Councillors DR Bard, CC Barker, JD Batchelor, RF Collinson, SA Hatton, Mrs EM Heazell, Mrs DP Roberts, Mrs DSK Spink & RT Summerfield attended by invitation.

Officers:	Cameron Adams	- Strategic Development Officer
	Kari Greaves	- Head of Shire Homes
	Greg Harlock	- Finance and Resources Director
	David Lord	- Assistant Solicitor
	Andy O'Hanlon	- Arts Development Officer
	Stephen Rizzo	- Building Control Manager
	Dale Robinson	- Chief Environmental Health Officer
	Patrick Adams	- Senior Democratic Services Officer

Kate Lawrance from Arts in Cambs on Tour (ACT)

1. APOLOGIES FOR ABSENCE

Apologies for absence were received from the following members of the Committee:
Councillors PL Stroude.

2. MINUTES

The minutes of 22nd January 2004 were agreed as a correct record.

3. DECLARATIONS OF INTEREST

Councillor DALG Wherrell declared a personal interest in item 7(h) Revenue and Capital Estimates for Sustainability and Community Planning as his wife was a Mobile Warden.

4. PUBLIC QUESTIONS

None.

5. DRAFT AGENDA PROGRAMME

The Committee **NOTED** the Draft Agenda Programme.

6. ARTS COUNCIL ENGLAND, EAST – RURAL TOURING

The Arts Development Officer presented this report which described the role of Arts Council England: East in supporting professional arts touring services in South Cambridgeshire through Arts in Cambs on Tour (ACT) and highlighted possible

reductions in the funding of the company by the Arts Council in 2004 to 2005. He praised ACT for its professional performances at affordable prices. He informed the Committee that the issue of funding was an issue for all arts organisations supported by the Council and he suggested that an Arts Development Advisory Group was set up. It was noted that in the table at page 13, paragraph 9, the years in the final column header should be amended to 2003-2004.

Councillor Mrs GJ Smith expressed concern at the funding of ACT and suggested that an external scrutiny of Arts Council England: East (ACE) be considered. She stated that Regional Arts Lottery Programme (RALP) funding was intended to be temporary and the withdrawal of ACE funding made this an urgent matter.

Kate Lawrance from ACT informed the Committee that ACT was professionally organised but in the control of local people. Audiences averaged around 80, which was impressive considering the size of some village halls. She stated that when ACT was set up, ACE awarded a starter grant of £5,000 and it was hoped that this would increase substantially in future years. However, the grant had only increased with inflation to £5,450 and ACE have now announced that all grants below £20,000 would be scrapped next year. It was understood that this made ACT reliant on the Regional Arts Lottery Programme (RALP) which was time limited.

In response to questioning Kate Lawrance stated:

- Funding would be sought from other organisations, but substantial core funding would still be required.
- This Council contributed more than other authorities, but in return more performances were made in the District of South Cambridgeshire.
- ACT were committed to providing high quality productions at a subsidised price.
- ACT performed in villages that had the facilities and the volunteers to support their performances.

It was suggested that successful applications to temporary lottery funding could prove damaging in the long run as it could encourage other organisations to withdraw their funding.

The Committee **RECOMMENDED** to the portfolio holder for Community Development that

- a) An Arts Development Advisory Group be set up to inform the next District Arts Strategy 2005-2010. The portfolio holder for Community Development to Chair the Group and the membership consisting of the seven Council nominated observers on the governing bodies of arts organisations funded by this Council.
- b) A letter be sent from the portfolio holder for Community Development to East Cambridgeshire, Fenland, Huntingdonshire District Councils and the County Council, who were part of the partnership project that formed ACT, to obtain their views regarding the funding of ACT.

The Committee **AGREED** that a letter be sent to ACE to asking them to explain the change in their funding policy, especially in relevance to rural touring arts groups.

7.(a) REVENUE AND CAPITAL ESTIMATES FOR THE COMMUNITY DEVELOPMENT PORTFOLIO

The portfolio holder for Community Development and the Finance and Resources Director were invited to answer questions regarding the Revenue Estimates up to the year 2004/05 and the Capital Programme up to 2006/07 for the Community Development portfolio.

Travellers

The Chairman informed the Group that he had liaised with the Head of Community Services regarding the two Travellers sites at Whaddon and Blackwell which were run by the Council on behalf of the County Council. The Head of Community Services had informed the Chairman that the County Council reimbursed the Council for the cost incurred through the running of the sites. The Community Development portfolio holder stated that the aim was to ensure that the sites were run at no cost or profit to the Council. She asserted that running legitimate sites gave the Council more credibility when attempting to take action against illegal encampments.

It was suggested that the cost of running the Travellers Consultative Group should be shared amongst the relevant departments. The Community Development portfolio holder agreed to raise this matter with the Head of Community Services.

Milton Country Park

The Committee expressed concern over the £272,193 spent this year on Milton Country Park and it was suggested that as 40%-50% of visitors were from Cambridge the City Council should either make a contribution to the running of the park or offer the District's residents a similar discount to that offered to City residents for City Council sponsored facilities. It was understood that the Head of Community Services opposed these suggestions on the grounds that the District's residents used more of the City's facilities than the reverse and as a consequence this Council would lose out in any systematic attempt to redress any imbalance. The Community Development portfolio holder stated that a detailed report examining issues such as staffing would be required to inform any debate regarding sharing the costs of the Park with another authority. She added that Milton Country Park was one of the few facilities that the Council ran and asking the City Council for funding would invite counter claims for City Council facilities. It was noted that previous attempts to secure discounts for the District's residents attending City facilities had failed.

The Committee **REQUESTED** that Councillor Mrs DP Roberts ask the Head of Community Services to approach the City Council and ask:

- a) If the District's residents could be given a discount to City Council facilities.
- b) Whether the City Council would be prepared to share costs of running Milton Country Park.

It was noted that the increase of over £27,000 in the Milton Country Park budget was due to the increase in staffing and IT costs.

Recharging

The Finance and Resources Director explained that approximately £750,000 had been spent on recruitment and retention and approximately £1,500 per member of staff had been spent on IT improvements. These costs had been recharged to the relevant portfolio holder budgets and had caused notable increases. The Sustainability and Community Planning portfolio holder explained that the cuts he

had made in his budget had been obscured by the recharging, making it difficult to highlight the savings made.

The Committee **REQUESTED** that a report be provided on the recharging of staffing and central overhead account (including IT costs) to the portfolio budgets.

7.(b) REVENUE AND CAPITAL ESTIMATES FOR THE CONSERVATION PORTFOLIO

The portfolio holder for Conservation and the Finance and Resources Director were invited to answer questions regarding the Revenue Estimates up to the year 2004/05 and the Capital Programme up to 2006/07 for the Conservation portfolio.

In response to questioning the Conservation portfolio holder explained that any uncommitted reserves, such as those in the Historic Building Grants, would be discussed by the portfolio holder early in the next financial year. It was understood that the purchasing homes at risk was rare and the Finance and Resources Director explained that at the last occurrence the Council made a profit on the resale. The Conservation Manager advised the Committee of the work of Green Belt Project.

7.(c) REVENUE AND CAPITAL ESTIMATES FOR THE ENVIRONMENTAL HEALTH PORTFOLIO

The portfolio holder for Environmental Health and the Finance and Resources Director were invited to answer questions regarding the Revenue Estimates up to the year 2004/05 and the Capital Programme up to 2006/07 for the Environmental Health portfolio.

Pest Control

In response to questioning the Environmental Health portfolio holder explained that the Council's Pest Control section was in competition with the private sector and, after a recent Best Value review, increased its charges to a comparable rate. However, the removal of rats and mice continue to be carried out free of charge. He added that it was in the Council's best interest not to charge for this service as rats and mice could do damage that would cost the authority more in the long run. It was understood that squirrels would only be removed free of charge for residents on benefit. It was noted that the net expenditure for pest control was £146,000 and it was agreed that the Council also provided a useful advisory service on pest control within this sum.

Stray Dogs

The Environmental Health portfolio holder explained that the Council had a statutory duty to collect stray dogs. It was noted that Wood Green no longer accepted stray animals free of charge and this was a reason for the proposed budget increase.

Licensing

The Chief Environmental Health Officer explained that it was unlawful to pass the charge of enforcing licensing rules onto the cost of a taxi licence.

Abandoned Vehicles

In response to questioning, the Environmental Health portfolio holder explained that when removing an abandoned vehicle, little effort was made to attempt to charge the owner as this could encourage arson.

Compost Bins

The Committee suggested that a charge could be made for home composting bins as this would bring the Council inline with other authorities and it would reduce the £10,000 cost to the Council. It was suggested that the Waste Management Advisory Group examine this issue. It was agreed that the provision of Compost Bins should remain.

7.(d) REVENUE AND CAPITAL ESTIMATES FOR THE HOUSING PORTFOLIO

The portfolio holder for Housing and the Finance and Resources Director were invited to answer questions regarding the Revenue Estimates up to the year 2004/05 and the Capital Programme up to 2006/07 for the Housing portfolio.

Rent Increase 2004/05

In response to questioning the Housing portfolio holder asserted that any increase in rents was regrettable but the Council was attempting to address what locally, at this time, were incompatible Government objectives:

- increasing rents to a level more in line with those of other social landlords, and
- retaining rent levels at or below the Government Guideline.

The Housing Portfolio Holder informed the Committee that any additional rent income received, as a result of imposing an increase above the Government Guideline, would involve a rent rebate penalty. This would require the Council to pay to the Department of Work and Pensions, a sum equivalent to the additional costs of housing benefit that would be awarded to tenants as a consequence of an "over Guideline" increase. The size of the rent rebate penalty was expected to be approximately half of the additional rent income received.

The Portfolio Holder went on to explain that in those instances where retaining rents at Guideline prevented otherwise more rapid progress towards rent equalisation (i.e. achieving target rents calculated in accordance with Government formulae), Officers had received confirmation from the Office of the Deputy Prime Minister that the Authority would not be criticised for any consequential delay in achieving equalisation. Indeed, Officers of the ODPM were most understanding of the Council's predicament and fully accepted that the Council would not wish to incur a rent rebate penalty, merely to achieve the aim of rent equalisation earlier than would otherwise be the case.

The Portfolio Holder confirmed her expectation that, for the vast majority of properties, target rents would be achieved in the next 8-9 years.

Safety Programmes and Repairs

The Head of Shire Homes explained that the asbestos management programme and the fire safety programme were both statutory. It was understood that repairs were carried out reactively and this made budgeting more challenging.

Tenant Participation

Concern was expressed by the Committee at the increase in the cost of Tenant Participation to an estimated £203,410 in 2004/05. Councillor Mrs DP Roberts added her concern at the cost of this programme as the Council owned 6,000 houses. The Head of Shire Homes explained that the five tenant groups within the District helped to empower the Council's tenants and improved communication between the stakeholders. It was noted that the quality of the tenant participation programme would be examined by the CPA inspectors. Councillor RF Collinson stated that

Cottenham had three resident participation schemes that had resulted in improved communication between home owners and tenants. It was suggested that a detailed breakdown of the cost of tenant participation was required.

Councillor RT Summerfield expressed his concern at a possible housing budget deficit of £1.7 million. The Head of Shire Homes explained that if necessary, revenue savings out of the total Housing, Repairs and Maintenance budget of £9 million would have to be made.

Equity Share Housing

It was understood that the Equity Share Advisory Group would be reformed in the near future to discuss specific problems regarding the inequalities of the scheme. It was noted that the Council should be charging equity shareholders the cost relating to their individual scheme, rather than a set fee determined for the district as a whole.

Bus Services

The housing portfolio holder stated that she had contacted the County Council regarding the removal of a bus service that served the sheltered housing scheme in Meldreth. It was understood that a dial-a-ride scheme was planned for this area.

The Finance and Resources Director explained that a £34 million expenditure was planned on the Housing Capital Programme over the next three years. This would be spent on affordable housing.

7.(e) REVENUE AND CAPITAL ESTIMATES FOR THE INFORMATION AND CUSTOMER SERVICES PORTFOLIO

The portfolio holder for Information and Customer Services and the Finance and Resources Director were invited to answer questions regarding the Revenue Estimates up to the year 2004/05 and the Capital Programme up to 2006/07 for the Information and Customer Services portfolio.

Meeting Rooms & European Elections

It was understood that the meeting rooms at the new office in Cambourne would be larger than the current rooms at 9-11 Hills Road and an extra square footage led to an extra cost. It was understood that there would be extra funding from the Government for the administration of European Elections.

7.(f) REVENUE AND CAPITAL ESTIMATES FOR THE PLANNING AND ECONOMIC DEVELOPMENT PORTFOLIO

The portfolio holder for Planning and Economic Development and the Finance and Resources Director were invited to answer questions regarding the Revenue Estimates up to the year 2004/05 and the Capital Programme up to 2006/07 for the Planning and Economic Development portfolio.

Building Control

Concern was expressed over the recent losses made by the Building Regulation Service, as the aim was to operate at no cost or profit to the Council. The Building Control Manager explained that a growing number of building works were being planned but not completed. From a budgeting point of view it was unfortunate that action taken to reverse the large profits achieved in previous years had combined with a down turn in the market and the filling of vacant posts. It was understood that 7 out of the 8 positions were now filled but three of these staff were still being trained

and the remaining vacant post would remain unfilled for the time-being. It was noted that the Building Regulation Service operates were operating in a commercial market and so an increase in charges would not necessarily lead to a balancing of the budget. The Planning and Economic Development portfolio holder explained that some developers within the District were using their own contractors and as a consequence the Council winning a disproportionate number of less profitable building developments. A proposal that fees for Schedules 1 and 2 would be increased at the beginning of April, in line with the LGA model scheme, was noted.

It was agreed, with the consent of the Leader, that a report on financial matters would be appended to the planned Cabinet report on building regulation service levels in April.

South Cambridgeshire Environment and Transport Area Joint Committee

The Planning and Economic Development portfolio holder explained that this Committee carried out valuable work, encouraged partnership and was relevant to the Council's corporate objectives of improving village life and working to achieve a better future through partnership.

Economic Development Grants

Concern was expressed over the £60,000 allocated to Economic Development grants in an area of sustained economic growth and under employment. The portfolio holder for Economic Development explained that these grants were directed towards charities dedicated to employing those who could have difficulties finding employment elsewhere. It was suggested that the Committee should receive a report on the Economic Development Grants that had been awarded this financial year to determine the worthiness of these grants. It was added that measurable outcomes needed to be assessed. The portfolio holder for Economic Development explained that reports on Economic Development Grants had been discussed by the Finance and Resources Committee under the old political structure.

The Committee **REQUESTED** a report detailing the Economic Development Grants awarded in the municipal year 2003/04, to be discussed at a subsequent meeting.

7.(g) REVENUE AND CAPITAL ESTIMATES FOR THE RESOURCES AND STAFFING PORTFOLIO

The portfolio holder for Resources and Staffing and the Finance and Resources Director were invited to answer questions regarding the Revenue Estimates up to the year 2004/05 and the Capital Programme up to 2006/07 for the Resources and Staffing portfolio.

Land Charges

The Finance and Resources Director explained that he had discussed the increase in net expenditure for the Land Charges section with the Head of Legal Services who had resolved to increase the cost of each search by £15 to reduce the expenditure and aim to operate at no cost or profit to the Council.

Membership of the LGA

It was noted that the results of a consultation on this issue showed varying degrees of support for Membership of the LGA amongst Councillors and senior officers. Councillor Mrs Spink stated that the LGA had allowed Councils to unite against the Government's plans for the abolition of the LASHG grants and ensure an amendment to their plans. It was noted that part of the benefit of LGA training

courses was to meet representatives of other Districts and discuss mutual challenges. It was understood that all District Councils were members of the LGA.

7.(h) REVENUE AND CAPITAL ESTIMATES FOR THE SUSTAINABILITY AND COMMUNITY PLANNING PORTFOLIO

The portfolio holder for Sustainability and Community Planning and the Finance and Resources Director were invited to answer questions regarding the Revenue Estimates up to the year 2004/05 and the Capital Programme up to 2006/07 for the Sustainability and Community Planning portfolio.

Tourism

Concern was expressed over the £67,000 to be spent on tourism. It was suggested that the benefits of tourism to the District was unaffected by this Council's expenditure. The portfolio holder for Sustainability and Community Planning stated that £133.6 million was brought into the region through tourism. He expressed disappointment over reports that Tourist Information at the Guildhall had failed to give basic information on this Districts tourist accommodation as the Council employed a tourist officer and the information should have been forthcoming. In response to questioning the portfolio holder for Sustainability and Community Planning stated that it was important that the information on the web-site was kept up to date as this technology was used by staff dealing with enquiries regarding tourist facilities within the District.

It was asserted that it was important that the Bed and Breakfast within the District was well publicised.

Partnership Working

It was suggested that Partnership Working was ineffective as it resulted in too many meetings and strategies, but little action. However, it was noted that achieving a better future through partnership working was one of the Council's objectives and so should be focused on.

CABs, Mobile Wardens and Council Tax

Concern was expressed that the Council's grants to Citizens' Advice Bureaux were being reduced and Village Mobile Wardens were being inadequately funded. It was suggested that as Council expenditure had increased by 15%, the sensible long term strategy was to increase Council Tax accordingly. It was noted that the level of Council Tax would be fully debated at the Council meeting on 26th February.

8. IMPLEMENTATION OF THE SUSTAINABILITY BEST VALUE REVIEW

Councillor RF Collinson introduced this report on the progress made on implementing the recommendations of the Sustainability Best Value Review, which was submitted to the Scrutiny Committee in January 2003.

Department "Mainstreaming"

In response to questioning the Strategic Development Officer stated that all departments were responsible for working towards the Council's Corporate Objective of a sustainable future for South Cambridgeshire. The Strategic Development Officer reported the mainstreaming of sustainability was ongoing throughout the Council. The Council now needs to build upon its achievements to date and encourage further cultural change – a point confirmed by a recent survey of six local authorities which revealed successful mainstreaming remains dependent upon achieving significant

organisational change . Efforts to promote further cultural change in the Council would be enhanced by the provision of additional resource.

Sustainability Checklist

The Strategic Development Officer stated his predecessor had issued a sustainability checklist for report writers across all departments to refer to when submitting reports. The officer would now review the checklist and determine whether its future use could be monitored by the Democratic Services section.

Performance Indicators

When asked how the mainstreaming of sustainability might be improved the Strategic Development Officer suggested the introduction of Sustainability Performance Indicators would help the Council assess how well it is progressing in terms of working towards a sustainable future for the District.

Assistant Strategic Development Officer

Members of the Committee stated that this Council would find it impossible to honour its Corporate Objective regarding sustainability without employing an assistant for the Strategic Development Officer. Concern was expressed at the number of planning applications that were being submitted without being examined for sustainability implications.

The portfolio holder for Sustainability and Community Planning praised the Strategic Development Officer for his work and asserted that a new Sustainability Planning Officer was required to examine the sustainability implications of the new settlement of Northstowe.

9. REGISTRATION OF TITLES OF LAND OWNED BY THE COUNCIL

The Assistant Solicitor introduced this report, which updated the Committee on the process of up-dating the registration of title of Council properties and the legal position of the Council regarding boundary disputes involving tenants.

In response to questioning, the Assistant Solicitor explained that the Land Registry were encouraging all unregistered landowners to register their land voluntarily through public meetings and seminars.

The Assistant Solicitor estimated that the registration of all unregistered land in the District would take approximately 18 months. It was understood that this had caused a great deal of extra work for staff and had led to a secondment of an officer from Development Services.

The Committee suggested that present records be stored in the County archive, to free up storage space in the new office.

The Committee **NOTED** the report.

10. UPDATE FROM GROUNDS MAINTENANCE TASK AND FINISH GROUP

It was agreed that the Task and Finish Group should report back to the Committee after more responses from Parish Councils had been received.

11. FORWARD PROGRAMME

The Committee **NOTED** the Forward Programme.

12. DATES OF FUTURE MEETINGS

It was noted that future meetings would be held on:
2004: 11th March, 15th April and 13th May.
All at 2.00pm unless otherwise stated.

The meeting closed at 5:45 p.m.

SOUTH CAMBRIDGESHIRE DISTRICT COUNCIL

At a meeting of the Scrutiny and Overview Committee held on
Thursday, 11 March 2004

PRESENT: Councillor SGM Kindersley – Chairman
Councillor MP Howell – Vice-Chairman

Councillors:	RE Barrett	RF Bryant
	EW Bullman	NN Cathcart
	Mrs J Hughes	EL Monks
	WH Saberton	Mrs GJ Smith
	LJ Wilson	

Councillors Dr DR Bard, RF Collinson, R Hall, Mrs SA Hatton, Mrs EM Heazell, Mrs CAED Murfitt, J Shepperson, Mrs DSK Spink MBE and RT Summerfield were in attendance, by invitation.

Apologies for absence were received from Councillor PL Stroude and DALG Wherrell.

Officers:	Jo Fowler	- Communications Officer
	Nick Grimshaw	- Conservation Manager
	Greg Harlock	- Finance and Resources Director
	Keith Miles	- Planning Policy Manager
	Ian Salter	- Performance Improvement Officer
	Chris Taylor	- Head of Legal Services
	Patrick Adams	- Senior Democratic Services Officer

Mr Peter Mann as a representative of Hatley Parish Council.

1. APOLOGIES

Apologies for absence were received from the following members of the Committee:
Councillors PL Stroude and DALG Wherrell.

2. MINUTES OF PREVIOUS MEETING

The minutes of 12th February 2004 were agreed as a correct record, subject to the following amendments:

In section 7.(a) Revenue and Capital Estimates for the Community Development Portfolio, the third sentence under the heading Milton Country Park be amended to read: "The Community Development portfolio holder stated ..."

In section 7.(b) Revenue of Capital Estimates for the Conservation Portfolio, the final sentence was amended to read: "The Conservation Manager informed the Committee of the work of the Green Belt Project."

In section 7.(d) Revenue of Capital Estimates for the Housing Portfolio, the paragraphs under the heading Rent Increase 2004/05 were amended to read:

"In response to questioning the Housing portfolio holder asserted that any increase in rents was regrettable but the Council was attempting to address what locally, at this

time, were incompatible Government objectives:

- increasing rents to a level more in line with those of other social landlords, and
- retaining rent levels at or below the Government Guideline.

“The Housing Portfolio Holder informed the Committee that any additional rent income received, as a result of imposing an increase above the Government Guideline, would involve a rent rebate penalty. This would require the Council to pay to the Department of Work and Pensions, a sum equivalent to the additional costs of housing benefit that would be awarded to tenants as a consequence of an “over Guideline” increase. The size of the rent rebate penalty was expected to be approximately half of the additional rent income received.

“The Portfolio Holder went on to explain that in those instances where retaining rents at Guideline prevented otherwise more rapid progress towards rent equalisation (i.e. achieving target rents calculated in accordance with Government formulae), Officers had received confirmation from the Office of the Deputy Prime Minister that the Authority would not be criticised for any consequential delay in achieving equalisation. Indeed, Officers of the ODPM were most understanding of the Council’s predicament and fully accepted that the Council would not wish to incur a rent rebate penalty, merely to achieve the aim of rent equalisation earlier than would otherwise be the case.

“The Portfolio Holder confirmed her expectation that, for the vast majority of properties, target rents would be achieved in the next 8-9 years.”

In the second paragraph under the heading Tenant Participation, in the same section, the second sentence was amended to read:

“The Head of Shire Homes explained that if necessary, revenue savings out of the total Housing, Repairs and Maintenance budget of £9 million would have to be made.”

The final sentence, under the heading Equity Share Housing, was amended to read:

“It was noted that the Council should be charging equity shareholders the cost relating to their individual scheme, rather than a set fee determined for the district as a whole.”

Under the heading Bus Services, the Mordens be amended to read “Meldreth”.

In the section 7.(e) Revenue and Capital Estimates for the Information and Customer Services Portfolio under the heading Meeting Rooms & European Elections, the words European Union in the last sentence were amended to “Government”.

In the section 7.(f) Revenue and Capital Estimates for the Planning and Economic Development Portfolio, under the heading Building Control, the last sentence was amended to read: “A proposal that fees for Schedules 1 and 2 would be increased at the beginning of April, in line with the LGA model scheme, was noted.”

In the section 7.(h) Revenue and Capital Estimates for the Sustainability and Community Planning Portfolio, under the heading Tourism, the second sentence was amended to read: “The portfolio holder for Sustainability and Community Planning stated that the East of England Tourist Board suggested that in 2002 £133.6 million was brought into the District through tourism.”

In the same section, under the heading CABs, Mobile Wardens and Council Tax, the first sentence was amended to read: “Concern was expressed that the Council’s grants to Citizens’ Advice Bureaux were being reduced and Village Mobile Wardens were being

inadequately funded.”

3. DECLARATIONS OF INTEREST

Councillor SGM Kindersley expressed a personal and a prejudicial interest in the public question on St Denis Church, East Hatley as the owner of land adjoining the churchyard and the clerk to Hatley Parish Council. He left the chamber while this item was discussed.

Councillor SJ Agnew stated that he was Chairman of the Conservation Advisory Group which had discussed the issue of St Denis Church and he did not participate in the Committee's debate. Councillor NN Cathcart as Vice-Chairman of the Conservation Advisory Group took no part in the subsequent debate.

4. PUBLIC QUESTIONS

St Denis Church, East Hatley

In the absence of the Chairman, Councillor MP Howell became the Acting Chairman for this item. He introduced Mr Peter Mann, a resident of East Hatley who was presenting the questions to the Committee on behalf of Hatley Parish Council. Councillor Howell stated that a paper copy of the Conservation Manager's comprehensive answers to the Parish Council's 18 questions had been circulated before the meeting. *These are attached to the minutes at Appendix 1.*

Mr Mann stated that East Hatley was a quiet village of approximately 30 houses, which had no main roads. The 800 year old Medieval Church was easily the oldest building in the village and he expressed his concern that the Council was allowing this Grade II* listed building to fall down. He stated that the scaffolding the Council had erected in February 2003 was costing £111 a week and had amounted to a total cost of £6,000 so far, which he asserted was an inappropriate use of tax payers money. He explained that access to the church was restricted to a strip of grass which was only 4 to 5 feet wide, there was no access road or parking and the floor had been removed. For these reasons local residents were concerned about the feasibility of plans to use the building for practical purposes. He stated that local residents opposed plans for installing a temporary roof due to the cost. He suggested that the Council should take steps to stabilise the building and make it weather proof.

The Conservation Manager explained that the Council had taken ownership of the church in 1985 on the understanding that it would be used as a nature reserve. In 2002 it was noticed that ivy growth was damaging the building. This ivy had to be removed to allow the building to be inspected by architects and a range of options were forthcoming. In response to questioning, the Conservation Manager informed the Committee that an impasse had been reached as any potential funding to support a partnership restoration scheme possibly working with the Wildlife Trust or The Heritage Lottery Fund would be dependent on establishing a practical use of the building, but local residents opposed this. It appeared unlikely that the political will existed for the Council to agree the funding necessary to secure the building without a practical use or partnership funding having been identified.

Councillor EL Monks stated that the parish council had refused ownership of the building 19 years ago and he asked what the opinion of the Parish Council was in 1985 regarding the upkeep of the building. It was noted that Mr Mann was not a Parish Councillor and was unable to answer this question.

In response to questioning, the Chairman of the Conservation Advisory Group stated

that the Advisory Group were not in favour of spending public money on renovating St Denis Church.

In response to questioning, the Conservation Manager explained that in hindsight the Council would have purchased the scaffolding had the length of time for which it was required been known. He explained that the roof was deteriorating, but to remove it would expose the flint wall and would require the permission of the Secretary of State.

Councillor Mrs DSK Spink, the Conservation portfolio holder, reminded the Committee that the church had been empty for over 20 years before the Council took ownership of the building on the understanding that it would become a nature reserve.

In his supplementary question Mr Mann asked when positive action was likely to be taken. The Conservation Manager stated that he was hopeful that an appropriate scheme could be agreed upon which might secure Heritage Lottery funding. If forthcoming this would enable implementation of option F, which was to make the building weatherproof with safe public access; such a scheme would cost at least £80,000. Cabinet approval would be required.

It was understood that the current lack of access and basic services made it difficult to turn into a private residence and that such a use would probably not be locally supported. It was noted that Parish representatives had been invited before to Council meetings when this item had been discussed.

The Committee

RECOMMENDED that the Conservation Advisory Group note this debate when next discussing St Denis Church at East Hatley.

5. DRAFT AGENDA PROGRAMME AND LIST OF RECOMMENDATIONS

The Committee

AGREED to examine the process in which the Council deals with Conservation issues at a future unspecified date.

The Committee **NOTED** the Draft Agenda Programme.

6. ADVICE ON SECTION 106 AGREEMENTS

The Chairman read out recent correspondence from Caldecote Parish Council which asked the Committee to consider three issues, which were considered in turn by the Head of Legal Services:

- The enforcement of Section 106 agreements
- The drafting of legally watertight Section 106 agreements
- Guidance on funding the maintenance of Public Open Spaces

The Enforcement of Section 106 Agreements

The Head of Legal Services explained that these questions had first been addressed at the Committee meeting on 23rd October 2003. He stated that the Council had declined Caldecote Parish Council's request to take legal action against the developer and had instead taken action short of actual legal proceedings, which had eventually resulted in

what was likely to be a successful outcome.

Advising Parish Councils on Section 106 Agreements

The Head of Legal Services presented this report which informed the Committee on how the Council would be advising Parish Councils on Section 106 agreements. He explained that the "Note in Respect of Proposed Section 106 Agreements" in Appendix A, which would be sent to parish councils, was an amended version of the document sent to all parties seeking a Section 106 agreement. He highlighted and justified each amendment to the document:

- The agreement could include the County Council
- The agreement was relevant to the land, not the current owner
- Contributions from the developers could be dealt with by apportioning the aggregate amount on a per completed dwelling basis
- Parish councils needed to aware that the amenity land would not remain in private ownership and the terms of transfer needed to be negotiated with the developers
- The District Council has discretion on whether to enforce the terms of the Section 106 but the parish council could seek to enforce terms that only affect them
- The developers need to ensure that promised community infrastructure be delivered before the trigger points are met
- The agreement will be likely to include prohibition of further development until any default situation is remedied

It was noted that the agreement at Caldecote included prohibition of further development at 98% occupation, which was not a realistic sanction and was virtually unenforceable. It was understood that the need to provide facilities before the trigger points were met, would be incorporated in future Section 106 agreements.

The Head of Legal Services explained that the Section 106 agreements required the acquiescence of all parties and it was unlikely that developers would agree to draconian measures that could be taken against them in the event of non-compliance. He asserted that the majority of Section 106 agreements resulted in satisfaction for the parish councils concerned. He knew of only three instances where there had been substantial problems. Councillor Monks stated that Over were satisfied with the outcome resulting from their Section 106 agreement.

Councillor Dr DR Bard, Planning and Economic Development portfolio holder, stated that it was imperative that parish councils were encouraged to seek legal advice when drafting a Section 106 agreement. It was noted that the developer should pay for the legal advice received by the parish council. It was agreed that the "Note in Respect of Proposed Section 106 Agreements" needed to include a line advising parish councils to seek independent advice. It was understood that the District Council needed to remain neutral throughout the process.

It was suggested that Section 106 agreements needed to comply with the Council's Corporate Objectives and annual priorities; the Head of Legal Services stated that the Development and Conservation Control Committee ensured that successful planning applications complied with this.

It was agreed that a "plain English" version of the "Note in Respect of Proposed Section 106 Agreements" in Appendix A was required to complement but not replace the original document.

Guidance on Maintaining Public Open Spaces

Councillor Mrs GJ Smith stated that the Grounds Maintenance Task and Finish Group had received a number of complaints from parish councils regarding Section 106 agreements, including references to the cost of maintaining Public Open Spaces. She asked whether the Committee wished the Task and Finish Group to investigate this matter further, or whether a separate Task and Finish Group should be set up.

The Committee

RECOMMENDED that the Grounds Maintenance Task and Finish Group address the issue of advising parish councils on Section 106 Agreements, in particular the issue of preparing a “plain English” version of the “Note in Respect of Proposed Section 106 Agreements”, which should include references to the legally worded original.

7. ECONOMIC DEVELOPMENT GRANTS

The Planning Policy Manager presented this report which detailed the Economic Development Grants awarded by the Council in 2003/04. He informed the Committee that the purpose of these grants was to support the local economy, by providing grants to assist organisations which help disadvantaged groups to gain access to the labour market.

Members of the Committee made the following comments:

- The Council should encourage organisations who provided a similar service to amalgamate.
- Recipients of these grants should fulfil specific criteria.
- Recipients of these grants should have clear objectives and should update the Council on progress made on these objectives.
- Recipients of these grants should provide the Council with basic operational statistics, including how many residents from the District they had helped.

The Planning Policy Manager replied that each organisation issued a yearly report to the Council and were subject to a visit from officers.

In response to questioning the Planning and Economic portfolio holder stated that these grants were trying to achieve sustainable development with the District and so were linked to the Council’s corporate objectives. He added that Invest East of England aimed to attract sustainable development to the region and would be opposed to developing this area beyond the capacity of its infrastructure. The grants were part of the Economic Development Strategy and so were also linked to the Council’s annual priorities. It was suggested that this link needed to be more explicit.

It was understood that an explanation for the closure of the Village Shop Development Scheme would be circulated to members of the Committee.

The Committee

RECOMMENDED that in future, economic development grants only be awarded if they comply with the Council’s corporate objectives and annual priorities.

8. APPORTION OF RECHARGES BETWEEN THE SERVICES

The Finance and Resources Director presented this item which outlined the process involved in recharging the cost of Staffing and Central Overhead Accounts, including ICT costs, to the portfolio services.

Recharges originated from the Council's Staffing and Central Overhead Accounts and comprise salaries, office accommodation and other costs of running the departments. The split of recharges between the different services of the Council depend on the allocations of officer time submitted in respect of each individual service. The costs to be recharged amounted to £16.5 million in the 2004/05 estimates.

Councillor RF Collinson, portfolio holder for Sustainability and Customer Planning, stated that he had not expected the recharges that had increased his budget despite savings of £10,000. He expressed his concern at the recharges of officer time indicated in appendix C, which amounted to £47,700, as he had no control over these amounts and was unaware of the duties carried out by some of the officers who were allocating time to his budget. He asked whether he could or should seek to control this area of his budget.

In response to questioning, the Finance and Resources Director explained that officers were warned that they had to be able to justify the hours they allocated to other cost centres on their staff cost allocations sheet. He reminded the Committee that each portfolio budget had a Cost Centre Manager and portfolio holders were encouraged to liaise with these managers if they had any queries. It was suggested that the cost allocation sheets should be available electronically as this would make analysis easier.

Councillor RT Summerfield, Resources and Staffing portfolio holder, suggested that the reason for the increase in the amount of recharging to other budgets was due to an increase in partnership working in accordance with the Council's Corporate Objective to achieve a Sustainable future for South Cambridgeshire.

The Finance and Resources Director stated that in future the Committee would receive the information on the detailed recharges to services in its paperwork on the Revenue and Estimates.

The Committee

RECOMMENDED that a simplified version of this report be included in the Councillor induction process to ensure that all new members could gain a basic understanding of the budgetary process.

9. DRAFT SIX MONTHLY REPORT

It was understood that this report would be amended by the Chairman and presented to the next meeting of the Committee. It was noted that the new report would include the following:

- An analysis of the Council's performance in achieving its 03/04 priorities
- A review of the Cabinet's performance
- More details of the Committee's involvement in the implementation of the wheeled bin scheme and the shaping of the Council's policy regarding the Section 106 Agreement at Cambourne

- Rewording of the last sentence in paragraph 2.3.2, for the sake of clarity

The Committee **NOTED** the report.

10. PROGRAMME OF KEY DECISIONS

The Committee **NOTED** the Forward Programme.

11. TO NOTE THE DATES OF FUTURE MEETINGS

It was noted that future meetings would be held on:
2004: 15th April and 13th May.

The Meeting ended at 4.50 p.m.

Chairman's Engagements

Date	Venue	Other remarks
27 th February 2004	Cherry Trees Day Centre AGM	Cllr Mrs Course attended
28 th February 2004	Re-enactment of Cambridge Boat Race - Ely	
5 th March 2004	The Bridge, Waterbeach – launch of smoke-free pub	
10 th March 2004	Hinchingbrooke Performing Arts Centre	
12 th March 2004	East Cambs Chairman's reception	
14 th March 2004	City of Ely civic service	
26 th March 2004	Chairman's breakfast – Downham Market, St Winnoles Fair	
26 th March 2004	Citizens Advice Bureau open day	
28 th March 2004	Start of half Marathon at Linton, British Heart Foundation	
31 st March 2004	HRH visit Duchess of Gloucester – Papworth Hospital	
3 rd April 2004	Hidden Garden visit, Saffron Walden	Cllr Mrs Course attended
6 th April 2004	Great Abington redevelopment scheme opening	
14 th April 2004	Duxford Imperial War Museum visitor centre opening	
19 th April 2004	WI Spring Council meeting	Cllr Mrs Course attended
22 nd April 2004	Uttlesford Chairman's reception	
22 nd April 2004	Ormiston Children and Family Trust	Cllr Mrs Course to attend

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