



**COUNCILLORS' BULLETIN
WEDNESDAY, 14 FEBRUARY
2007**



South
Cambridgeshire
District Council

CONTENTS

INFORMATION ITEMS

1. Committee Meetings from 15 February to 2 March 2007

Date	Time	Name	Venue	Contact
Thu 15 Feb	10 am	Gypsy and Traveller Development Plan Document Member Reference Group	Monkfield Room	Strategic Officer Group
		Windmill Estate Project Steering Group	Fulbourn	Patrick Adams
	2 pm	Scrutiny and Overview Committee	Council Chamber	Patrick Adams
Fri 16 Feb				
Mon 19 Feb	10 am	South Cambridgeshire Crime and Disorder Reduction Partnership	Swansley Room	Maggie Jennings
Tue 20 Feb	10 am	Licensing Committee / Environmental Health Portfolio Holder joint meeting	Council Chamber	Maggie Jennings
Wed 21 Feb				
Thu 22 Feb	9 am	Audit Panel	Mezzanine	Patrick Adams
	9.30 am	Standards Committee	Swansley Room	Holly Adams
	2 pm	Council	Council Chamber	Richard May
Fri 23 Feb	9.15 am	Planning Committee Training	Council Chamber	Guy Moody
Mon 26 Feb	10 am	Standards Committee Hearing Panel	Council Chamber	Holly Adams
	2 pm	Safety Committee	Monkfield Room	Maggie Jennings
Tue 27 Feb	10 am	Resources, Staffing, Information & Customer Services Portfolio Holder Meeting	Chief Executive's Office	Richard May
	10.30 am	Planning Sub-Committee	Swansley Room	Ian Senior
Wed 28 Feb				
Thu 1 Mar				
Fri 2 Mar				

**2. Newly-Published Items on modern.gov
Agendas**

- [Council 22 February 2007](#) (Setting of 2007/08 Budget)
- [Licensing Committee / Environmental Health Portfolio Holder joint meeting 20 February 2007](#)
- [Scrutiny and Overview Committee 15 February 2007](#)
- South Cambridgeshire Crime and Disorder Reduction Partnership 19 February 2007 (intranet only)
- [Standards Committee 22 February 2007](#)
- Windmill Estate Project Steering Group 15 February 2007 (intranet only)

Decisions

- [Cabinet 8 February 2007](#)
- [Cambridge City Council Consultation on Off-Street Car Parking Charges: Response](#)
- Community Development Portfolio Holder 25 January 2007 (intranet only). **Please note that these decisions can neither be considered for call-in nor implemented until signed copies of the decision notices have been received by Democratic Services and the full decisions published in accordance with the [Access to Information Procedure Rules](#)**
- [Council 2 February 2007](#)
- [Council 25 January 2007](#)
- [BARTLOW, CONINGTON & PAPWORTH ST AGNES: Footway Lighting](#)
- [Planning Committee 7 February 2007](#)

Minutes

- [Cabinet 8 February 2007](#)
- [Council 2 February 2007](#)
- [Council 25 January 2007](#)
- Housing Portfolio Holder 29 January 2007 (intranet only)
- Housing Portfolio Holder 6 February 2007 (intranet only)
- Windmill Estate Project Steering Group 16 January 2007 (intranet only)

Issues

- [Cambridge City Council Consultation on Off-Street Car Parking Charges: Response](#)

New Meetings Added

- Cabinet 10 May 2007 2 pm (new time)
- Cabinet 14 June 2007 2 pm
- Cabinet 9 July 2007 2 pm
- Cabinet 13 September 2007 2 pm
- Cabinet 8 October 2007 7 pm
- Cabinet 8 November 2007 2 pm
- Cabinet 10 January 2008 2 pm
- Cabinet 18 February 2008 7 pm
- Cabinet 13 March 2008 2 pm
- Cabinet 10 April 2008 2 pm
- Cabinet 8 May 2008 2 pm
- Choice-Based Lettings Advisory Group 17 May 2007 10.30 am
- Community, Arts and Sports Advisory Group 19 April 2007 10.30 am
- Constitution Review Working Party 8 March 2007 2 pm
- Planning and Economic Development Portfolio Holder 13 March 2007 2.00 pm
- Planning and Economic Development Portfolio Holder 1 May 2007 9.30am
- Planning Sub-Committee 27 February 2007 10.30 am

3. Upcoming Training Sessions for Members

Subject:	Date:	Trainer:	For:	Contact:
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Planning Committee Training	Friday 23 February 2007	Trevor Roberts Associates	Recommended mandatory for all Planning Committee members	Guy Moody
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4. Development Control Performance Criteria 2006/07: Third Quarter

Quarterly Statistics

In the third quarter of 2006, the number of applications received by South Cambridgeshire increased by 2.2 over the corresponding period in 2005. In England there was a 2% decrease.

The percentage of all decisions taken within the eight-week period in the District was 73% compared with 82% in England. The equivalent figure for householder development was 87% compared with the national figure of 90%.

The percentage of decisions delegated to officers in this quarter was 90%. On average authorities in England delegated 88% of decisions to officers. The Government has set a target of 90%.

On the “excluding major and minor applications” where the Government target is 80% in eight weeks, the Council achieved 81% whilst on the “minor” category where we are urged to decide 65% in eight weeks the Council achieved 61%. For Major applications, where the target is 60% in thirteen weeks, the Council achieved 96%.

The graphs illustrate the picture in Cambridgeshire for each of these development types during the year ending 30th September 2006 and the quarter July to September 2006. These have been produced in electronic form.

Major Applications

On 5th November 2004 the Government issued its proposed planning best value performance standards for 2005/06. South Cambridgeshire was one of 77 authorities specified as expected to determine 57% of major applications within thirteen weeks in 2005/06. The authorities were identified on the basis of their performance in the year ending June 2004 falling below 40%. The Authority was not named in the “minor” or “other” categories. For 2006/07 the Authority was one of 70 expected to reach 60% determination rate within 13 weeks.

In the year ending June 2004, South Cambridgeshire determined 32% of major applications within thirteen weeks. This increased to 40% in the year ending June 2005. In the year ending June 2006, 72% have been determined in less than thirteen weeks. This achieves the Best Value Performance Indicator.

This improvement has been achieved by continual and careful monitoring of progress of each application, greater priority being afforded to them, particularly by the appointment of a Major Developments Champion, and use of conditions, if necessary, to ensure that Section 106 obligations are secured before any development commences.

On the basis of the improvements carried out, the Authority is not a Standards Authority for 2007/08.

Retrospective Applications

In response to a recommendation from Scrutiny Committee ([17th April 2003](#)), the number of

retrospective applications is to be recorded.

Thus in the third quarter of 2006, the number of retrospective applications submitted was 15. This represented 2.5% of all applications submitted during that quarter. Of the 11 retrospective applications, which have been determined, (three are still in progress and one was withdrawn) 36.4% have been approved and 63.6% refused. During the quarter 84% of all applications were approved.

Enforcement statistics

(Quarter ending September 2006, previous quarter in brackets)

Enforcement Notices	0	(10)
Stop Notices	0	(0)
Planning Contravention Notices	7	(5)
Breach of Condition Notices	4	(2)
Amenity Notices	0	(0)
Number of Complaints	158	(119)
Prosecutions	1	(1)
Injunctions	0	(1)

5. Addenbrooke's Access Road: Detailed Design Exhibitions

The Major Transport Infrastructure Delivery team are organising two public exhibitions on the detailed design of the Addenbrooke's Access Road, to get some input and feedback from the local community interest groups.

The exhibitions will be taking place on:

Monday, 19 February 2007, 5.30-8pm Trumpington Park & Ride site

Wednesday, 21 February 2007, 5.30-8pm **Great Shelford** Memorial Hall, Woollards Lane

More information on the exhibitions can be found on the [Cambridgeshire County Council website](#). If you are unable to attend the exhibitions, the detailed plans will also be available on those web pages from Monday, 19 February 2007, or you can call the Project Team on 01223 717759.

Hannah Gregory
Major Transport Infrastructure Delivery

6. Council Agendas and Minutes of Previous Meetings

I am writing to give notice that, with immediate effect, minutes of committee meetings will no longer be received at Council meetings. Consequently they will no longer be reproduced in the Agenda. Minutes from committee meetings are published in the Weekly Bulletin, sent to all Members, as well as on the Council's website and intranet. The minutes of a particular committee will continue to be included in the next Agenda for that committee, when they are presented for formal approval in line with existing practice. The new procedure has the support of the Chief Executive and Leader of the Council and is in accordance with the recommendations of the Corporate Governance Inspection report.

In respect of the revenue and capital estimates item, copies of the estimates booklet will be circulated to all Members who have not already received a copy with the Cabinet papers. ***If you have previously received a copy, please make sure you bring it with you to the meeting as spares will be limited.*** The estimates booklet will be published on the website and intranet with the rest of the Agenda.

Many thanks

Richard May
Democratic Services Manager
(01954) 713016
richard.may@scamb.gov.uk

7. Parish Council Contact Details

Due to the requirements of the Data Protection Act, all Parish Council Clerk and Chairman contact details have been removed from the SCDC website with immediate effect until written confirmation has been received from the individuals allowing publication of their names and addresses.

If you are a Parish Council / Meeting Clerk, Chairman or Councillor and are willing to have your contact details published on the SCDC website for the benefit of your residents, please contact Democratic Services either in writing or by e-mail:

Democratic Services
South Cambridgeshire District Council
South Cambridgeshire Hall
Cambourne Business Park
Cambourne
Cambridge
CB23 6EA
democratic.services@scamb.gov.uk

8. Call-in Arrangements

The Chairman of the Scrutiny and Overview Committee or any five other Councillors may call in any executive decision recorded in this bulletin for review. The [Democratic Services Manager](#) must be notified of any call in by **Wednesday 21 February 2007 at 5 pm**. All decisions not called in by this date may be implemented on **Thursday 22 February 2007**.

Any member considering calling in a decision made by Cabinet is requested to contact the [Democratic Services Section](#) to determine whether any relevant amendments have been incorporated.

The call in procedure is set out in full in [Part 4 of the Council's Constitution, 'Scrutiny and Overview Committee Procedure Rules'](#), paragraph 12.

DECISION MADE BY ENVIRONMENTAL HEALTH PORTFOLIO HOLDER

9 (a) Footway Lighting: Bartlow, Conington & Papworth St Agnes

Decision	Reasons
Agreed not to extend the 2006/07 one-off transition grant arrangements for those Parishes (Bartlow, Conington and Papworth St Agnes) having to increase their nil precept as a result of taking over power and maintenance responsibilities for footway lights.	The affected Parishes were aware that the transition grants made available to cover power and maintenance costs in 2006/07 were one-off grants. The Parishes have had the opportunity to set a precept for 2007/08 to cover the costs of taking over power and maintenance responsibilities and have chosen not to do so. They were aware of the consequences of their decision, namely that

the streetlights on the SCDC inventory within each Parish would be switched off with effect from 1 April 2007.

DECISION MADE BY PLANNING AND ECONOMIC DEVELOPMENT PORTFOLIO HOLDER

10 (a) Cambridge City Council Consultation on Off-Street Car Parking Charges: Response

Decision	Reasons
To submit the following comments to Cambridge City Council in response to the consultation on off-street car parking charges: "Support the decision not to change the hourly charge for evening parking and support the change in start time for the evening parking rates from 6pm to 5pm."	With Park and Ride services ending by 8.30pm, South Cambs' residents seeking to access the evening economy would have no alternative but to park in the city. The change in timing will bring the car parks into line with on-street car parking.

AGENDAS AND MINUTES

11. Minutes of meeting Thursday, 8th February 2007 of Cabinet

Decisions taken by Cabinet and recommendations made to Council:

11 (a) Cabinet meeting schedule 2007/08

11 (b) Capital and Revenue Estimates, Council Tax and Prudential Indicators 2007/08

11 (c) COTTENHAM: Dual Use Sports Facilities

11 (d) East of England Plan - Regional Spatial Strategy (RSS) Modifications

11 (e) Hostel Charges, Housing Rents and Service Charges

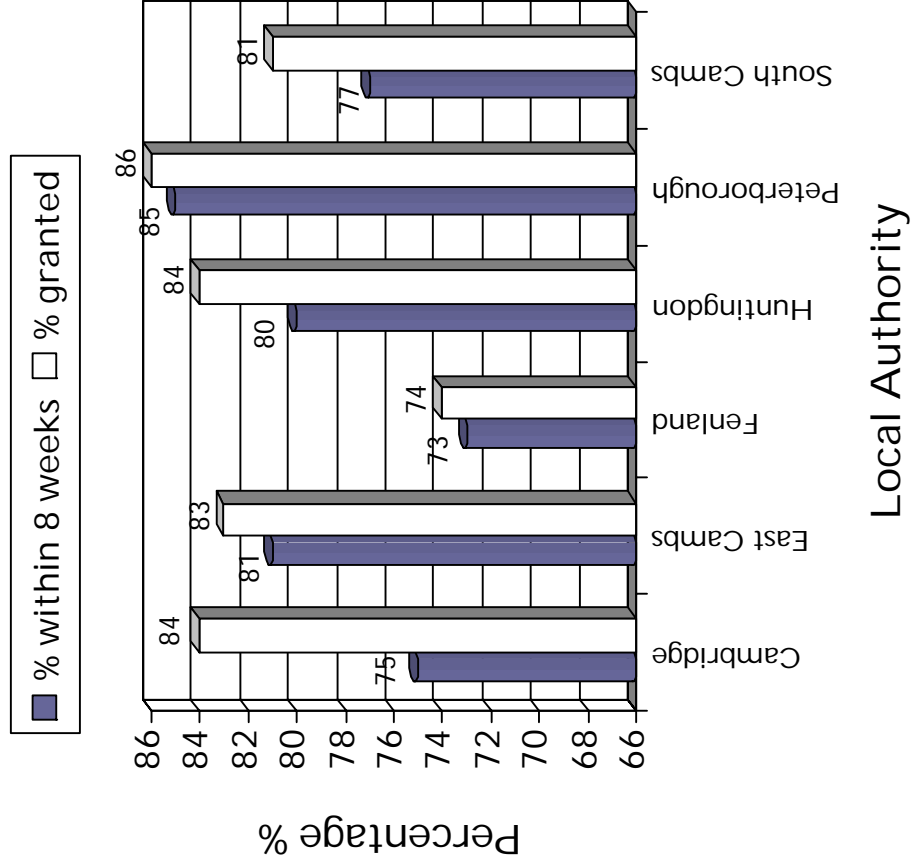
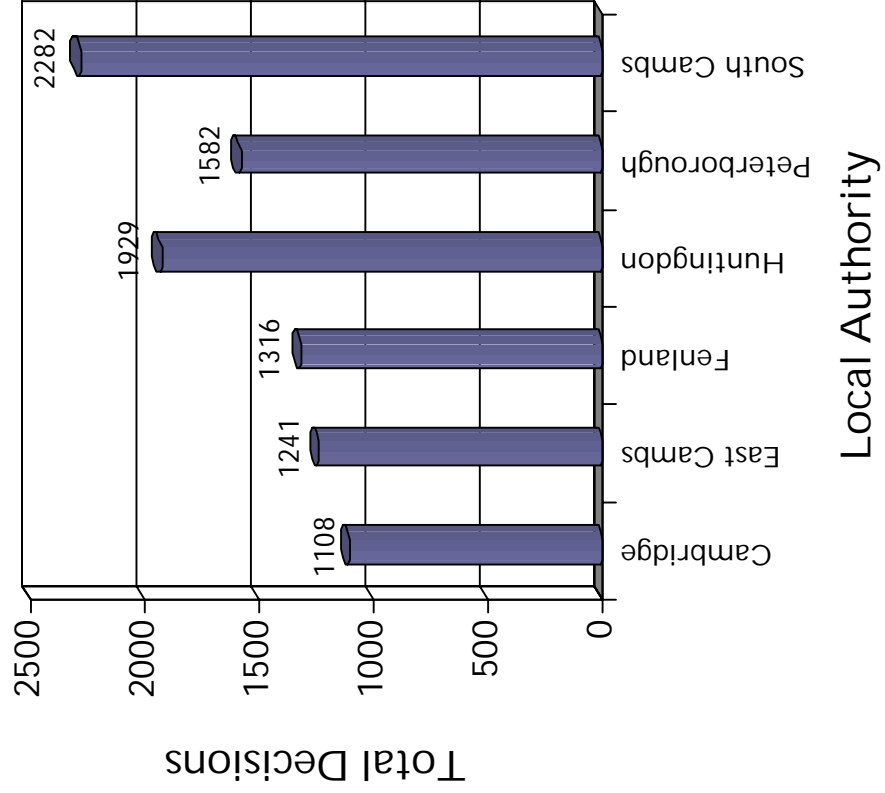
11 (f) Joint Planning Services Arrangement

11 (g) Local Government Pension Scheme Discretionary Compensation Regulations 2006

12. Minutes of meeting Monday, 29th January 2007 of Housing Portfolio Holder Meeting

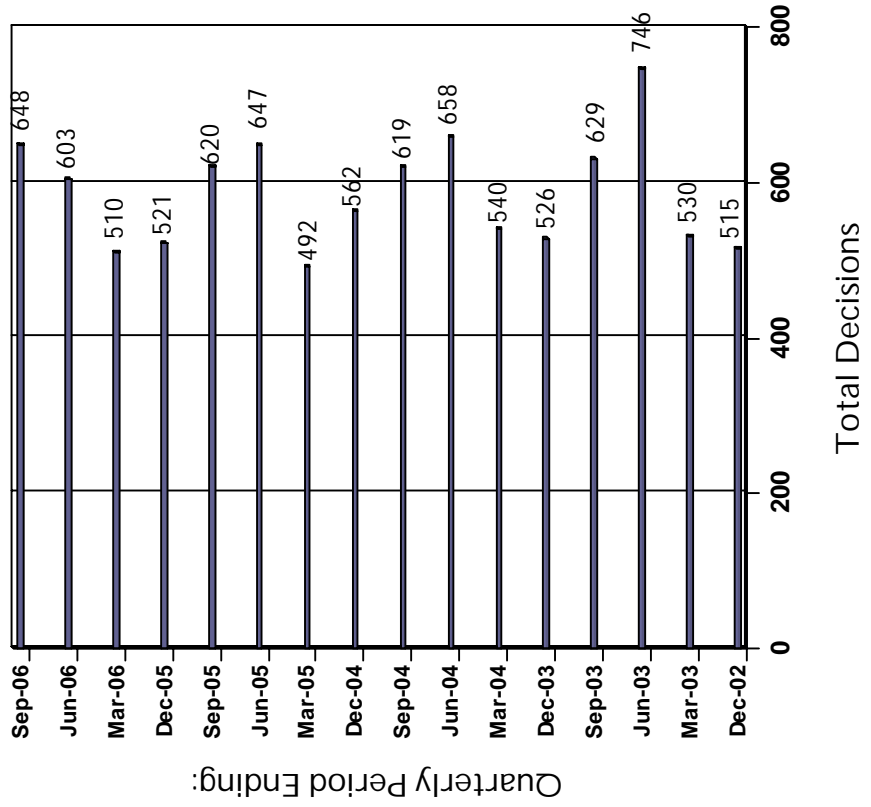
13. Minutes of meeting Tuesday, 6th February 2007 of Housing Portfolio Holder Meeting

Planning Decisions for the year ending 30 September 2006

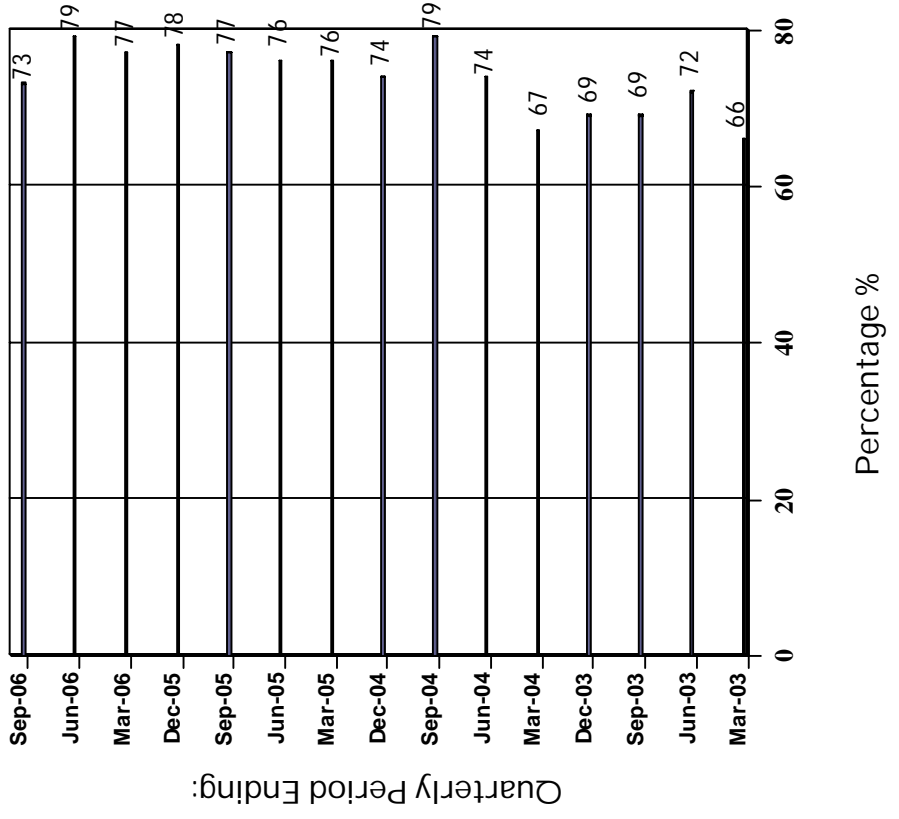




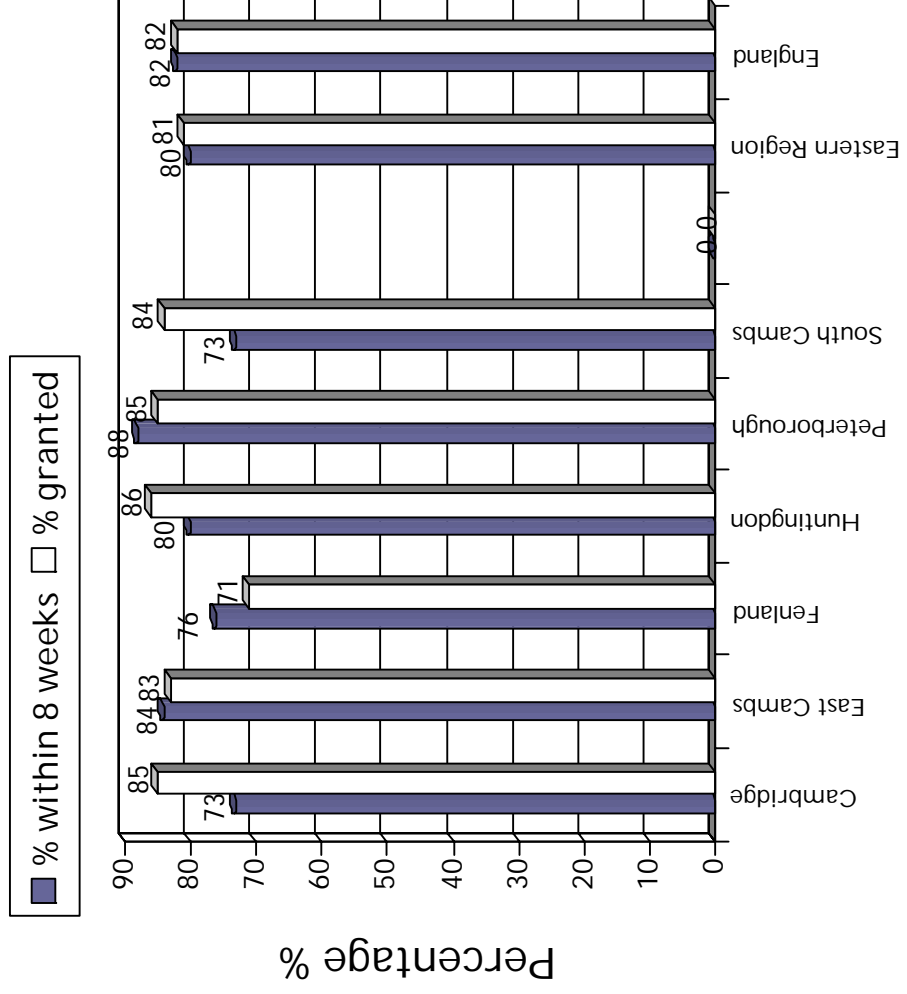
Total Decisions issued
Quarterly by South Cambs



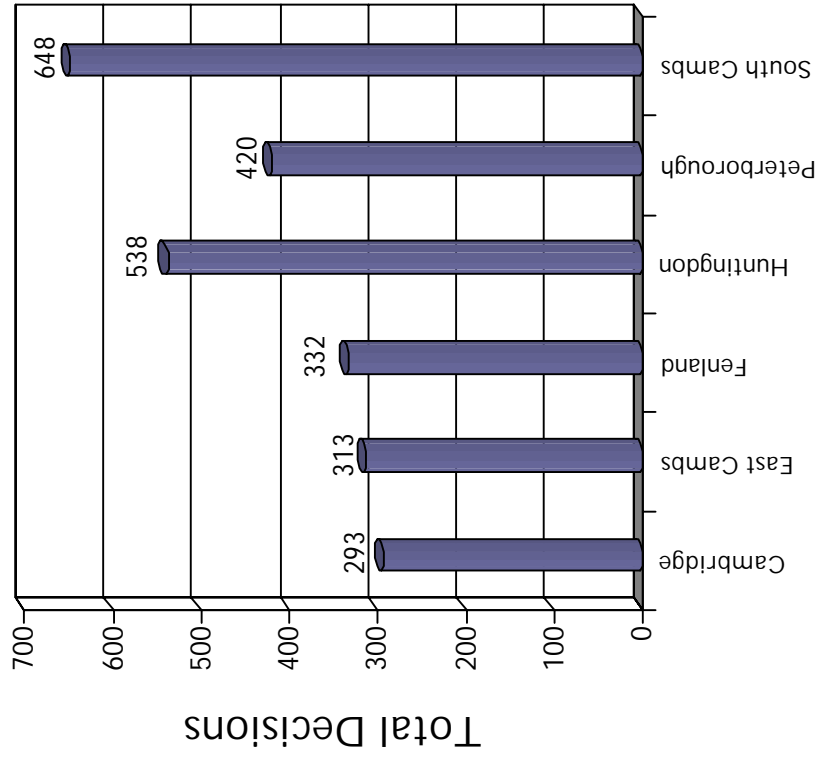
% of all Applications
Determined Within 8 weeks



Planning Decisions for Quarter July – September 2006 - England – 82% within 8 weeks

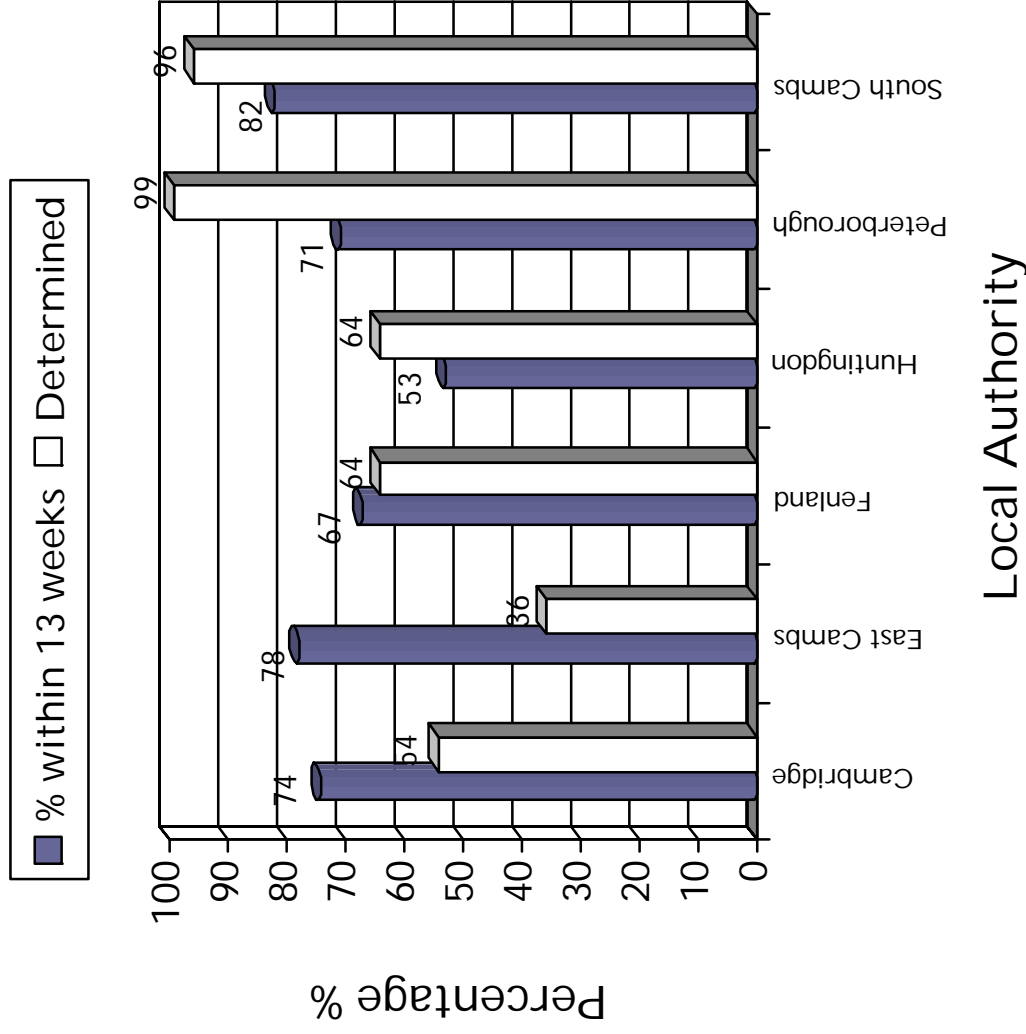


Local Authority

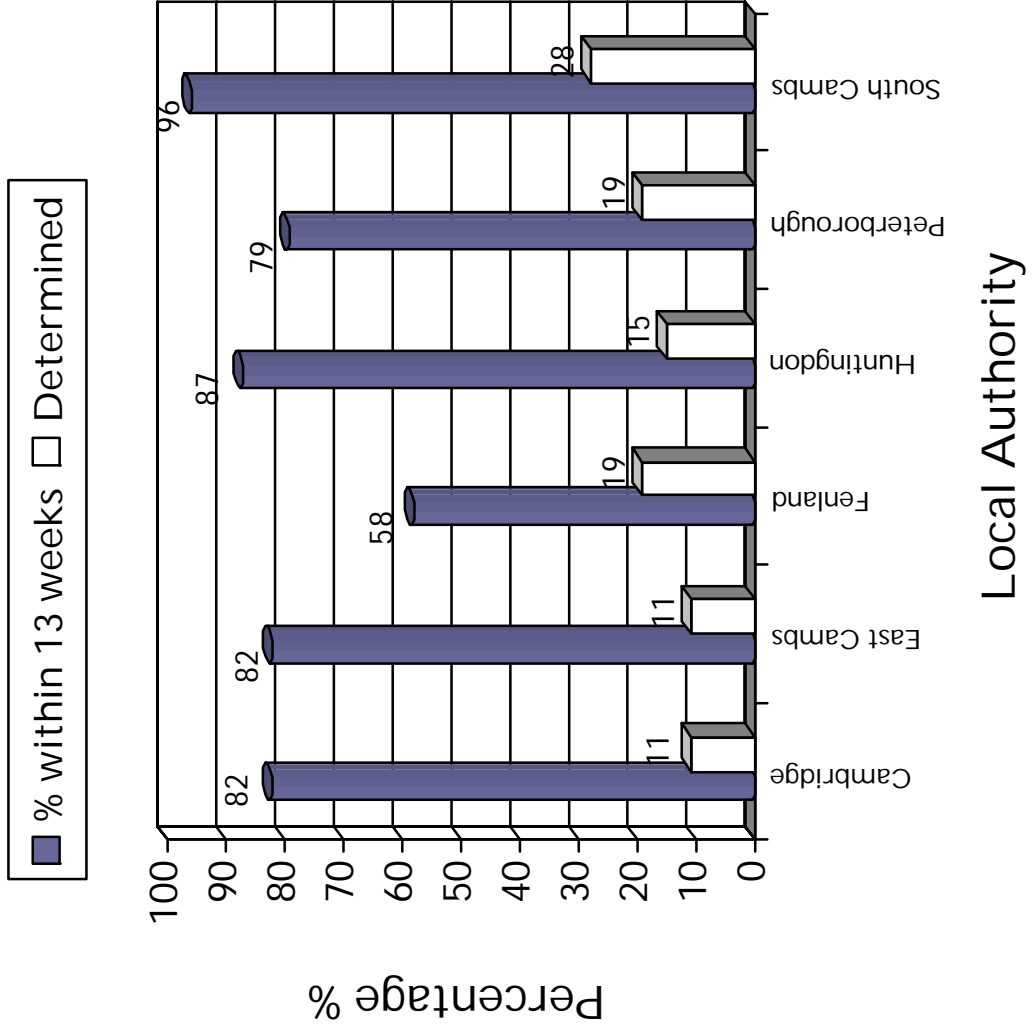


Local Authority

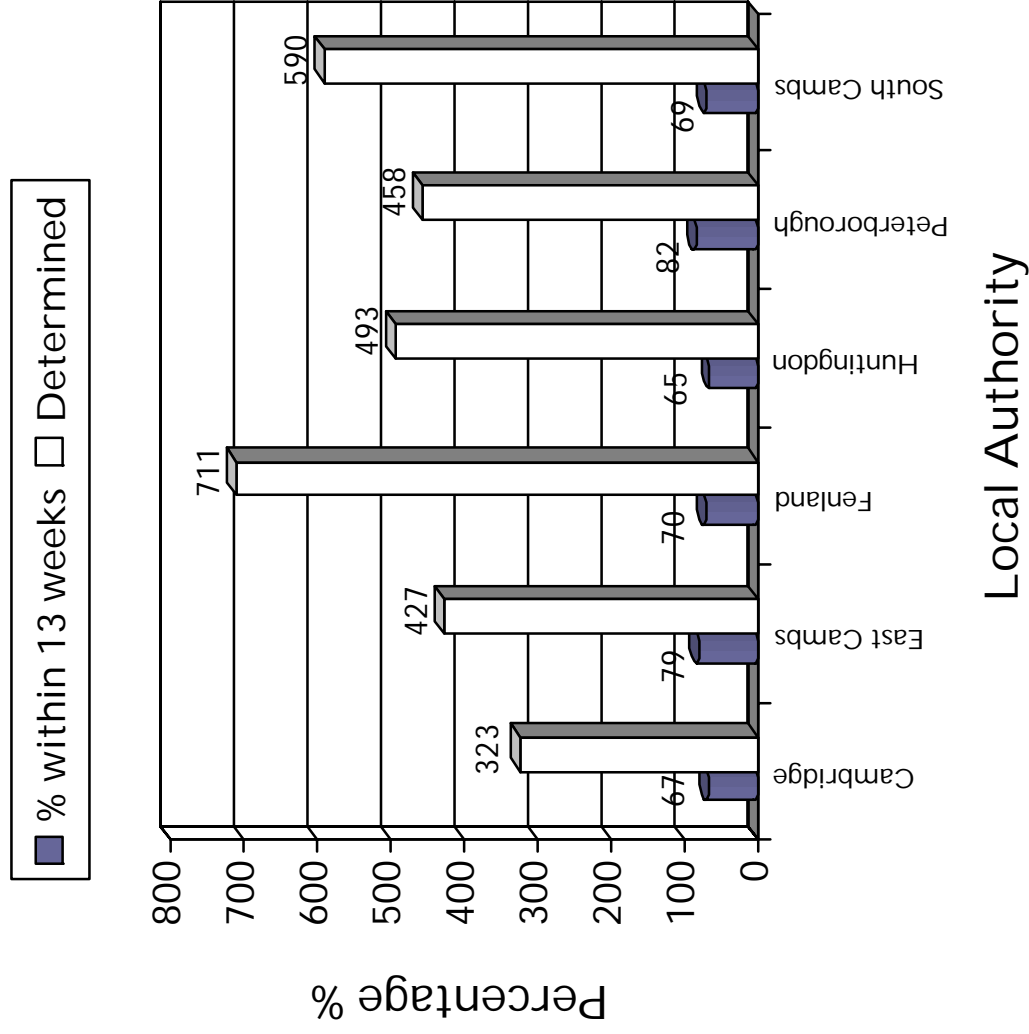
Planning decisions by development type and speed of evaluation.
Major Decisions, year ending 30 September 2006
 (Govt target 60% within 13 weeks)



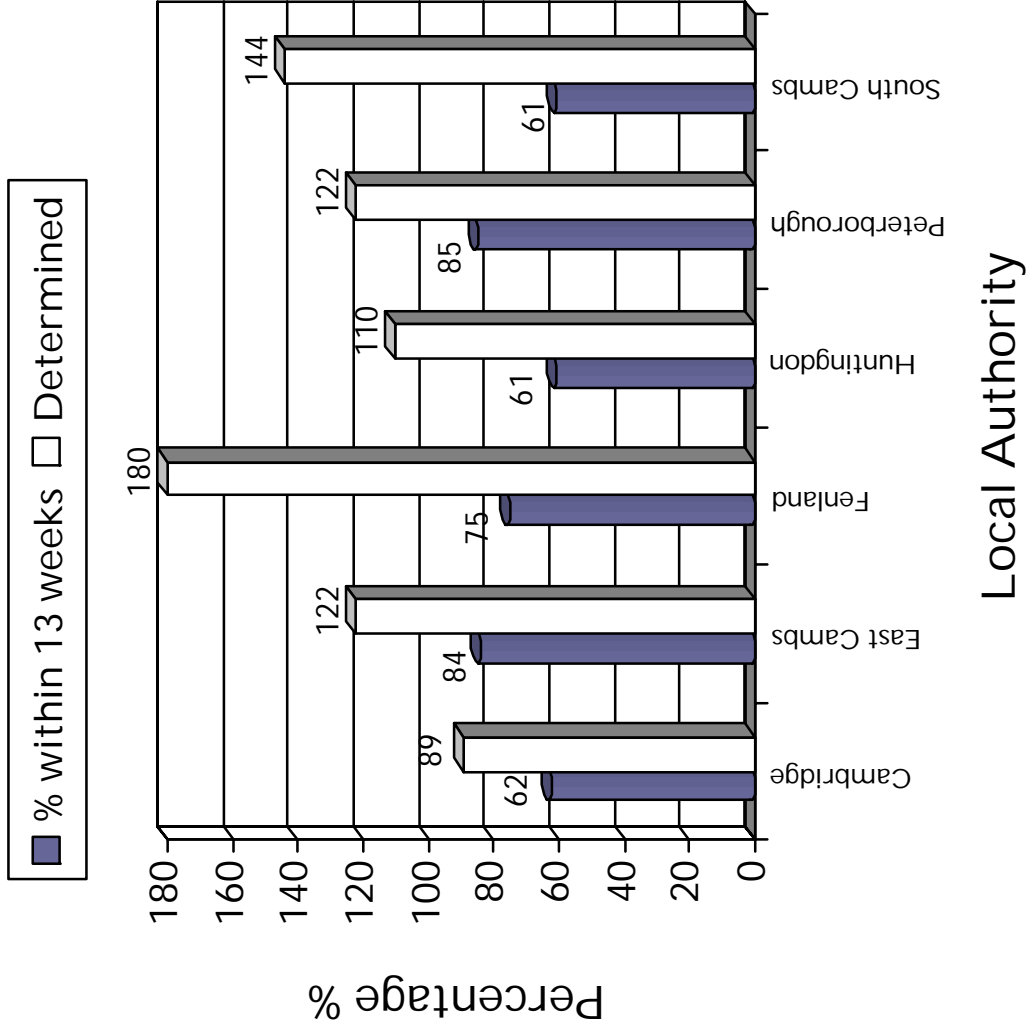
**Planning decisions by development type and speed of evaluation.
Major Decisions for Quarter, July – September 2006
(In England 71% were determined within 13 weeks)**



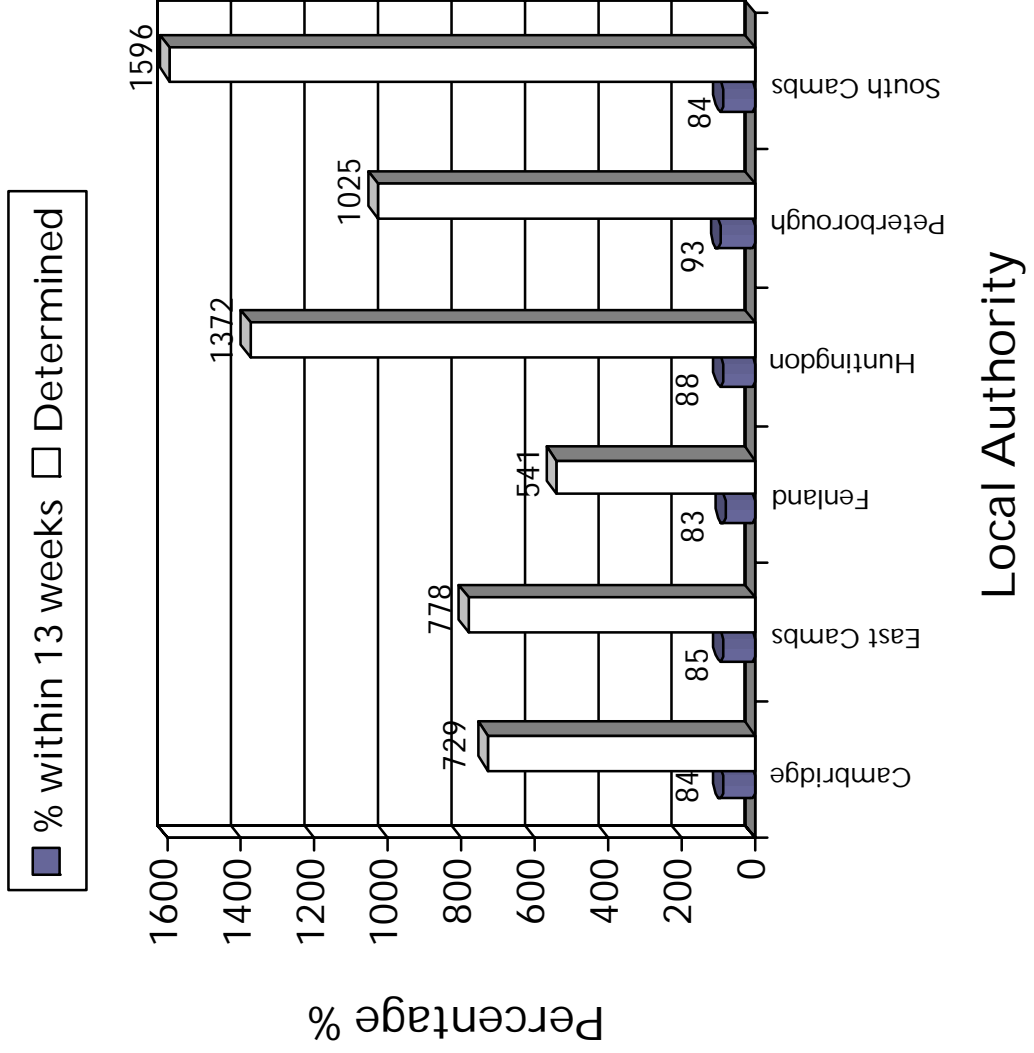
Planning decisions by development type and speed of evaluation.
Minor Decisions, year ending September 2006
 (Govt target 65% within 8 weeks)



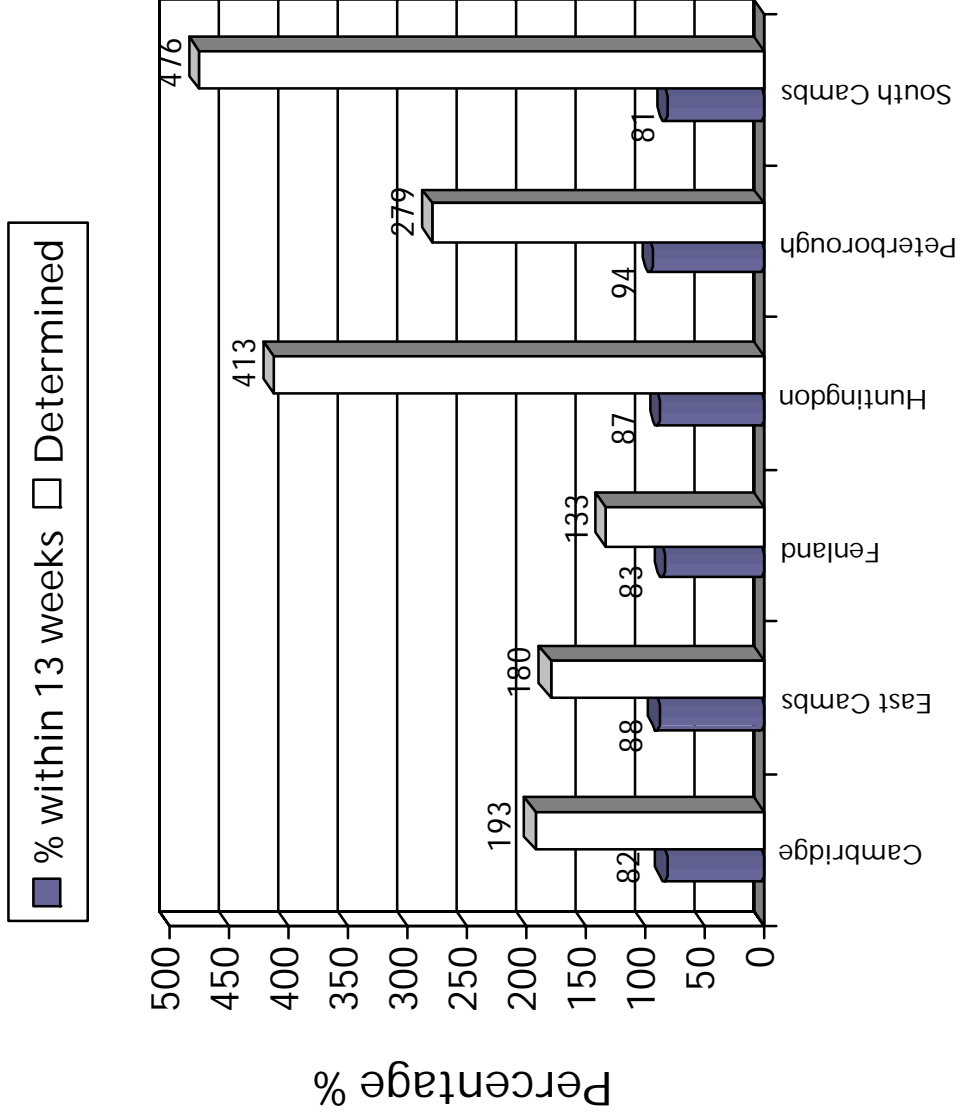
**Planning decisions by development type and speed of evaluation.
 Minor Decisions for Quarter, July - September 2006
 (In England 75% were determined within 8 weeks)**



**Planning decisions by development type and speed of evaluation.
Other Decisions, year ending 30 September 2006
(Govt target 80% within 8 weeks)**



**Planning decisions by development type and speed of evaluation.
Other Decisions for Quarter, July - September 2006
(In England 87% were determined within 8 weeks)**



Local Authority

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SOUTH CAMBRIDGESHIRE DISTRICT COUNCIL

Minutes of a meeting of the Cabinet held on
Thursday, 8 February 2007

PRESENT: Councillor RMA Manning (Leader of the Council)
Councillor SM Edwards (Resources, Staffing, Information & Customer Services
Portfolio Holder / Deputy Leader of the Council)

Councillors: Mrs DSK Spink MBE Housing Portfolio Holder
Dr DR Bard Planning and Economic Development Portfolio Holder
JA Hockney Conservation, Sustainability and Community Planning
Portfolio Holder
MP Howell Environmental Health Portfolio Holder

Officers in attendance for all or part of the meeting:

Holly Adams	Democratic Services Officer
Steve Hampson	Executive Director
Greg Harlock	Chief Executive
Simon McIntosh	Corporate Manager (Policy, Performance and Partnerships)
Keith Miles	Planning Policy Manager
Alison Talkington	Senior Planning Policy Officer
Gwynn Thomas	Principal Accountant (Housing)

Councillors R Hall, Mrs CAED Murfitt and NIC Wright were in attendance, by invitation.

Apologies for absence were received from Councillors Mrs VG Ford and Mrs EM Heazell.

The Leader welcomed Councillor MP Howell to Cabinet.

Procedural Items

1. MINUTES OF PREVIOUS MEETINGS

The Leader was authorised to sign as correct records the minutes of the meetings held on 11 and 25 January 2007, subject to the following amendment:

Direct Labour Organisation Business Plan (Minute 5, 11 January 2007)
(final paragraph): "**At the request of Councillor Mrs EM Heazell**, Cabinet offered its congratulations to all officers **of the DLO** involved with the recent successes of the DLO."

2. DECLARATIONS OF INTEREST

None declared.

**Recommendation to
Council and Decision
made by Cabinet**

3. CAPITAL AND REVENUE ESTIMATES, COUNCIL TAX AND PRUDENTIAL

INDICATORS 2007/08

The Resources, Staffing, Information & Customer Services Portfolio Holder outlined the report, which was the final stage in the process for setting the 2007/08 budget and council tax:

- the latest position of the Medium Term Financial Strategy included the latest adjustments for interest rates and identified savings;
- the capital programme had been prepared on the assumption that forthcoming legislation would allow all equity share capital receipts to be exempt from pooling;
- unless other sources of funding were agreed, there would be a 40% reduction in the capital programme from 2010/11 onwards, representing about £5-6 million per annum;
- individual portfolio revenue estimates had been affected significantly by a recent change in local authority accounting practice, but this would have no effect on council tax levels;
- the net General Fund expenditure would be lower than anticipated; and
- the projected target level of balances of £1.5 million would not be reached as quickly as originally thought, but this would be very dependent upon interest rates, identified Business Process Re-engineering savings being realised and implementation of improvements arising from the Corporate Governance Inspection.

A supplementary report from the Chief Executive outlined a further option for Council to consider as an alternative to the Medium Term Financial Strategy. In March 2006, the Local Government Minister had taken the view that local authority 2006/07 budgets were excessive if they showed an increase of more than 6% in their budget requirement compared with the previous year *and* if their council tax increased by more than 5% in the same period. On the basis of this view, an authority could exceed one of the capping criteria without being capped. The Chief Executive advised that this was not officers' recommended course of action, but that he had a responsibility to advise members of all available options. Cabinet considered this strategy to be "a risk too far", especially without knowing the 2007/08 capping criteria.

There was a prospect of meeting with the Local Government Minister to discuss the Council's financial position and, although it was clear that there was little chance to change the revenue support grant received, the Minister would be asked to confirm the 2007/08 capping criteria.

Cabinet **RECOMMENDED TO COUNCIL** that:

- (a) the capital programme up to the year ending 31 March 2010 be approved as submitted, which includes the sum of £33.285 million to be spent on affordable housing for the years from 2007/08 to 2009/10;
- (b) the increase in staffing costs due to an approved saving no longer being achieved be reviewed in September 2007;
- (c) the revised revenue estimates for the year 2006/07 and the revenue estimates for 2007/08 be approved as submitted, incorporating the decision made at (b);
- (d) the District Council demand for general expenses for 2007/08 be £5.798 million;
- (e) that Council set the amount of Council Tax for each of the relevant categories of dwelling in accordance with Section 30(2) of the Local Government Finance Act 1992 on the basis of a District Council Tax for general expenses on a Band D property of £102.26 plus the relevant amounts required by the precepts of Parish Councils, Cambridgeshire County Council and the Cambridgeshire Police and Fire Authorities, details of those precepts and their effect to be circulated with the formal resolution required at the Council meeting; and

- (f) the prudential indicators in Part 3 of the report be approved.

Cabinet AGREED:

- (g) to approve the list of precautionary items at Appendix D to the report to be used under delegated powers already given to the Resources, Staffing, Information & Customer Services Portfolio Holder and the Chief Executive; and
- (h) that the option at Appendix C1 to the report, allowing for additional expenditure / less savings than planned, met by a higher council tax, not be incorporated into the Medium Term Financial Strategy.

**Recommendations to
Council**

4. HOSTEL CHARGES, HOUSING RENTS AND SERVICE CHARGES

The Housing Portfolio Holder introduced the proposed 2007/08 figures, which had been increased in line with government requirements. The Council had tried to keep the amounts as low as possible.

Cabinet RECOMMENDED TO COUNCIL that:

- (a) from the first week in April 2007, rents be increased by an average of 5%, based on an inflationary increase of 4.1%, plus or minus a maximum of £0.65 towards the phasing in of rent restructuring;
- (b) permission be granted to Hereward Housing to increase hostel rents by £11.06 per week, in addition to 4.1% for inflation, from April 2007; and
- (c) charges for services and facilities be increased as outlined in the following table:

Service or Facility	Current Charge	Proposed Charge	Increase	
	p.w. £	p.w. £	%	£
Sheltered Housing Charges				
Tenants				
- support element				
- those in residence prior to 01/04/03	11.04	12.37	12.0	1.33
- other tenants	14.13	14.48	2.5	0.35
- communal facilities	6.04	6.29	4.1	0.25
Equity Shareholders				
- schemes with communal facilities				
- those in residence prior to 01/04/03	20.58	22.16	7.7	1.58
- other shareholders	23.67	24.27	2.5	0.60
- schemes without communal facilities				
- those in residence prior to 01/04/03	14.54	15.87	9.3	1.33
- other shareholders	17.63	17.98	2.0	0.35
Alarm System Service Charges*				
Individual Alarms	3.28	3.36	2.5	0.08
- Those not in receipt of benefit				
- where the Council supplies the alarm	3.61	3.70	2.5	0.09
- where the user supplies the alarm	2.92	2.99	2.5	0.07
- Those in receipt of benefit				
- where the Council supplies the alarm	2.30	2.70	17.4	0.40

- where the user supplies the alarm	1.63	2.00	22.7	0.37
Group Alarms	3.28	3.36	2.5	0.08
* plus VAT where appropriate				
Garage Rents				
Garages rented to a Council tenant or leaseholder	6.11	6.36	4.1	0.25
N.B. In excess of two garages will be subject to VAT				
Other Garages (subject to VAT)	8.43	8.78	4.1	0.35

5. JOINT PLANNING SERVICES ARRANGEMENT

The Planning and Economic Development Portfolio Holder explained that details of the proposals for a joint approach to major development in the Cambridge area already had been circulated to Cabinet and Opposition members and the press and emphasised that these arrangements did not reflect a lack of competence on behalf of any of the authorities, but were common elsewhere in the country where there were two-tier authorities or cross-boundary developments.

Under the joint arrangements, the City Council would not play a role on the Northstowe Delivery Board and the District Council would attend as observers only for any delivery boards concerned with sites wholly within the City boundaries. Cross-boundary sites such as Cambridge East and North West Cambridge would be dealt with in their entirety, rather than considering individual phases of each development separately. The Planning and Economic Development Portfolio Holder commended the arrangements, which retained democratic control over the planning process and should unlock additional funding for the growth agenda. He added that the Minister had endorsed a rolling fund to help finance major projects at an earlier time in the development programme than otherwise would have been achieved by waiting for s106 funds.

Cabinet, having due consideration for sections 19 (Discharge of functions of and by another local authority) and 20 (Joint exercise of functions) of the Local Government Act 2000, **RECOMMENDED TO COUNCIL** that:

- (a) the joint working arrangements set out in Appendices 1-3 of the report, including the creation of the Joint Strategic growth Implementation Committee, Northstowe Development Control Committee and Fringe Sites Development Control Committee, be approved subject to agreement of detailed operational arrangements and adequate financial resources being made available by the Minister;
- (b) subject to the relevant provisions being made, the following appointments to the joint committees be made,:
 - (i) Joint Strategic Growth Implementation Committee – 3 Councillors, including the PDF
 - (ii) Northstowe Development Control Committee – 6 Councillors, in accordance with the rules of political balance; and
 - (iii) Fringe Sites Development Control Committee – 6 Councillors, in accordance with the rules of political balance;
- (c) subject to the relevant provisions being made, that the planning powers listed in Annex 1 to Appendix 1e of the report, be delegated to the joint development control committees, with the Constitution being amended accordingly, subject to a detailed scheme of delegation to Officers being prepared for subsequent approval by Council; and

- (d) the Chief Executive be authorised to make any further minor or consequential amendments to the scheme as may be from time to time required.

6. LOCAL GOVERNMENT PENSION SCHEME DISCRETIONARY COMPENSATION REGULATIONS 2006

The Resources, Staffing, Information & Customer Services Portfolio Holder explained that the Council had to amend its existing policy in light of new age equality legislation.

Cabinet **RECOMMENDED TO COUNCIL** that the following revised discretionary compensation policy be adopted:

- (a) General Policy
- (i) The revised policy should seek to minimise any adverse impact on the terms and conditions of employment for Council employees.
 - (ii) The Council should continue not to seek to use the LGPS augmentation provisions due to the costs and complexities this would entail.
 - (iii) The revised policy should be applied consistently to all, regardless of age.
 - (iv) The revised policy should be reviewed after six months of operation in order to manage any potential risks and issues arising.
- (b) Transitional protection
- (i) The Council should continue to use the discretions it currently applies under the 2000 regulations to award Compensatory Added Years (CAY) for any protected employees made redundant / subject to Premature Retirement in the Interest of the Efficient Exercise of the Authority's Functions (PRIEEAF) before 1 April 2007
- (c) Redundancy policy
- (i) Redundancy should remain calculated on actual week's pay, rather than statutory redundancy provisions.
 - (ii) All local government service, even if broken, should continue to count for the purposes of redundancy payment calculations; however, no period of employment should count twice, i.e., where the employee concerned has previously received compensation, only the remaining, un-compensated, service should be counted;
 - (iii) The revised redundancy policy for all employees should be to award an overall lump sum of 1 1/2 times the redundancy payment to employees with two or more years' continuous employment within local government (or a public sector company recognised by Modification Order), regardless of their membership of the LGPS, with effect from 1 April 2007. (Note: The overall lump sum so awarded would include the statutory redundancy payment due.)
- (d) PRIEEAF policy
- (i) The revised PRIEEAF policy for the Council should be a flexible approach to award a lump sum of up to 104 weeks' pay.

Decisions made by Cabinet

7. COTTENHAM: DUAL USE SPORTS FACILITIES

Mr Tony Cooper, Head Teacher of Cottenham Village College, Mr Geoff Redhead, Sports Centre Management, Mr Les Rouse, Site Manager and Mr Chris Smith, Sports Centre Manager, were in attendance for this item.

Cottenham Village College was the first approved Dual Use Sports Facility in South Cambridgeshire and had been very successful, used by the village and surrounding communities. The current application for funding was part of a joint bid to provide two main additions to the existing facility: a floodlit artificial training pitch for football, hockey and rugby, and extensions to the changing rooms. Officers commended the project, which developed from the needs of the community and would meet the requirements of local sports clubs.

Members supported the project, which demonstrated the benefit of partnership working as the contribution from SCDC would be enhanced by funding from Cambridgeshire County Council, Cottenham Parish Council, the Football Foundation and the Village College. Mr Cooper explained that, should there be any queries why this project should receive funding when Milton Country Park was at risk of closure, the project was good value for money and the Village College was more than just a sports facility: it benefited the community by giving residents access to high-quality leisure, recreational and educational facilities, including space for local meetings and a swimming pool.

Mr Cooper further explained that:

- Cottenham Football Club was one of the largest in Cambridgeshire, with four adult and thirteen junior teams as well as girls' football;
- A large number of other teams in the surrounding catchment villages had expressed an interest in the new training pitch, as had a local corporate football team;
- The Village College facilities were used every Monday evening by a special needs club and there was an on-site behavioural unit which students could use instead of having to travel to Cambridge;
- The local Traveller population used the facilities and the Village College provided a mobile bus for special needs education and adult learning in the Travelling community;
- The facilities were well-placed for use during the 2012 Olympics, particularly the triathlon, and would be promoted as a venue for young people to use to improve their performance.

A statement of support from Councillor Mrs VG Ford was read, noting that funding for this project had been earmarked and in budgets since 2002 and that Sport England had found that the Council received excellent value for money through its dual use sports programme.

Cabinet **AGREED** to award a grant of £265,000 to Cottenham Village College Dual Use Sports Facility Project, representing 37% of the total cost of the project.

Cabinet thanked Messrs Cooper, Redhead, Rouse and Smith for their presentation and commended them on their business plan.

8. EAST OF ENGLAND PLAN - REGIONAL SPATIAL STRATEGY (RSS) MODIFICATIONS

The Planning and Economic Development Portfolio Holder outlined the proposed responses, which had been considered by the Planning Policy Advisory Group, and drew attention to several of the modifications:

- the Cambridge Green Belt was not to be reviewed as part of the current process;
- the Council's Local Development Framework had confirmed that there would be a maximum of 8,000 dwellings at Northstowe, but the supporting text in the RSS referred to a settlement of 'initially' 8-10,000;

- if Cambridge were not to be planned as a compact city there could be implications for South Cambridgeshire as City growth began to encroach upon the necklace villages and if so, the District Council would need to make a political decision where to accommodate the additional annual growth beyond 2021 at the level proposed in the RSS if Cambridge City were considered full;
- the East of England Regional Authority had passed a motion for 35% affordable housing in new developments, which could have implications for South Cambridgeshire where higher levels of affordable housing would be provided than in neighbouring districts; and
- the Council would need to push for more infrastructure if the second runway at Stansted Airport went ahead.

Councillor JA Hockney welcomed the inclusions emphasising reduction of climate change emissions and a policy statement on renewable energy, but cautioned that the benefits of these would be offset by increased air travel through expansion at Stansted Airport.

The Planning Policy Manager explained that the likelihood of the Council's comments being incorporated depended upon the extent to which they were in agreement with national government policy, which was very focussed upon delivering development in the growth areas.

Cabinet **AGREED** the following responses to the proposed changes to the draft revision to the Regional Spatial Strategy for submission to the Secretary of State:

The Proposed Changes to the Draft Revision of the Regional Spatial Strategy

This is consistent with the challenging levels of development for which South Cambridgeshire and Cambridge City are already planning. Further development on the edge of Cambridge cannot be accommodated without calling into question the fundamental purposes of the Cambridge Green Belt to protect the character and setting of the historic city or to prevent villages in the vicinity of Cambridge merging with the City or with one another.

Green Belt

The Council welcomes the fact that the Cambridge Green Belt will not be reviewed through this RSS but is concerned at the suggestion that it may be examined in the future as part of the RSS review. The potential for revising the boundaries of the green belt around Cambridge without undermining the purposes of the Cambridge Green Belt was comprehensively explored during the preparation of the Cambridgeshire and Peterborough Structure Plan. The evidence is that opportunities for further revisions to deliver regionally strategic levels of development post 2021 are unlikely to be found without harming the character and setting of Cambridge or resulting in coalescence with nearby villages. . Whilst this does not form part of this review of the RSS the District Council advises caution on the assumption that growth can continue at the same rate post 2021 in or close to Cambridge.

Compact City

The Council objects to the deletion of the term 'compact' from the description of Cambridge in Policy CSR3.

Northstowe

Reference to Northstowe as a settlement of initially 8-10,000 houses should be deleted and its size confirmed in the revised wording to Policy CSR1.

In Policy CSR1 when Northstowe is mentioned the population size should be included

as follows '...at the new settlement of Northstowe, with a population size of up to 10,000, linked to the guided busway....'

Affordable housing

In Policy CSR1 there should be a new paragraph added after the second paragraph using the following wording....' In recognition of the pressures for housing arising in the Cambridge Sub-region at least 40% of new housing needs to be affordable. Employment development will also be expected to contribute towards affordable housing.'

Policy H3 should specifically recognise the problem of affordability in the Cambridge Sub-region and the following wording should be added to the end of the policy: '...In some areas of the region such as the Cambridge Sub-region there will need to be set higher targets for affordable homes'.

Employment

The Council welcomes the flexibility for the job growth figure for Cambridgeshire County to be allocated between each of the five Districts provided that the level of job growth in Cambridge and South Cambridgeshire continues to be governed by the 'selective management of growth' policy to encourage the growth of high technology research and development companies that need a location close to the historic city of Cambridge.

Stansted airport

In the context that it is government policy to promote a second runway at Stansted and the Secretary of State is required to agree the RSS, it is understandable that the RSS is proposed to be modified to remove references to opposition to a second runway. However, equally the Council can continue its opposition to the proposal of Stansted to have a second runway and welcomes the recognition that the airport developers will be expected to contribute to any surface access improvements necessary as a result of the expansion of the airport.

Cambridge Airport

The Council welcomes the inclusion of this mention of Cambridge Airport.

Housing

The RSS should be revised to recognise the existing step change in growth that the Cambridge Sub-region has taken and the words 'at least ' be removed from Policy H1 for Districts planning for annual growth in excess of 1,000 dwellings.

Travellers and Gypsies

The Council welcomes the inclusion of Policy H4. It is hoped that other districts progress the requirements of this policy and that the rapid progress of this Council is recognised by the Government and that this does not prove to be disadvantageous to this Council.

Transport

This policy is to be welcomed by the Council since many of the non-regional roads pass through villages in this District.

The Council welcomes the recognition that the Cambridge area will be subject to a further study but there needs to be a reassurance that this will be linked to further commitment to investment in infrastructure in the Cambridge Sub-region if further growth.

It is of great concern that schemes have been omitted from the tables in Appendix A that

are seen by this Council as being important to supporting the growth agenda.

The following schemes should be reinstated into Appendix A:

- (a) M11 dual 3 lane J9-14 – was previously listed as ‘part of an endorsed transport strategy – further appraisal needed’.
- (b) A428 dualling A1 to Caxton – was previously listed as ‘part of an endorsed transport strategy – further appraisal needed’.

New inclusions

The Council welcomes the inclusion of policies on water, carbon emissions and renewable energy but considers that improved sustainability at the dwelling level will need to be complemented with measures to promote the overall sustainability of the development as a whole. There also needs to be reduction in air travel in the long-term.

Early review

The Council is already meeting a very challenging agenda of growth and considers that if further growth is to be imposed on the Cambridge Sub-region it must be at a level directly related to local job growth, environmental, social and infrastructure capacity all of which will be stretched by the current RSS in that part of the Sub-Region close to Cambridge. Continued sustainable growth may only be possible if the remaining Districts in the Cambridge Sub-Region play a greater role in accommodating housing and employment growth after 2021.

9. CABINET MEETING SCHEDULE 2007/08

The Leader proposed that Cabinet meet during the afternoons for the first four meetings during 2007/08 and that Cabinet undertake a trial of holding evening meetings, to which it was hoped that more members of public would attend. Members noted that previous attempts to hold evening meetings had not resulted in increased public attendance, but decided to hold two evening meetings during the 2007/08 year, during October 2007 and February 2008 when the Medium Term Financial Strategy would be reviewed the 2008/09 budget and council tax levels would be considered, both issues of relevance to all residents. Cabinet would consider at a future date holding meetings at different venues in the district.

Cabinet **AGREED** the following schedule of meetings for 2007/08:

Thursday 10 May 2007 – 2 pm
 Thursday 14 June 2007 – 2 pm
 Monday 9 July 2007 – 2 pm
 Thursday 13 September 2007 – 2 pm
 Monday 8 October 2007 – 7 pm
 Thursday 8 November 2007 – 2 pm
 Thursday 13 December 2007 – 2 pm
 Thursday 10 January 2008 – 2 pm
 Monday 18 February 2008 – 7 pm
 Thursday 13 March 2008 – 2 pm
 Thursday 10 April 2008 – 2 pm
 Thursday 8 May 2008 – 2 pm

Standing Items

10. MATTERS REFERRED BY SCRUTINY AND OVERVIEW COMMITTEE

Nothing to report.

11. UPDATES FROM CABINET MEMBERS APPOINTED TO OUTSIDE BODIES

Nothing to report.

**The Meeting ended at 11.26
a.m.**

SOUTH CAMBRIDGESHIRE DISTRICT COUNCIL

Notes of the Housing Portfolio Holder Meeting
held on Monday, 29 January 2007 at 11.00
a.m.

PRESENT:	Councillor Mrs DSK Spink MBE (Portfolio Holder)	
Councillors:	Mrs A Elsby Mrs EM Heazell	Opposition Spokesman Opposition Spokesman and Scrutiny & Overview Monitor
Officers:	Susan Carter Pauline Gardner Steve Hampson Denise Lewis Brent O'Halloran Gwynn Thomas	Housing Advice and Options Manager Housing Services Manager Executive Director Head of Strategic Housing Property Services Manager Principal Accountant (Housing)

Apologies for absence were received from Councillor RE Barrett.

Action**1. CONSIDERATION OF PORTFOLIO ESTIMATES**

Gwynn Thomas, Principal Accountant (Housing), presented the Revenue Estimates up to the year 2007-08 and the Capital Programme up to 2009-10.

The report was dealt with under the headings of:

1. The Housing General Fund
2. The Housing Revenue Account
3. Capital Estimates

The Housing General Fund

Key points:

A net saving in excess of £100,000 was expected in respect of the need for, and the cost of, temporary accommodation for the homeless.

It was believed that raising charges in shoppers' car parks in the villages had not been pursued out of concern for the effects on businesses in those villages.

An update on the sale of village car parks was given by Pauline Gardner, Housing Services Manager, who reported that several sales were expected to be completed by April:

- Melbourn - expected to raise £100,000
- Linton - awaiting a response from the parish council
- Sawston – discussions with Budgens regarding the lease
- Histon – waiting feedback from Tesco.

Overall, it was expected that all savings identified in the Medium Term

Financial Strategy (MTFS) would be achieved in the year 2007/2008.

Housing Revenue Account

Key points:

The Housing Revenue Account would show a surplus in the years 2006/2007 and 2007/2008.

There would be a one-off benefit in the reduction of funds to the National Pool of £300,000 reflected in the revised estimate for 2006/2007.

The reduction in the level of subsidy for sheltered housing was currently running at about £300,000, however the supporting people team had indicated that they wished to review their contract, which might have a negative impact on this figure.

In 2005/06 the DLO made a loss of over £60,500 and, because the service is almost entirely used by the HRA this deficit had to be charged to the HRA. Following a review and the implementation of various operational and management improvements the DLO is expected to break even this year and may make a small surplus in 2007/08.

Cabinet approved £1,040,000 of allocated works for the DLO in 2006/2007 and 2007/08 at the meeting held on 11 January.

It was proposed that garage rents would be increased in line with Government guidelines (4.1%) but concerns were expressed that this could lead to increased voids. It was suggested that garage areas could be sold for housing. The question was asked if garages should be let to non-council tenants, but again the issue of increased voids was raised. The Portfolio Holder requested that the subject be reviewed.

Capital Estimates

Key points

It was identified that there was insufficient funding after 2009/2010, however as agreed during the consideration of the MTFS no attempt to identify where reductions could be made had been identified at present.

No new build projects had been planned.

The budget for the acquisition of existing dwellings would be very difficult to forecast accurately.

£116,000 had been vired from the Cash Incentive Grants budget to increase the funding available for the Mandatory Disabled Facilities Grants. It was agreed that this was a good use of the money.

The Portfolio Holder ENDORSED the recommendations of the report as listed, subject to review by Scrutiny and Overview to:

1. Confirm the proposals for the capital expenditure shown at

- Appendix E(1-10), for inclusion in the capital programme.
2. Endorse the Revenue Estimates and Capital Programme shown at Appendices A, B and C and recommend them for consideration by the Cabinet.
 3. Request that Cabinet include £30,000, for possible additional expenditure on accommodation for homeless people, on the list of precautionary items.

2. DATE OF NEXT MEETING

The next full Portfolio Holder meeting will be at 10:00am on Tuesday 6th February in the Monkfield Room.

The meeting ended at 12.00 p.m.

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SOUTH CAMBRIDGESHIRE DISTRICT COUNCIL

Notes of the Housing Portfolio Holder Meeting
held on Tuesday, 6 February 2007 at 10.00
a.m.

PRESENT:

Councillors:	RE Barrett	Scrutiny & Overview Monitor
	Mrs A Elsby	Opposition Spokesman
	Mrs EM Heazell	Opposition Spokesman and Scrutiny & Overview Monitor
	Mrs DSK Spink MBE	Portfolio Holder

Officers:	Susan Carter	Housing Advice and Options Manager
	Pauline Gardner	Housing Services Manager
	Steve Hampson	Executive Director
	Denise Lewis	Head of Housing Strategic Services
	Brent O'Halloran	Property Services Manager
	Gwynn Thomas	Principal Accountant (Housing)
	Kevin Reynolds	Strategic Lead - Community Living

Action**1. NOTES AND MATTERS ARISING**

The minutes of the previous meeting were agreed as a correct record.

Actions from previous minutes:**Item 3: Management and Sheltered**

To be covered as an agenda item.

Item 4: Housing Capital Programme

BOH confirmed that there would be no detrimental effect as a result of the virement of funds.

Item 7: DLO Services Working Plan

BOH reported that the implementation of the PDAs had been successful and that their usage was being closely monitored to determine any potential benefits.

Item 10: Shepreth, 74 & 76 Frog End

DL reported the first action completed.

BOH reported that the request for hard standing areas had been noted and would be incorporated into the refurbishment programme.

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

At the suggestion of SH the paper was reviewed from the Corporate Policy 3 – Affordable housing section onwards. The other P.Is. would be reviewed at agenda item 5.

M22 – Council held land/property appraisal. It was anticipated that the project would be commenced by April and the milestone achieved within 3 months.

In reply to the question of establishing community land trusts, it was explained that this was a model to keep down land prices and that SCDC currently uses other mechanisms to achieve this but could explore this option in the future if appropriate.

M17 – Monitoring of affordable housing permissions. It was noted that the County Council were providing good quality information and that the planning team were working to establish baselines for target setting.

BV212 – Average days to re-let council houses. BO'H gave an overview of the DLO recovery plan and how it would impact on the measure. He said that he was looking at stores management, possibly with a view to externalisation. BO'H said that he would come back to the PFH to advise on a course of action after reviewing the best practice guides available.

BOH

3. HOUSING FINANCE REPORTS - 3RD QUARTER

Gwynn Thomas informed the meeting that subject to acceptance of the estimates , budgets are likely to be achieved.

In reply to a question about the new communal facility at Meldreth it was confirmed that the increase in budget, from £5,000 to £31,000, was caused by slippage from the previous year. The slippage was believed to have been caused by an issue with the utility suppliers.

4. PERFORMANCE INDICATORS - QUARTER 3

SH gave an undertaking to provide a monthly update to the PFH about voids.

SJH

Homelessness

BV183ii "length of stay in hostel accommodation" - interim changes to the lettings policy had been agreed by Cabinet in December 2006 to help address the issue.

Repairs

SH301 "non-urgent repairs" - will move to 93-93% when the measure is recalculated in line with Government recommendations.

SH302 "Tenant satisfaction" - will be extended to cover emergency repairs.

SH328 "Tenants satisfied with refurbishments" - a caveat was given concerning the low number of returns. It was hoped that the number of returns increases this year.

Management and Sheltered

BV66a "Proportion of rent collected" - PG informed the PFH that an assessment visit was due, the outcome of which would be a series of improvement opportunities.

BV212 – "Average re-let time" - This measure has been subject to review and a number of steps have been taken to improve performance. SC informed the PFH that an additional member of staff was being recruited for the allocations team.

It was asked if any progress had been made with the proposal to transfer the management of the Rents Team from Finance to Housing. It was reported that the Rents Team were now aligned to the Housing Services team and, in terms of their location within the building, feedback suggested that this had positive benefits. At this time transfer of management responsibility would not be pursued because organisational issues outweighed additional perceived benefits. This position would be reviewed when a suitable opportunity arose to do so.

5. SERVICE PLANS 2007/08 - STAGE OF DEVELOPMENT FOR EACH SERVICE - VERBAL REPORT

Steve Hampson confirmed that the service planning process was about to start and said that the same template would be used as last year with the intention of drawing all housing service plans into one document that could be incorporated into individual objectives for team members.

The document would need to be formally signed off by the Portfolio Holder and the Executive Director by the end of March 2007.

SJH

6. ARBURY PARK: SUSTAINABLE LETTINGS POLICY

DL presented the report and said that the local authority and RSL partners were looking to achieve a balance in terms of households, especially in relation to affordable housing. She said that it was important to learn from past experience and that improved monitoring arrangements had been put in place based on outcomes achieved at Cambourne.

It was asked if the lettings policy would allow families to be offered more space than they were generally allowed under normal lettings policy. It was explained that the authority would set targets based on child density, but that the policy needed to be coordinated with both Cambridge City Council and registered social landlords. The targets would be flexible to accommodate a range of households although underletting would be by 'bedspace' rather than 'bedroom'.

The report is scheduled to go to Cabinet in March for approval.

7. PROVISION OF CALL CENTRE MONITORING SERVICE

After consideration of a report presented by KR the Portfolio Holder AGREED to award a three-year contract to Invicta Telecare for the supply of call monitoring services, incorporating the Council's standard Terms

and Conditions, based upon existing costs, subject to annual inflationary increase.

8. CAMBRIDGE CHALLENGE: AFFORDABLE HOUSING DELIVERY - DRAFT SELECTION CRITERIA

The Portfolio Holder AGREED to endorse the proposed selection criteria and weightings for the selection of a lead strategic affordable housing delivery partner for the 3 major sites that are included within the Cambridge Challenge, a Housing Corporation led initiative.

9. PROTOCOL FOR LOCAL CONSULTATION ON HOUSING ISSUES - PRE-CONSULTATION DRAFT

Following discussion about the need for a consultation process the Portfolio Holder AGREED to adopt a protocol for informal consultation on housing issues subject to consultation with all Local Members and Parish Councils.

10. FORWARD PLAN

SH explained that the format of the forward plan remained "work in progress".

11. DATES OF FURTHER MEETINGS

The next meeting will be held at 10:00 on Tuesday 3 April in the Swansley Room.

The meeting ended at 11.35 a.m.
