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30 October 2009

To: Councillor Tom Bygott, Portfolio Holder

Mike Mason
Deborah Roberts
Bridget Smith

Hazel Smith

Scrutiny Monitor
Scrutiny Monitor
Scrutiny Monitor and Opposition
Spokesman
Opposition Spokesman

Dear Sir / Madam

You are invited to attend the next meeting of **ENVIRONMENTAL SERVICES PORTFOLIO HOLDER'S MEETING**, which will be held in **JEAVONS ROOM, FIRST FLOOR** at South Cambridgeshire Hall on **MONDAY, 9 NOVEMBER 2009** at **2.30 p.m.**

Please note the new start time.

Yours faithfully
GJ HARLOCK
Chief Executive

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

AGENDA		PAGES
PROCEDURAL ITEMS		
1.	Declarations of Interest	
2.	Minutes of Previous Meeting The Portfolio Holder is asked to sign the minutes of the meeting held on 28 July 2009 as a correct record.	1 - 4
DECISION ITEMS		
3.	Draft Service Plans 2010/11: Environmental Services	5 - 62
4.	Community Clean-Up Campaign Plan	63 - 66
5.	Consultation on A strategy for hazardous waste management in England	67 - 74
6.	Waste Framework Directive - Consultation Response (Key)	75 - 86
7.	Progress report on the implementation of the private sector housing renewal strategy - renewable energy grants, replacement boiler grants and major renovation loans	87 - 90

ITEMS FOR DISCUSSION

- | | | |
|------------|---|------------------|
| 8. | Financial Monitoring - six-month progress report | 91 - 98 |
| 9. | 2009/10 Service Improvements Performance Report (6 month progress) | 99 - 104 |
| 10. | 2009/10 Performance Indicators Report (6 month progress) | 105 - 112 |

STANDING ITEMS

- | | | |
|------------|--|------------------|
| 11. | Forward Plan
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, or recommendation to, or referral by, the Portfolio Holder to Cabinet, Council, or any other constituent part of the Council. The plan will be updated as necessary. The Portfolio Holder will be responsible for the content and accuracy of the forward plan. | 113 - 114 |
| 12. | Date of Next Meeting
14 December 2009 at 2.00pm | |

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.

Increased hygiene at South Cambridgeshire Hall

In light of the swine flu pandemic, we have intensified our usual cleaning routines in council buildings. We have also introduced hand gel dispensers throughout the offices, including public areas. When visiting South Cambridgeshire Hall you are encouraged to use these facilities if and when required to help limit the spread of flu.

Security

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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

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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.

Food and Drink

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Mobile Phones

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