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23 February 2009



To: Councillor SM Edwards

Members of the Housing Portfolio Holder's Meeting – Councillors Mrs JM Guest  
and Mrs EM Heazell

Quorum:

Dear Councillor

You are invited to attend the next meeting of **HOUSING PORTFOLIO HOLDER'S MEETING**,  
which will be held in **COUNCIL CHAMBER, FIRST FLOOR** at South Cambridgeshire Hall on  
**TUESDAY, 3 MARCH 2009** at **10.00 a.m.**

Yours faithfully  
**GJ HARLOCK**  
Chief Executive

**Requests for a large print agenda must be received at least 48 hours before the meeting.**

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<b>AGENDA</b>		<b>PAGES</b>
<b>1. Apologies</b>		
<b>2. Minutes of previous meeting and matters arising</b> To agree the minutes of the meeting of 5 February as a correct record.		<b>1 - 6</b>
<b>HOUSING FUTURES ITEMS</b>		
<b>3. Project Plan Update</b>		<b>7 - 26</b>
<b>HOUSING SERVICES ITEMS</b>		
<b>4. Finance Update</b>		<b>27 - 36</b>
<b>5. Housing Service Plan update</b>		<b>37 - 88</b>
<b>6. Affordable Homes PI Report</b>		<b>89 - 94</b>
<b>7. Access over land in the ownership of South Cambridgeshire District Council at Orchard Close, COTTENHAM</b>		<b>95 - 98</b>
<b>8. Land off Cranes Lane: KINGSTON</b>		<b>99 - 104</b>
<b>9. Application to purchase garden land at 2 Wrights Grove, FULBOURN</b>		<b>105 - 106</b>
<b>10. Consultation - Changes to the Revenue and Capital Rules for</b>		<b>107 - 110</b>

## **New Council Housing - Draft Response**

### **11. Forward Plan**

**111 - 114**

The Portfolio Holder will maintain, for agreement at each meeting, a Forward Plan identifying all matters relevant to the Portfolio which it is believed are likely to be the subject of consideration and / or decision by the Portfolio Holder, Cabinet, Council, or any other constituent part of the Council. The plan will be updated as necessary and published on the Council's website following each meeting. The Portfolio Holder will be responsible for the content and accuracy of the forward plan.

### **12. Date of next meeting**

To confirm the date of the next meeting provisionally scheduled for Thursday 2 April 2009. Please note there is a meeting of the Scrutiny and Overview Committee scheduled for 5:30pm on this day.

Please bring diaries.

## **GUIDANCE NOTES FOR VISITORS TO SOUTH CAMBRIDGESHIRE HALL**

While the District Council endeavours to ensure that visitors come to no harm when visiting South Cambridgeshire Hall, those visitors also have a responsibility to make sure that they do not risk their own or others' safety.

### **Security**

Members of the public attending meetings in non-public areas of the Council offices must report to Reception, sign in, and at all times wear the Visitor badges issued. Before leaving the building, such visitors must sign out and return their Visitor badges to Reception.

### **Emergency and Evacuation**

In the event of a fire, a continuous alarm will sound. Evacuate the building using the nearest escape route; from the Council Chamber or Mezzanine viewing gallery this would be via the staircase just outside the door. Go to the assembly point at the far side of the staff car park.

- **Do not** use the lifts to exit the building. If you are unable to negotiate stairs by yourself, the emergency staircase landings are provided with fire refuge areas, which afford protection for a minimum of 1.5 hours. Press the alarm button and wait for assistance from the Council fire wardens or the fire brigade.
- **Do not** re-enter the building until the officer in charge or the fire brigade confirms that it is safe to do so.

### **First Aid**

If someone feels unwell or needs first aid, please alert a member of staff.

### **Access for People with Disabilities**

The Council is committed to improving, for all members of the community, access to its agendas and minutes. We try to take all circumstances into account but, if you have any specific needs, please let us know, and we will do what we can to help you. All meeting rooms are accessible to wheelchair users. There are disabled toilet facilities on each floor of the building. Hearing loops and earphones are available from reception and can be used in all meeting rooms.

### **Toilets**

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### **Recording of Business**

Unless specifically authorised by resolution, no audio and / or visual or photographic recording in any format is allowed at any meeting of the Council, the executive (Cabinet), or any committee, sub-committee or other sub-group of the Council or the executive.

### **Banners, Placards and similar items**

No member of the public shall be allowed to bring into or display at any Council meeting any banner, placard, poster or other similar item. The Chairman may require any such item to be removed.

### **Disturbance by Public**

If a member of the public interrupts proceedings, the Chairman will warn the person concerned. If they continue to interrupt, the Chairman will order their removal from the meeting room. If there is a general disturbance in any part of the meeting room open to the public, the Chairman may call for that part to be cleared.

### **Smoking**

Since 1 July 2008, the Council has operated a new Smoke Free Policy. Visitors are not allowed to smoke at any time within the Council offices, or in the car park or other grounds forming part of those offices.

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### **Mobile Phones**

Visitors are asked to make sure that their phones and other mobile devices are set on silent / vibrate mode during meetings or are switched off altogether.