

**COUNCILLORS' BULLETIN
WEDNESDAY, 9 JULY 2008**



South
Cambridgeshire
District Council

CONTENTS

1. Meetings and events from 10 July to 25 July 2008

Date	Time	Name	Venue	Contact
Thu 10 July	9.30am	Environmental Services Portfolio Holder meeting	Jeavons Room	Maggie Jennings
	10am	Climate Change Working Group	Monkfield Room	Ian Senior
	2pm	South Cambridgeshire Local Strategic Partnership Board	Swansley Room	Patrick Adams
Fri 11 July				
Mon 14 July	10am	Safety Committee	Swansley Room	Maggie Jennings
	10am	Standards Committee	Jeavons Room	Joe Brown
	12pm	Deadline for public questions for Full Council		Democratic Services
Tue 15 July				
Wed 16 July	10am	Planning Committee Chairman's Delegation	Jeavons Room	Emma George
	10am	Employment Committee Training	ICT Training Room	Guy Moody
	6.30pm	Meeting of SCDC and Parishes re proposed Post Office closures	Council Chamber	Jackie Sayers
Thu 17 July	2pm	Council	Council Chamber	Richard May
Fri 18 July	10am	Licensing (2003 Act) Sub Committee	Mezzanine	Maggie Jennings
Mon 21 July				
Tue 22 July				
Wed 23 July	8am	Staffing Portfolio Holder meeting PROVISIONAL	Jeavons Room	Joe Brown
Thu 24 July	10am	Licensing (2003 Act) Sub Committee	Jeavons Room	Maggie Jennings
Fri 25 July				

INFORMATION FOR DISTRICT COUNCILLORS

2. Planning Committee Chairman's Delegation

The agenda for the Planning Committee Chairman's Delegation meeting on 16 July is attached.

3. Planning Training

An all day training session in Planning has been arranged for Tuesday 2 September. The

course will be delivered by Trevor Roberts Associates.

Priority will be given to members of the Planning Committee and Cabinet, but there will be additional spaces available on a “first come, first served” basis for Members wishing to take advantage of this opportunity.

If you wish to reserve your space could you please let me know as soon as possible.

Guy Moody

Democratic Services

Telephone:01954 713026

Email: guy.moody@scambs.gov.uk

GENERAL INFORMATION

4. Post Office Closures

Post Office Closures

The Post Office has announced that 26 of its Cambridgeshire branches are expected to close or be replaced with a reduced service. The move is part of wider proposals to reduce the number of branches nationwide by up to 2,500. Six of the affected post offices are in South Cambridgeshire. These are:

Village	Address	Outreach Service?
Arrington	Hardwick Arms, 75 Ermine Street	Hosted Service: 2 hours a week at a community facility
Elsworth	4 The Causeway	Hosted: 5 hours a week
Fen Drayton	High Street	None
Granchester	1 Stulpfield Road	None
Impington	157 Station Road	None
Over	30 High Street	Mobile: 15 hours a week

The proposal is for the post offices in Fen Drayton, Granchester and Impington to close, whilst the post offices in Arrington, Elsworth and Over are to have either a hosted or a mobile Outreach Service. These are defined below:

Mobile Service

- Mobile Post Office van with a counter service inside
- Parked at a pre-determined safe location
- Available at fixed periods, e.g. 90 minutes at specified hours on set days of the week

Hosted Service

- Mobile counter
- Located in a local community building or business such as a village shop, church hall or garage

Public Consultation

There will now be 7 weeks of public consultation ending 26th August 2008. During this time, individuals, businesses and communities will be invited to check and challenge the Government's closure criteria applied by Post Office Limited to see if it has been correctly applied and to make a formal response.

A Guidance Note on how communities can effectively respond during the consultation period can be downloaded from Cambridgeshire ACRE's website following this link:
http://www.cambsacre.org.uk/services/advice_funding.htm

Sources of Help and Assistance for Communities

There are a number of actions that can be taken to minimise the negative effects of Post Office closures by individuals and communities as a whole. These include looking at alternative ways to provide key services.

A Guidance Note with further ideas and information can be downloaded from Cambridgeshire ACRE's website following this link: http://www.cambsacre.org.uk/services/advice_funding.htm

Sources of Help and Assistance for Affected Post Office Businesses – The Post Office Closure Business Support Scheme

In Cambridgeshire, a support package has been funded by County and District Councils that will give one-to-one support from an experience Business Link Advisor. The Advisor can help analyse business needs and develop a business action plan.

A Guidance Note with full information can be downloaded from Cambridgeshire ACRE's website following this link: http://www.cambsacre.org.uk/services/advice_funding.htm.

Short-term Support Strategy

The Cambridgeshire & Peterborough Post Office Network Change Group has published a short-term support strategy outlining the work it will undertake on this important issue. There are separate strategies for Cambridgeshire and Peterborough and copies of these can be downloaded from Cambridgeshire ACRE's website following this link:
http://www.cambsacre.org.uk/services/advice_funding.htm

Post Office Limited

Further information can be found on Post Office Limited's website, including the Area Plan and Branch Access Reports. Please follow this link to be taken to the relevant area of the site:
<http://www.postoffice.co.uk/portal/po/content1?catId=57600693&mediaId=57600697>

Postwatch

Postwatch is the independent consumer watchdog for postal services in the United Kingdom and plays an important part scrutinising and challenging closures before the closure list is announced. To find Postwatch information, go to www.postwatch.co.uk and select "post office closures".

What next?

The Cambridgeshire & Peterborough Post Office Network Change Group will be gathering together information in order to make a partnership response to the public consultation.

The Group is developing a longer-term strategy that looks beyond the current closure programme. This strategy will identify a range of actions to support the viability and survival of post office and other services in communities, as well as alternative and innovative ways of providing postal services to those communities left without. The strategy will be launched later this summer.

If you need any further information, please contact the Chief Executive's Office at

Cambridgeshire ACRE on 01353 865041 or email kirsten.bennett@cambsacre.org.uk

To remind you, Cambridgeshire ACRE is providing a briefing for District and Parish Councillors in the Chamber at **6.30pm on Wednesday 16 July**. There are still places available. Bookings via Jackie Sayers 01954 713541.

5. Rural Services Network Weekly Digest

The Rural Services Network is a group of over 250 service providers and local authorities working to establish best practice across the spectrum of rural service provision. The network has representation across the complete range of rural services. For general comments or enquiries, email: editor@ruralcity.co.uk

6. Weekly Planning List

To view the list of planning applications submitted in the past seven days, please visit the Council's on-line [Planning Application Search](#). Once the page has loaded, select the relevant parish from the drop-down list, set the date period to '7 days' and click the Search button **or** click the Advanced button, select a ward from the drop-down list, then set the date period to '7 days' and click the Search button.

The system will provide a range of information on current and decided applications since 1948, including a brief description of the development, reference number, decision and the date of decision. More recent applications show the name and telephone number of the council officer who is dealing with the application.

Search results are presented in a collection of pages, the number of which depends on the number of results your search produces. Each page displays 30 results and there are navigation tools to allow you to browse these results.

EXECUTIVE DECISIONS TAKEN SINCE 2 JULY 2008

In accordance with the [Access to Information Procedure Rules](#), any executive decision shall be published normally within five days of being made. That record will bear the date on which it is published and will specify that the decision will come into force, and may then be implemented, on the expiry of 5 working days after the publication of the decision, unless called in for review by the Chairman of the Scrutiny and Overview Committee or by any five other councillors.

A list of decisions currently within the call-in period is available [on the Council's website](#).

Cabinet decisions were published on Thursday 3 July 2008 and therefore the [Democratic Services Manager](#) must be notified of any call in by Thursday 10 July. All Cabinet decisions not called in by this date may be implemented on Friday 11 July. Unless otherwise specified, the Democratic Services Manager must receive notification of call in of any other executive decision by Wednesday 16 July. All decisions not called in by this date may be implemented on Thursday 17 July.

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

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

<p>7. Food Safety Service Plan</p> <p>The Cabinet RECOMMENDED that Council approve the Food and Safety Plan 2008/09.</p>
<p>8. Member Development Strategy 2008-2011</p> <p>Cabinet RECOMMENDED that Council adopt the Member Development Strategy 2008-2011.</p>
<p>9. Health and Safety Plan</p> <p>Cabinet AGREED the Health and Safety Service Plan 2008/09.</p> <p>Reason for decision: To reduce accidents in workplaces throughout South Cambridgeshire.</p>
<p>10. Revisions to the Disabled Facilities Grant Policy.</p> <p>Cabinet NOTED:</p> <ol style="list-style-type: none"> 1. The requirement to extend the maximum Disabled Facilities Grant (DFG) from a maximum limit of £25,000 to £30,000. 2. All of the alterations to DFG Test of Resources 3. The requirement to facilitate access to and from a garden by a disabled occupant and making access to a garden safe for a disabled occupant, defined in legislation. <p>Cabinet AGREED:</p> <ol style="list-style-type: none"> 1. To local property charge applicable on mandatory DFG in excess of £5,000, up to a maximum charge of £10,000. To be repayable if applicant disposes of the property within 10 years of certified date. 2. That a report detailing a clear criteria of when the repayment of the property charge should be waived. 3. That in the meantime discretion be delegated to Cabinet to waive repayment of the property charge upon disposal, as per legislation. <p>Other options considered: To delegate authority to the portfolio holder to waive repayment of the property charge upon disposal.</p> <p>Reason for decision: Adaptation works improve the quality of life of clients and appropriate funding levels for DFG is essential to the continuation of disabled persons remaining in the community.</p>
<p>11. New Communities and Growth Related Issues</p> <p>Cabinet AGREED that the</p> <ol style="list-style-type: none"> 1. issues raised by the Arbury Park Task and Finish Group, including those relating to member champion roles, be referred for further consideration by the New Communities Portfolio Holder; 2. New Communities Portfolio Holder be asked to give further consideration to the establishment of a New Communities Working Group and, if establishment be agreed, that the terms of reference of such a group be delegated to the New Communities Portfolio Holder for decision; and

3. New Communities Portfolio Holder be appointed as one of the Council's member representatives on the Northstowe Community Trust Governance Group and that Cabinet select and appoint a second member to the Group.

Reason for the decision: To enhance the Council's role in managing the growth agenda.

12. Annual Efficiency Statement, 2007/08 Backward Look

Cabinet **AGREED** to delegate authority to the Chief Executive, with the Leader and the Finance Portfolio Holder, for finalising the Council's Backward Look 2007/08 Annual Efficiency Statement. The finalised statement will be copied to all Members, as in previous years.

Reason for decision: To comply with the 8 July deadline for the submission of the Annual Efficiency Statement.

13. East of England Regional Assembly (EERA) Representative

Cabinet **AGREED** to appoint Councillor Mrs VG Ford as the Council's representative on the East of England Assembly.

14. 2012 Olympic and Para-Olympic Games - Appointment of Member Champions

Cabinet **AGREED** to appoint Councillor Miss JA Dipple as the Member Champion for the Olympics.

15. Response to East Cambridgeshire District Council Core Strategy Submission Stage May 2008

The New Communities Portfolio Holder **AGREED** the response to the East Cambridgeshire District Council's Core Strategy.

DECISIONS MADE BY OFFICERS AND REPORTED FOR INFORMATION

16. Cyclical Painting Contract

The Corporate Manager, Affordable Homes **AGREED** that CLC Contractors be awarded with the Cyclical Painting Contract for the five years of the contract with a possible extension of up to three years with mutual agreement.

OTHER INFORMATION

17. Newly-Published Items on modern.gov

Agendas

- [Standards Committee – 14 July 2008](#) Safety Committee – 14 July 2008 (Intranet only)

Reports

- [Late report to agenda item 7, Electoral Arrangements Committee – 8 July 2008](#)

Decisions

- [Decision sheet, Cabinet - 3 July 2008](#)
- [Decision sheet, Planning Committee – 4 July 2008](#)
- [Response to East Cambridgeshire District Council Core Strategy Submission Stage May 2008](#)
- [Housing Futures – Managing Conflicts of Interest](#)
- [Housing Futures and Retained Services](#)
- [Housing Futures – Tenant Ballot Paper](#)

- [New Landlord Selection Panel Conclusion](#)

Minutes

- Executive Management Team – 25 June 2008 (Intranet only)
- [Standards Committee – 11 June 2008](#)

Issues

- [Arbury Park Parish Review](#)
- [Appointment of Independent Members](#)
- [Establishment and Appointment of Panels](#)
- [Response to East Cambridgeshire District Council Core Strategy Submission Stage May 2008](#)
- [Housing Futures – Managing Conflicts of Interest](#)
- [Housing Futures and Retained Services](#)
- [Housing Futures – Tenant Ballot Paper](#)
- [New Landlord Selection Panel Conclusion](#)

18. Upcoming Training Sessions for Members

Subject:	Date:	Trainer:	For:	Contact:
Standards	14 July 2008	Internal	Members of Standards Committee	Joe Brown
Employment	16 July 2008	External	Members of Employment Committee and Cabinet	Guy Moody
Corvu and Health Card Workshop	TBD	Internal	All Members	Lauren Gilman
Planning	2 September 2008	Trevor Roberts Associates	Members of Planning Committee, all Members.	Guy Moody

19. SCDC Starters and Leavers

Starters

Joanna Peek started on 24 June 2008 as an Assistant Lawyer in Legal and Land Charges.

Leavers

Sally Harbey, Resident Involvement Manager – Housing Futures, will be leaving on 5 September 2008.

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South
 Cambridgeshire
 District Council

Our ref: DJR/JP
 Your ref:
 Date 8 July 2008

Development Services Department
 Contact: David Rush
 Direct dial: 01954 713153
 E-Mail: david.rush@scambs.gov.uk

To: Chairman Cllr P Corney, Vice Chairman Cllr C Nightingale Cllr R Turner, Cllr C Hunt, Cllr S Doggett, Cllr N Scarr, Cllr N Cathcart, Cllr D McCraith, Cllr D Bird, Cllr D Roberts, Cllr H Smith, Cllr R Summerfield, Cllr D Morgan, Cllr L Morgan and Cllr M Loynes

Dear Member

Chairman's Delegation Meeting – 16 July 2008

The Chairman's Delegation Meeting will take place on 16 July 2008 at 10 am in the Jeavons meeting room.

The applications to be considered are as follows:-

1. S/0834/08/F – Replacement Dwelling - 22 Frog End, Little Wilbraham
 Officer recommendation – Approval
2. S/2163/07/CAC – Total demolition of clunch barn, Rectory Farm Barns, Little Wilbraham
 Officer recommendation –
3. S/0692/08/F - Change of use from light industrial (B1c) to vehicle depot (Sui generis) - 96 Fulbourn Old Drift, Teversham
 Officer recommendation - Approval
4. S/0908/08/F - Conversion of existing telephone exchange to a one bedroom studio - The Old Telephone Exchange, Old Church Lane, Fulbourn
 Officer recommendation – Approval
5. S/0865/08/F – Change of use of land for siting of mobile home, Hillview Farm, Old North Road, Bassingbourn cum Kneesworth
 Officer recommendation – Approval
6. S/0879/08/F – Boundary fence and gates, Petersfield C of E School, Hurdleditch Road, Orwell
 Officer recommendation – Approval
7. S/0921/08/F – Erection of front, side and rear extensions, 6 Champions Close, Fowlmere
 Officer recommendation – Approval
8. S/0922/08/F – Erection of glazed lobby, Tesco Stores, Cambridge Road, Milton
 Officer recommendation – Approval
9. S/0947/08/A – Erection of hoarding and 3 signs, GC09, Twigden Homes, School Lane, Cambourne
 Officer recommendation – Approve for a period of one year

Would Members please note that the items may not be taken in the order on the paper.

I attach a copy of the protocol agreed by Planning Committee on 3 June 1998 as amended by Committee on 1 August 2007. Your attention is drawn to (c), (e) and (f) especially. I hope that you will have an opportunity to discuss the relevant application(s) with the Planning Officer in the Area Team before the meeting.

Please contact the Area Team if you have any difficulties.

Yours sincerely

GARETH JONES
CORPORATE MANAGER – PLANNING & SUSTAINABLE COMMUNITIES

**EXTENDED DELEGATED POWERS TO DETERMINE APPLICATIONS
AT A 'CHAIRMAN'S DELEGATION MEETING'**

The extended delegation will cover:

1. a) Applications for minor development (for dwellings: less than 10 are to be constructed or, if number not given, the site area is 0.5 hectares).
- b) Applications for other development, including change of use (if it does not concern a major development), householder development, advertisements, Listed Building consents and Conservation Area consent.
- c) Applications for Prior Notification of permitted development.

Where the proposed decision of the officer to approve the application would conflict with, or would not substantially satisfy through the imposition of conditions, the written representation of the Parish Council received within the statutory consultation period.

2. A written request from an elected Member of the District Council for an application for 'Other Development' to be referred to Planning Committee.
3. A proposed recommendation of approval on an application for a 'Major Development', which would conflict with or would not substantially satisfy through the imposition of conditions, written representations on material planning reasons received from owners or occupiers of property (but no other statutory consultee) within the specified consultation period.

Such decisions would only be taken following, and in consultation with, the Chairman and Vice-Chairman of Planning Committee and the Local Member(s).

The protocol will be:

- a) The Chairman's Delegation Meeting (ChDM) will normally meet twice each month.
- b) A list of applications to be considered at a meeting will be prepared and circulated to the Chairman, Vice-Chairman and Local Member(s) at least 4 clear working days in advance of the meeting. A copy of the agenda will be sent to the relevant Parish Councils and posted on the Council's Intranet.
- c) Once the agenda has been published no additional applications will be considered at the meeting without the prior agreement of both the Chairman/or in his/her absence, the Vice Chairman) and the Local Member(s). The relevant Parish Councils will be notified of any additional applications, which are to be considered at the meeting.
- d) The Local Member(s) may attend the meeting, submit representations in writing or otherwise make sure the ChDM is clearly aware of their views.
- e) Case Officers will present individual applications for discussion and decision.
- f) The Local Member(s), whether on the Planning Committee or not, can recommend either in advance of or at, the ChDM that the application be considered by the Planning Committee, with a Member site visit, if required. A decision whether to refer an application to Committee will be made entirely at the discretion of the ChDM. A recommendation will not automatically be accepted. If the recommendation is made in advance of the meeting, the request shall be in writing and shall state the material planning reasons why it is requested that the application be referred to Committee with or without a site visit by Members.

- g) The outcome of the ChDM will either be:
- i) The decision will be delegated to the Corporate Manager - Planning & Sustainable Communities, Design and Conservation Manager, Principal Conservation Officer, Development Control Manager or the Major Developments Manager with the agreement of the Chairman and/or Vice Chairman and Local Member(s);
- or
- ii) The application should be referred to the Planning Committee with or without a site visit.

Jan 2006
Amended August 2007
Amended February 2008