

**COUNCILLORS' BULLETIN
5 JANUARY 2005**

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**South
Cambridgeshire
District Council**

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**COMMITTEE MEETINGS FROM:
10 January 2005 to 14 January 2005**

Monday 10 Jan			
Tuesday 11 Jan			
Wednesday 12 Jan	14.00	Review of Conservation Area Appraisals (CAAs)	Monkfield Room
	15.00	Youth Debating Competition	Council Chamber
Thursday 13 Jan	10.00	Cabinet	Council Chamber
	14.00	Planning Policy Training	Council Chamber
Friday 14 Jan	10.00	Windmill Estate Project Steering Group	Swansley Room
	14.00	Grounds Maintenance Task and Finish Group	Monkfield Room

DEMOCRATIC SERVICES NEWS – NEW ARRIVALS



David and Lucie are proud to announce the arrival of baby Grace, who arrived at Rosie Maternity on Thursday 30 December 2004 at 12.49 pm, weighing exactly 2.29 kg (5 pounds). Mum and baby are both doing well and hope to be returning home soon. The Democratic Services team would be happy to pass along any messages to the new parents.

Carol Tyrrell joined the Democratic Services team on 4th January as maternity cover. Carol comes to us from the MOD in Bath, having spent a number of years in the Royal Navy. She is moving back to Cambs from Dorset and would be delighted to meet members and staff, so do drop by and say hi. Carol will be taking over many of Lucie's responsibilities and can be contacted by e-mail at carol.tyrrell@scambs.gov.uk or by telephone on 01954 713026.

JANUARY AND FEBRUARY 2005 TRAVEL EXPENSE FORMS AND DEADLINES

With the introduction of a new payroll system, all January and February expense claims must be received earlier than usual. Please make sure all claims for travel expenses are received by Democratic Services by **Friday 7th January 2005** to ensure processing for January's payroll and **Thursday 10th February 2005** to ensure processing for February's payroll. Claims received after these dates will be processed the following month. The deadline should return to normal by March.

Expense claim forms are available in the Members' Lounge or can be downloaded from the Members' Info section of the SCDC Intranet: click on the Members' Info button from the top of the Intranet home page and the links to expense claims are found at the bottom of the next screen. Right-click on the relevant link and choose "Save Target As", save the file to your computer and enter the necessary information. **Please make sure to fill in your name and address at the top of your expense claim form.**

TRAINING SESSION: MEMBER / OFFICER RELATIONS 21 MARCH 2005

Members are invited to a training session on Monday 21st March 2005 at 2 pm on Member / Officer relations. The training will be led by Mark Heath, Head of Legal Services for Southampton City Council. If you are interested in attending, please contact Democratic Services on 01954 713016 or e-mail democratic.services@scambs.gov.uk.

SOUTH CAMBRIDGESHIRE DISTRICT COUNCIL

Minutes of the Information and Customer Services
Portfolio Holder Meeting held on Wednesday, 8
December 2004 at 10.00 a.m.

PRESENT: JD Batchelor Mrs DSK Spink MBE

Officers: Sally Carroll Communications Manager
Greg Harlock Finance and Resources Director
Steve Rayment Assistant Director of Finance and
Resources (ICT)
Susan May Democratic Services Manager

Action

1. APOLOGIES FOR ABSENCE

Received from John Ballantyne.

2. MINUTES OF MEETING HELD ON 10 NOVEMBER 2004

The Minutes were **CONFIRMED** as a correct record.

3. MATTERS ARISING FROM LAST MEETING

3.1 Signage (Min 3.1)

The sign for the Contact Centre had been sent for erection.

3.2 Room Naming Competition (Min 3.2)

Noted that names selected were: ground floor meeting room – Swansley Room; first floor meeting room – Monkfield Room.

3.3 Intranet for Members (Min 3.3)

Confirmed that Members now had access to the Intranet and to modern.gov and most problems appeared to have been resolved. DSKS commented on the excellent training provided.

3.4 Quality Parish Councils (Min 4)

DSKS reported that she had found a Countryside Agency booklet about them and suggested it would be useful to obtain some as parishes were enquiring.

SC

3.5 Media Briefings (Min 4)

SC advised she would arrange a meeting between JB and Nick Shelton on specific issues as they arose. It was felt that the initial approach to the new CEN editor would come best from the Chief Executive

3.6 SC to follow up other items put to JF to action.

SC

3.7 Customer Services Standards (Min 7)

JB had attended the first meeting of the project group and was satisfied with the approach so far.

4. COMMUNICATIONS UPDATE

4.1 A written summary was circulated. Matters of note included:

- Interest in travellers had quietened a little

- Trish Pope dealt with disabilities issues
- Parish councils were being asked to display Christmas recycling information
- The Benefit Fraud business card was a card with the fraud line phone number
- The Intranet officer contact information had to be redesigned in order to produce a printed list for Members on who does what. The Information Resource Officer was looking into this – advised from this meeting not to give this high priority
- Interviews held for Communications Officer post – final selection to be made
- New programme of lunch seminars launched – any ideas for the Chief Executive to include in his overview of the year welcomed.

SC

4.2 A revised reconciliation plan with Manning Publications Ltd was **ACCEPTED**.

SC

5. PERFORMANCE INDICATORS

Progress reports were given on PIs where targets might be missed:

BV157 The target for services capable of being electronically transacted was 80%. In the current year achievement was likely now to be 65/70%; however by the end of 2005 it should be 100%. This delay was largely the result of delays in the installation of relevant software systems.

SF701 At present there was not a system to measure the % of calls to the Contact Centre answered at first contact.

SF703 Measurement of the number of Contact Centre callers satisfied with the way their call was answered was waiting for the County Council to let the tender for the work. In the meantime Contact Centre staff were to test by phoning callers back and it was noted that, subject to further discussion, the call-back rate was to be 10%; the County Council was to rehearse questions to be asked; and results were required by the end of January.

BV4 The new system for tracking complaints had only just been installed and so data on the % satisfied with complaint handling was not yet available.

6. FORWARD PROGRAMME DEC-MAR 2005

In view of the overspend on Members' Allowances, the situation regarding site visit travel costs should be reviewed. Current costs were estimated to be around £5,000 per annum. The use of a mini-bus might be more economical. SM to ask David Hussell for suggestions for a way forward.

SCM

7. ANY OTHER BUSINESS

Contact Centre

- Revised performance figures to be circulated to Cabinet if possible
- Presentation for all Members to be given on 16 December at 12 noon (before Scrutiny and Overview Committee)
- JB to consider an ICT Advisory Group in the New Year with a report to Cabinet in February

SR

SR

JDB

8. DATES OF NEXT MEETINGS

11 January 2005 at 10.00 a.m.

8 February 2005 at 10.00 a.m.

9 March 2005 at 10.00 a.m. (moved from the 8th)

The meeting ended at 11.20 a.m.

SOUTH CAMBRIDGESHIRE ENVIRONMENT AND TRANSPORT AREA JOINT COMMITTEE: MINUTES

Date 13th December 2004

Time 1430h – 1610h

Place South Cambridgeshire Hall, Cambourne Business Park, Cambourne

Present: County Councillors

T J Bear, J E Coston, P D Gooden, S F Johnstone (Chairman) and J E Reynolds

District Councillors

D Bard, J D Batchelor, S G M Kindersley, D S K Spink and R Summerfield

CALC Councillors

G Everson, M Farrar, J McGregor and M Williamson

Also present

County Councillors A G Orgee and L J Wilson

District Councillors M Mason, D Morgan, A Muncey, P Orme, E Pateman and A Riley

Parish Councillors T Broscob (Shudy Camps) and Norman (Cottenham)

164. MINUTES – (a) 27 SEPTEMBER 2004 & (b) 8 NOVEMBER 2004

The minutes of the meetings held on 27 September and 8 November 2004 were agreed as a correct record and signed by the Chairman, subject to the following amendment:

8 November 2004

Page 3, Minute 162, first paragraph - delete “after 7.00p.m.”

Arising from the minutes, the following matter was also raised:

27 September 2004

Page 4, Minute 157, last paragraph in brackets – the Chairman reported that Recommendations iii) and iv) would be considered by Cabinet in the New Year to allow for further analysis of the situation.

165. PETITIONS

The Committee received:

(a) Speed Control Measures on Twenty Pence Road, Cottenham

A 69-signature petition, presented by Mr R Bristowe, Smithy Fen Residents Association, requesting an extension of speed control measures on the Twenty Pence Road, Cottenham. The petition was supported by Cottenham Parish Council.

(b) Request for a 30mph Speed Limit accompanied by appropriate Traffic Calming in Ermine Street and better signage throughout Caxton

A 185-signature petition, presented by Mr N Pearson, requesting urgent measures to both prevent traffic using Caxton village as a shortcut alternative to the newly constructed bypass and also to

assist in reducing the speed of traffic through the village by introducing a 30mph speed limit accompanied by appropriate traffic calming in Ermine Street and better signage throughout Caxton. Local Members County Councillor Wilson and District Councillors Pateman and Spink indicated their support for the petition.

The petitioners were informed that the Committee would consider the issues further at its next meeting. In accordance with the County Council's petitions procedure, a full response to the points raised would be sent to the petitioners following further consideration and consultation.

166. A14 VILLAGE TRAFFIC CALMING PROJECT – PROGRESS REPORT

The Committee was informed of progress in developing and implementing traffic calming schemes in selected South Cambridgeshire villages, along the A14 corridor between Cambridge and Huntingdon.

Histon and Impington

The report included the measures for Phase 2 of the traffic-calming scheme in Histon and Impington. Members were informed that a 288-signature petition objecting to a proposed one-way system for Station Road, Histon had been received. The Chairman reported that Members had received a tabled letter from the Safer Routes to School Project Officer supporting the traffic-calming scheme in Histon, which would go a long way towards resolving the dangerous conditions faced by pedestrians and cyclists along Station Road and the High Street.

Members were informed of the views of the Local Member, District Councillor Chatfield who was unable to attend the meeting. He fully supported the objectives of the scheme to reduce the speed of traffic in the two villages, including the plans for Station Road, Histon. Recent consultation had shown that local residents had mixed views on the issues, although analysis of those living in the Station Road area had shown a 2:1 majority in favour of the scheme. It was not correct to say that the proposal made Station Road one-way. The proposal was to make the High Street entrance to Station Road one-way, to reduce the number of cars accessing at the top end. The remainder of the road would continue to be two-way throughout.

Speaking as Local Members, County and District Councillors Gooden and Mason endorsed the views expressed by Councillor Chatfield. Members noted that both Parish Councils had spent a significant amount of time considering this scheme, and following extensive deliberations had decided to divide it into two phases. The Councils had encouraged full public participation in consideration of the proposals but unfortunately the petitioner had not put his concerns to the Councils formally. Although, they could not support the petition, they were supporting an experimental one-way entry system for Station Road as the most appropriate way to progress the scheme.

Members queried the reasons for removing the two on-street parking bays near Nos 21/23 High Street. It was noted that the prohibition of waiting at any time traffic regulation order was needed to prevent parked vehicles from creating a serious restriction and to improve traffic flows. There were large off-street car parks available to motorists. Members were reminded that they had agreed Phase 1 of the scheme, which would commence in January with Phase 2 commencing in the new financial year.

Longstanton

Speaking as a Local Member, District Councillor Riley explained that he was very concerned about the extraordinary timescales for implementing the scheme for Longstanton. He was also concerned that none of the improvements from the Jointly Funded Minor Highway Improvement (JFMHI) scheme budget agreed two years ago had been implemented. Traffic calming measures had been agreed for Longstanton over a year ago but had only commenced in July 2004 with a completion date of 95 days. The scheme had not been completed resulting in a number of signs

left in place causing a hazard to the elderly. He had then been informed that the scheme would be completed on 22 October but unfortunately this had been delayed again due to a problem with British Telecom (BT). He was concerned that Longstanton was not being given a high enough priority by the County Council compared to other villages. Therefore he asked for a complete tidy-up of all signs until work recommenced, an agreed process of regular updates and an indication of the County Council's commitment to seeing the work completed.

It was noted that the time span for developing the scheme was slightly shorter with an exhibition held on 1 December 2003, a draft scheme approved by the Parish Council on 23 January 2004 and approval by the Joint Committee on 8 March 2004. The Order to BT to carry out the diversion of their services along the B1040, in the vicinity of Home Farm, had been issued on 4 June 2004, but the works had still not been completed. Although an estimate for alterations to three BT inspection was requested on the 19 July 2004 a detailed estimate for the works was not received until the 26 November 2004 and no firm start date for the works had yet been received. There was still about five weeks of work left before completion, but this could not be carried out until both BT and NTL had finished their works. The scheme had been complicated by the need to negotiate with Persimmon regarding the transfer of land to the highway. Members expressed their frustration at the delay caused by BT and highlighted other areas where the Utilities had failed to carry out necessary works. It was agreed unanimously that the Chairman should write to the Chairman of BT, on behalf of the Committee, to express its dissatisfaction with the unacceptable delay. Members would subsequently receive an update on any progress at their next meeting.

The County Traffic Management Policy Engineer confirmed that the actions proposed by Councillor Riley would be addressed. He assured the Committee that the County Council had a real commitment to ensuring the measures for Longstanton were completed as soon as possible.

Over

The construction of the scheme in Over would not be completed by 24 December 2004. Speaking as a Local Member, the Chairman requested that the 40mph repeater signs on the Over to Swavesey Cycleway, which had come down, be replaced as agreed.

Members noted the costs to date of the nine substantially completed schemes and were informed that the Council was on budget. The Chairman reported that the Council's Local Transport Plan bid for a third phase had not been successful.

It was resolved unanimously to:

- i) note the progress made, and
- ii) note the measures proposed for Phase 2 of the traffic calming scheme in Histon and Impington.

167. JOINTLY FUNDED MINOR HIGHWAY IMPROVEMENT SCHEMES

The Committee noted an update on progress with improvement schemes that had been approved last year, and considered bids from Parish Councils (only two allowed per parish) as candidates for implementation during 2005/06. It was not possible to confirm the budget available at this time until the budgets of both Councils had been agreed. However, it was anticipated that the County Council would be able to match any District Council contribution. It was noted that the District Council might not be able to fund schemes in future years as funding vired from a capital sum for the St Ives Railway was no longer available. Members were therefore being asked to approve the order of the schemes in the list only. 79 schemes had been submitted this year, which had been assessed against the agreed scoring criteria. A County and District Councillor had accompanied officers on the site visits to witness the scoring process.

During discussion, the following comments were made and points noted:

- the need for Parish Councils to receive an indication of the level of community contribution to be found.
- queried the criteria for scheme evaluation where a scheme with less slight injury accidents had scored higher than one with a significant number. It was noted that the score for road safety was judged on whether the scheme would have a significant impact on preventing accidents.
- queried whether there was any scope for Parish Councils to question the scoring of their schemes, and whether a CALC representative could attend the site visits to observe the process. Members acknowledged the need for an impartial system for all Parish Councils. There was also concern about size of the contingent accompanying officers on site visits.

Local Members raised the following issues:

- District Councillor Spink congratulated officers on the completion of the very successful new footpath along Ermine Street linking Caxton to the bus stop on Cambourne bypass. It was noted that Caxton Parish Council had also sent a letter of thanks. She confirmed that there had been a serious accident at Bourn in relation to the bid for a speed limit reduction on various roads. It was noted that personal injury accident statistics were supplied by the Police. She also queried the bid for the provision of a footway in Eltisley, which was already in existence. It was noted that the existing footway was proposed for repair and should either be funded from the Divisional Discretionary budget or as a maintenance R & R submission.
- District Councillor Summerfield expressed his disappointment at the slow progress of the installation of a pedestrian crossing in Milton. He reported that the Parish Council had only recently been notified of a safety problem with the positioning of the crossing. Two locations had been proposed for consideration including a refuge in the middle of the road, which was not supported by the Parish Council. County Councillor Coston was concerned that funding would be lost if the scheme was not completed within the current financial year. Members were informed that pedestrian crossings were usually considered at the end of the financial year to allow for bulk purchasing of equipment from a number of budgets. They also noted that there had been a considerable increase in the number of JFMHI schemes to be implemented within a twelve-month period. It was noted that a safety audit would need to be undertaken and a pedestrian crossing would not be provided if it was considered unsafe. The Deputy Assistant Director (Highways and Engineering) confirmed that funding would not be lost as there had been a public commitment made to complete this scheme.
- District Councillor Bard queried the difference in the estimated cost of two pedestrian crossings in Sawston. It was noted that the majority of work had been completed at Link Road, as part of the 20mph traffic-calming zone, to enable the easy installation of a crossing. Also speaking as a Local Member, County Council Orgee expressed his support for schemes in the Sawston Division.
- County Councillor Johnstone requested that the Wig-Wag signs in High Street, Over be repaired.
- County Councillor Reynolds highlighted the need for the A1303 Coton and Madingley schemes to be linked as they were the same scheme.
- County Councillor Orgee supported the provision of interactive 40 mph signs on the A1307 where there had been serious accidents, interactive signs in Pampisford and the speed reduction measures on High Street, Great Abington. His views were supported by District Councillor Orme who highlighted the importance of the Great Abington scheme where a young child had recently been involved in an accident with a bus.

- County Councillor Coston highlighted the importance of the schemes for Landbeach, Milton and Waterbeach, which would not receive any A14 Village Traffic Calming Project funding even though they suffered from rat-running. She highlighted the need for Local Members to be able to elaborate on schemes at an early stage. Members were again concerned that this could affect the impartiality of the process. It was acknowledged that Local Members attended Parish Council meetings and could therefore write to support bids.
- County Councillor Farrar queried why the provision of interactive signs at Stapleford had scored zero for speed impact compared to other signs on radial routes to Cambridge. It was noted that there would be less impact in built up areas such as Stapleford.

In conclusion, the two Councillors who had accompanied officers on site visits reported that they had been extremely impressed with the professionalism of the Divisional Traffic Engineer. The process had been fair and impartial within the available resources particularly considering that there were 102 parishes with differing views. Members requested that the list should be presented to the next meeting when budget allocations were likely to be available.

It was resolved unanimously to:

- i) to re-affirm that the number of schemes submitted for consideration from this budget should be restricted to two per Parish;
- ii) to approve the priority list for scheme implementation next financial year, subject to budget allocation; and
- iii) to inform all Parish Councils that submitted bids accordingly.

168. A1307 FROM THE A11 TO SUFFOLK COUNTY BOUNDARY ROUTE SAFETY STUDY

The Committee received a report detailing progress on the route safety study for the A1307 from the A11 to the Suffolk boundary. It was noted that the County Council's Cabinet had approved the schemes at Dalehead Foods, Linton High Street, and a route signing strategy for the A1307 in the Medium Sized Traffic and Safety Schemes programme for 2005/06.

Members were invited to view video extracts from the traffic model relating to the following: Base AM Peak, Base PM Peak, Bartlow Road Roundabout AM Peak, High Street and School Signals PM Peak and All Measures AM Peak. The models were based on traffic counts in February and March 2004. It was noted that officers had raised an anomaly in relation to the extension of the queue as far as Hill Way and Coles Lane. This was due to the modellers omitting the connection between the High Street and Horseheath Road in the original assessment. Therefore, no traffic diverted to Bartlow Road when queuing developed in the High Street. The model had been adjusted and a revised video clip was shown which demonstrated much shorter delays in the High Street.

The models had been shown to the Linton Steering Group, and the model demonstrating delays at the Bartlow Roundabout had also been shown to parishes south east of Linton. There was concern that these delays could cause drivers to divert through villages both north and south of A1307 resulting in an increase in accidents.

Speaking as a Local Member, Councillor Batchelor thanked the Deputy Assistant Director (Highways and Engineering) and the Team Leader Accident and Investigation for this work. Unfortunately, the modelling raised more questions than answers for different people in the area. He suggested that the focus should be on the schemes approved in the Medium Sized Traffic and Safety Schemes Programme rather than the Bartlow Roundabout, which was a long-term solution. Also speaking as a Local Member, Councillor Orgee highlighted the importance of accident remedial measures at the Babraham Crossroads, which had not been successful in the Programme.

It was noted that further work was being carried out as a matter of urgency and results would be conveyed to the Steering Group and the Committee for discussion.

It was resolved unanimously:

- i) to note the details of the route study model; and
- ii) note the issues raised.

169. ACCIDENT REMEDIAL SCHEME: JUNCTION OF HIGH GREEN AND HIGH STREET, GREAT SHELFORD

The Committee received a report detailing the proposed casualty reduction measures at the junction of High Street, Great Shelford. Speaking as a Local Member, Councillor Farrar expressed his support and that of the Parish Council for the scheme. He queried whether there had been any changes to the plan since the public consultation, and was informed that a parking bay had been removed and cycle parking introduced.

It was resolved unanimously to approve construction of the proposals as set out in Plan 1 attached to the report.

170. ODSEY TRAFFIC CALMING SCHEME

The Committee received a report on the Odsey Traffic Calming Scheme. Members queried whether this scheme provided value for money given that only one serious injury accident had been reported along this section of road over the last 36 months. There were concerns expressed about the standard of parking by people using the station, and some Members highlighted the need for remedial work on the A505 junction. Members were reminded that this scheme had been approved as part of the Medium Sized Traffic Management and Safety Schemes, which were not based solely on accident reduction rates. It was noted that the A505 junction fell within Hertfordshire County Council's jurisdiction and officers would be meeting with them shortly.

It was resolved unanimously:

- i) to note progress made in developing the scheme; and
- ii) approve the construction of the scheme, subject to the successful resolution of outstanding issues.

171. AGENDA PLAN

The Committee noted its agenda plan up until the 2006 spring cycle. Members agreed to move the start time of meetings to 2.00p.m. from the start of the new municipal year. Members were informed that the St Ives Market Town report would need to be included as an agenda item for a future meeting.

Chairman

SOUTH CAMBRIDGESHIRE DISTRICT COUNCIL

At a meeting of the Resources and Staffing Portfolio Holder Meeting held on
Thursday, 16 December 2004

Present: Mrs DSK Spink MBE RT Summerfield
Officers: John Ballantyne Chief Executive
Greg Harlock Finance and Resources Director

1. APOLOGIES FOR ABSENCE

No apologies for absence were received.

2. MINUTES OF LAST MEETING

The Minutes of the meeting held on 23rd November 2004 were agreed as a correct record.

3. MATTERS ARISING

Min 3.2 – Hearing Loops – the loops in all the meeting rooms had been tested and the only loop not working correctly was the one situated in the Council Chamber directly beneath the Mezzanine. An engineer was due on site week beginning Monday 20th December to investigate.

Min 3.3 – Road sign – The County Highways had indicated that it would be possible to have a sign on or near the traffic island at the entrance to the Business Park, however the size and its precise location was yet to be confirmed. The estimated cost would be £500-600. The Portfolio Holder **AGREED** that a direction sign be purchased, subject to the cost remaining between £500 and £600.

Min 3.4 – Toilet door locks – The suppliers of the locks had quoted a price of £80 plus VAT per lock. The Portfolio Holder **AGREED** that five spare locks be purchased.

Min 3.8 – Clicking door between Council Chamber and Office area – Arrangements were in hand in order to rectify the problem.

Min 4.1 – Revenue Collection Statistics – GJH confirmed that the figures relating to Current Caseload in the Housing Benefit Performance section of the report were correct.

Min 5.2 – Sickness Absence Report – still awaiting information from HR relating to comparative information on long term sickness absence by other councils.

Min 10.2 – Rain suppressant – it was noted that Robert Groves (AYH) was awaiting a quote from McAlpine and both parties were due to meet before Christmas. The rain suppressant would be installed at no cost to the Council.

Min 10.3 – Heating in Council Chamber – An inspection revealed that the temperature readings were correct, however anomalies had been found in the operation of the plant and the contractors were due back on site on 15th December.

Min 10.4 – Dirty Crockery – The Catering Manager had been instructed to check each meeting room, first thing every morning to retrieve any crockery that may have been left from the previous day.

Min 11.1 – Gershon – Efficiency Gains in Local Government – it was noted that the

Government were arranging free seminars, however as yet no one had attended one from this authority.

4. REVENUE COLLECTION STATISTICS AS AT 30TH NOVEMBER 2004

Prior to consideration of this item, GJH distributed a letter from the Department for Work and Pensions giving the second quarterly report for Housing Benefit and Council Tax Benefit Management. The Portfolio Holder noted that this Council's performance was in the top quartile for all areas stated in the report, namely:

- average number of calendar days to process a new claim
- average number of calendar days to process a change of circumstances
- accuracy of processing
- percentage of new claims decided within 14 days of receipt of all necessary information
- percentage of new rent allowance claims where the first payment is made on time or within 14 days

The Portfolio Holder noted the information regarding the revenue collection statistics.

5. BOUNDARIES OF RURAL SETTLEMENTS

The Portfolio Holder approved the Rural Settlement list for 2005/06 as detailed in the appendix to the report and authorised its publication.

6. HARSHIP RELIEF

The Portfolio Holder, having considered the contents of the report, agreed not to make an award of Discretionary relief under section 49 of the Local Government Finance Act 1988 to a company in respect of its property in Harston.

7. PERFORMANCE INDICATOR - UNDISPUTED INVOICES PAID WITHIN 30 DAYS

The Portfolio Holder noted the report.

8. STAFF SURVEY: HEADLINE RESULTS

The Portfolio Holder noted the report containing the headline results from the 2004 Staff Survey and that HR would be making a presentation giving further details of the results, including a departmental analysis and an analysis of the qualitative responses, to Management Team in February/March 2005.

9. DRAFT FORWARD PROGRAMME

The final document for the Forward Programme from 4th January 2005 was presented to the Portfolio Holder; the contents were noted.

10. BUDGET MONITORING REPORT

The budget monitoring report was presented to the Portfolio Holder at the meeting and the contents were considered under each of the categories provided. The following information was noted:

- South Cambs Hall, Cambridge – several accounts were in dispute
- Waterbeach Depot – the contract had not yet been signed. As a result of the Portfolio Holder raising queries concerning issues relating to this Cost Centre it was agreed that a report be presented to the next meeting

- Cambourne Offices – Figures need checking for accuracy. **GJH to action**

11. ACCOMMODATION (STANDING ITEM)

Lifts/sinks

It was noted that one of the lifts and one of the sinks in the first floor ladies wc remained out of order. **Office Services Manager to action**

Catering

- The Portfolio Holder queried whether the catering staff had had the commercial dishwasher and larger capacity refrigerator installed. **Office Services Manager to clarify**
- The Portfolio Holder noted that the cost of some Member lunches had increased significantly during the last six months, possibly because of the lack of commercial kitchen equipment; Democratic Services were, however requested to reduce catering costs whenever possible.

Progress on necessary modifications to South Cambs Hall

A list of the outstanding issues were presented to Cabinet on 9th December; these were as follows:

List of main outstanding corporate faults

<i>Position to date</i>	<i>Corporate action to address</i>
<p>Windows</p> <p>There are several windows that need to be replaced and some other windows where operational adjustments are required.</p>	<p>MacAlpines expect the final delivery of replacement windows on Friday 10 December 2004. They need to arrange to have these installed and the other windows related matters resolved.</p>
<p>Heating</p> <p>There has been some imbalance of temperatures between the floors in the open plan office areas.</p> <p>Some cellular offices appear to be cooler than the open plan office areas.</p> <p>There have been problems with the heating in the Council Chamber.</p>	<p>MacAlpines and their subcontractors have made some adjustments to the ventilation and the building is now operating around the design temperature setpoint.</p> <p>The maintenance company is inspecting the temperature controls for the cellular offices as one of its priorities.</p> <p>The maintenance company is inspecting the heating in the Council Chamber again on Wednesday 8 December.</p>
<p>Greenway planting</p> <p>There is some turfing and planting outstanding at the north end of the Greenway at the eastern side of the</p>	<p>This is due to be completed in the autumn planting season. (Understood that this will be done next week.)</p>

building.	
<p>Mezzanine room lighting and data points</p> <p>There is a delay in the lighting coming on after someone enters the room.</p> <p>The lighting switches off after a period of time.</p> <p>The lights cannot be switched off in order to observe multi-media presentations</p> <p>The floor boxes do not contain data points.</p>	<p>This has been raised with MacAlpines as a potential defect. MacAlpines' subcontractor, SES, are considering installing a second sensor at the door end of the room.</p> <p>SES have advised us that we should have been issued with remote control devices for lighting to allow adjustment of length of "on" period and intensity but not immediate on/off facility.</p> <p>We are awaiting a quote from SES re manual on/off switches. These would also allow the lights to be switched on when entering the room and off when leaving, obviating the need for extra sensors and other control mechanisms.</p> <p>The data points have been raised with MacAlpines as possibly not having been provided in accordance with the specification.</p>
<p>Noise from ETFE roof</p> <p>Rain falling on the ETFE roof causes considerable noise disruption.</p>	<p>This has been raised as an issue with Wrenbridge and Development Securities, who are looking into a solution, for example a deflector screen above the roof.</p>
<p>Sun glare</p> <p>At different times of the day some areas of the open plan offices have experienced glare from the sun coming through the top windows of the street and through the atrium windows at the front of the building.</p> <p>The reception area has experienced glare from the sun coming through the front windows of the building.</p>	<p>Initially it was agreed that this would be monitored through the defects liability period (in order to monitor which areas were affected and at which times of the day and year) and a solution then put in place.</p> <p>However, the glare experienced on some days has been so severe that a solution is required before the end of the period and this has been raised with Wrenbridge and Development Securities.</p>
<p>Disabled access automatic double front door</p> <p>The doors had difficulty opening in strong winds.</p>	<p>MacAlpines have upgraded the motor which has hopefully resolved the problem.</p>
<p>Kitchen equipment</p> <p>The refrigerators, freezers and</p>	<p>Wrenbridge and Development Securities</p>

dishwasher supplied were of domestic standard.	are replacing the tall upright refrigerator and freezer with commercial standard appliances and are plumbing in a commercial standard dishwasher.
<p>Solar louvres</p> <p>The louvres close even on cool dull days.</p>	<p>The setting at which the louvres close has been adjusted to restrict closure.</p> <p>A company has been commissioned to model the effects of:</p> <p>(a) preventing or limiting the louvres closing;</p> <p>(b) fixing the louvres into (a horizontal) position; or</p> <p>(c) removing some rows of louvre blades</p>

12. ANY OTHER BUSINESS

Eye Test Policy

The Portfolio Holder retrospectively approved the Council's Eye Test policy.

13. DATES FOR FUTURE MEETINGS

The dates for future meetings are as follows:

18th January 2005 at 9.30am

21st February 2005 at 10.30am

The Meeting ended at 12.00 p.m.
