

**COUNCILLORS' BULLETIN
2 FEBRUARY 2005**

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Cambridgeshire
District Council**

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1. Resources and Staffing Portfolio Holder – Draft Minutes of 18 January 2005
2. South Cambridgeshire Environment & Transport Area Joint Committee – Decision Summary of 28 January 2005

**COMMITTEE MEETINGS FROM:
7 February 2005 to 11 February 2005**

Mon 7 Feb	6 pm	Youth Debating Competition – Semi-Finals	Council Chamber
Tue 8 Feb	2 pm	Constitution Review Working Party	Mezzanine
	2.30 pm	e-Government Programme Board	Monkfield Room
Wed 9 Feb	2 pm	Chair / Vice-Chair Training	Council Chamber
Thu 10 Feb	10 am	Cabinet	Council Chamber
	12 pm	Lunchtime Seminar: Licensed to Eat, Drink, Be Merry...and Get a Taxi Home (Licensing Act 2003)	Swansley Room
Fri 11 Feb	9.30 am	Special Council: LDF – Northstowe Results and Approach	Council Chamber
	followed by	Special Council: LDF – Cambridge Southern Fringe Results and Approach	Council Chamber

GRANTS TO VOLUNTARY ORGANISATIONS 2005/06

On 28 January 2005 Members were e-mailed a report containing officer recommendations on Grants to Voluntary Organisations 2005/06 within the Community Development Portfolio. Comments may be made by telephone, e-mail or in writing to Bridget Fairley, Senior Administrative Officer, 01954 713359, bridget.fairley@scams.gov.uk by Friday 4 February 2005.

YOUTH DEBATING COMPETITION SEMI-FINALS 7 FEBRUARY 2005

This event will take place on Monday 7th February 2005, with the finals on Tuesday 1st March 2005. We would like to welcome as many Councillors as possible to come and watch the debates and to participate by asking questions of team members.

Both events will be held in the Council Chamber at South Cambs Hall. Doors will be open from 6:00 pm. Refreshments will be provided before the start of the first debate at 6:30 pm.

The debates so far this year have been of an extremely high standard, with entrants debating the introduction of a 'fat tax' and the abolition of private education. Competing for a place in the final are teams from Bassingbourn Village College, Comberton Village College and two teams from Impington Village College.

The motion for the semi-finals will be "I propose that the number of women in parliament should be increased through positive discrimination". The motion for the final will be "I propose that voting in elections should be compulsory".

To ensure that we order enough refreshments for all of our spectators, we would be grateful if you could confirm that you are planning to attend. If you would like more information on the competition, please contact Susannah Harris on 01954 713355.

LUNCHTIME SEMINAR: LICENSED TO EAT, DRINK, BE MERRY...AND GET A TAXI HOME (LICENSING ACT 2003)

12pm, Thursday 10 February, Swansley Meeting Room (Ground Floor)

From skin piercing to dangerous wild animals, Environmental Health grants the licenses. From 7 February new legislation affects alcohol and public entertainment – find out how this could affect events in South Cambs villages.

Speaker: Myles Bebbington, licensing officer

To reserve your seat, and to ensure that we have enough food, please e-mail reception@scams.gov.uk.

SPECIAL MEETING OF COUNCIL: LDF – NORTHSTOWE RESULTS AND APPROACH – TO RECONVENE ON 11 FEBRUARY 2005

Please note that the 1 February 2005 Council meeting was suspended at 6:20pm with the following issues to still be discussed:

- Transport
- Bio-diversity

- Archaeology
- Recreational Needs
- Drainage
- Telecommunications, Energy, Phasing/Implementation

This meeting will be reconvened on Friday 11th February, where the unfinished business regarding the Northstowe Area Action Plan will be discussed before progressing onto the Southern Fringe.

Please let Democratic Services know if you are planning to attend so we can make appropriate catering and parking arrangements: either call 01954 713408 / 01954 713028 or e-mail democratic.services@scams.gov.uk.

PERFORMANCE INDICATOR MANAGEMENT AND MONITORING SYSTEM (PIMMS) INTRANET SITE NOW AVAILABLE FROM HOME

The PIMMS Performance Indicator system is now accessible from outside the Council offices to Council staff and Members. The link was e-mailed to all members on 2 February 2005.

When accessing the site you will be prompted to enter your username and password, which were posted to you with the agenda for the 28 October Council meeting. You are responsible for your username and password: if you lose or forget your password, you must ring ITNET on 0800 783 7237 and ask for it to be reset. If you mistype your username and / or password three times in a row it will be disabled and you must ring ITNET to have it re-activated. If you have any questions about usernames, passwords or accessing this website, please contact ITNET.

If you require help with the system once you have accessed it, or feel that you would benefit from a short 10 minute PIMMS familiarisation session, please contact Ian Salter on 01954 713018 or Kirsty Simmons on 01954 713297.

TRAINING SESSION: MEMBER / OFFICER RELATIONS 21 MARCH 2005 – MANY PLACES STILL AVAILABLE

Members are invited to a training session on Monday 21st March 2005 at 2 pm on Member / Officer Relations. Mark Heath, Head of Legal Services for Southampton City Council, will lead the training. This session has been arranged at the request of Members, but risks being cancelled due to the extremely low level of interest expressed. If there are any specific areas Members would like to see addressed during the training, or if you haven't yet said that you would like to attend, please contact Carol Tyrrell in Democratic Services on 01954 713026 or e-mail carol.tyrrell@scams.gov.uk.

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 9 February 2005 at 5 pm**. All decisions not called in by this date may be implemented on **Thursday 10 February 2005**.

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.

DECISIONS MADE BY THE CONSERVATION, SUSTAINABILITY AND COMMUNITY PLANNING PORTFOLIO HOLDER

Subject	Decision	Reasons
Appointment of Consultants to Prepare Conservation Area Appraisals	To confirm acceptance of the tender report dated 14th July 2004 and authorise the Conservation Manager to formally appoint QuBE (Cambridge) to undertake the consultancy work in accordance with their submitted tender of £17,510.	<p>In order to advance the development of the Conservation Area Appraisals in accordance with the approved strategy.</p> <p>A report by the Development Services Director on the distribution of the Government's Planning Delivery Grant within the department was considered by Cabinet on 20th May 2004. Cabinet agreed (Item d) that funding would be made available to support the appointment of consultants to develop Conservation Area Appraisals for the villages on the fringes of the major development area around Northstowe and Cambridge East, subject to satisfactory tenders and a budget not exceeding £20,000.</p>
Cambridgeshire and Peterborough Biological Records Centre	<p>To sign a Memorandum of Understanding on behalf of the Council.</p> <p>To request that the Biological Records Centre Manager be invited to discuss an appropriate Service Level Agreement with the Council at a future Conservation Advisory Group meeting.</p>	<p>Contributes to all four of the Corporate Objectives, particularly Partnership Working.</p> <p>Contributes to the Conservation service delivery with respect to Partnership Funded Schemes (2i).</p> <p>The Conservation Advisory Group recommended that discussion be held on a future Service Level Agreement in order to consider it against future budget availability.</p>
Rayners Dovecote, High Street, Foxton	To offer a grant of £8,600 to Foxton Parish Council towards the cost of reinstating the roof structure and re-thatching using traditional materials and methods in accordance with the approved grant policy.	A grant would meet the aims of the grant policy, encourage the use of local materials, and enhance the appearance of this building of local interest.
South Cambridgeshire District-Wide Design Guide	1. To accept the draft Design Guide as presented to the	1. The draft meets the requirements set out for it and the adoption

	<p>Conservation Advisory Group at their meeting on 26 January 2005; and</p> <p>2. To authorise the preparation of a full Consultation Draft together with the undertaking of a consultation exercise. The results of this consultation exercise will be reported back for consideration at a future meeting of the Conservation Advisory Group.</p>	<p>of the Design Guide will assist in delivery of the Council's objectives.</p> <p>2. Prior to formal adoption of the Design Guide it is necessary to undertake a wide-ranging consultation exercise.</p>
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DECISION MADE BY THE PLANNING AND ECONOMIC DEVELOPMENT PORTFOLIO HOLDER

Subject	Decision	Reasons
Street Naming, Waterbeach	Following consultation with Royal Mail, Fire Officer, Waterbeach Parish Council, and local members Councillors JA Hockney and Dr JR Williamson, to name a street in Waterbeach Saberton Close	Supported strongly by local opinion, Parish Council and local members.

DECISION MADE BY THE RESOURCES AND STAFFING PORTFOLIO HOLDER

Subject	Decision	Reasons
Approval of Precautionary Item	Approved the Precautionary Item expenditure agreed by Cabinet at its meeting of 16 th February 2004 to make a District Council contribution of £30,000 towards the Cambridge Sub-Regional Infrastructure Partnership for 2004/05, now known as Cambridgeshire Horizons.	The Infrastructure Partnership, now known as Cambridgeshire Horizons, is comprised of all the local authorities in the Cambridge Sub-Region who are working together to implement the Sub-Region, including securing adequate infrastructure and affordable housing for the growing population.

DECISIONS MADE BY OFFICERS AND REPORTED FOR INFORMATION

Community Development Manager

Applicant	Decision and Reasons
Sawston Friday Night Club	Awarded a Community Development Grant of £850 (CD11) to provide a weekly club for people with special needs from Sawston and the surrounding area. The award will allow the group to continue running whilst they develop a sustainable infrastructure to attract external funding.

Conservation Manager

Applicant	Decision and Reasons
The Emplins, 2 Church End, Gamlingay (Mr & Mrs PM Gorton)	Approved an Historic Building Grant (G/18/04) of £500 towards the cost of special fixing arrangements required for reinstating the lath and plaster to protect the wall paintings.
Thatchers, 20 High Street, Great Eversden (Mrs M Watt)	Approved an Historic Building Grant (G/24/04) of £2,312 (10%) towards the cost of rethatching, ridding and rewiring the longstraw thatched roof.
Former Ironworks, High Street / Spring Lane, Bassingbourn (Mr SD and Mrs JC Cousans)	Approved an Historic Building Grant (G/27/04) of £4,030 (40%) towards the cost of brickwork repairs to the chimney including dismantling and rebuilding the top 22 courses of brickwork.
Grant money recovered or not paid to be returned to the fund	<ul style="list-style-type: none">• 22 Church Street, Little Gransden - £5,000• Musgrave Farmhouse, 10 High Street, Fen Ditton - £5,000• Great Eastern Drying Shed, Sawston - £5,000• The Maltings, Ludlow Lane, Fulbourn - £5,000• Hildersham Ford - £2,000

SOUTH CAMBRIDGESHIRE DISTRICT COUNCIL

At a meeting of the Resources and Staffing Portfolio Holder Meeting held on
Tuesday, 18 January 2005 at 9.30am

Present: RT Summerfield Portfolio Holder
Mrs DSK Spink MBE Leader of the Council

Officers: John Ballantyne Chief Executive
Greg Harlock Finance and Resources Director

1. APOLOGIES FOR ABSENCE

1.1 No apologies for absence were received.

2. MINUTES OF LAST MEETING

2.,1 The Minutes of the meeting held on 16th December 2004 were agreed as a correct record.

3. MATTERS ARISING

3.1 Matters arising were dealt with at item 13 relating to Accommodation.

4. LONG TERM SICKNESS - OUTSTANDING ISSUES

4.1 The Portfolio Holder considered a report from the HR Coordinator answering issues that had arisen at the November Portfolio Holder meeting. The response to the queries raised were:

- All members of the Daventry Benchmarking Group calculated their sickness PI figure in the same way.
- The absence policies and procedures of Mid Beds DC and Babergh DC were similar to this Council's and they reported that the number of long term sickness cases had declined for the period April to September 2004, compared with the previous years figures.
- When employees are off sick and still on full pay, both the employee and the Council make a contribution to the pension scheme. When the employee is on half or nil pay, the employee and Council contributions are reduced accordingly, however this service still counts for pensionable purposes.

4.2 The contents of the report were noted.

5. PROCUREMENT OF RECRUITMENT AGENCY FOR ADVERTISING

5.1 An opportunity had arisen for this Council to be part of a Consortium with Cambridge County Council, Cambridge City Council and East Cambridgeshire District Council to select a recruitment advertising agency. The benefits of a Consortium were included in the covering report and it was noted that ESPO would oversee the tender process. Once the successful bidder had been selected, each individual Council would enter into a separate contract with the service provider. It was anticipated that the new contract would commence on 1st June 2005.

5.2 The Portfolio Holder, having considered the options available, and in accordance with Standing Orders in relation to contracts, approved the Consortium approach to the procurement of advertising services.

6. REVENUE COLLECTION STATISTICS AS AT 31.12.04

6.1 The Portfolio Holder noted the information regarding the Revenue Collection statistics for the period ending 31st December 2004.

7. BUDGET MONITORING REPORT FOR PERIOD ENDED 31.12.04

7.1 At the request of the Portfolio Holder, the Finance and Resources Director had checked the figures relating to the Cambourne Offices for accuracy and upon investigation had learnt that an incorrect formula had been input into one of the columns that resulted in inaccurate totals being provided. The correct figures were duly presented and noted.

8. REVENUE AND CAPITAL ESTIMATES

8.1 The Revenue Estimates for the year 2005-06, for all services of this Portfolio except for the Finance and Resources Department and Administrative Buildings (they had already been approved by Cabinet) were considered. The Portfolio noted the contents of the report and in particular that:

- The expenditure incurred in the production of the Performance Plan and CPA was £222,290 and would result in an additional cost of £4 per Band D dwelling for Council Tax payers
- The income from Land Charges search fees did not appear to reflect the increase introduced on 4th January 2005. (The estimates were subsequently re-adjusted and a revised copy was provided to the Portfolio Holder)
- The cost of collection of National Non Domestic Rate had increased from the 2004/05 estimate of £21,310 to £64,590 for 2005/06.

8.2 In conclusion the Portfolio Holder endorsed the Revenue Estimates and recommended them for consideration by the Scrutiny Panel, before presentation to Cabinet on 17th February.

9. QUARTERLY MONITORING AND PRUDENTIAL INDICATORS REPORT

9.1 Cabinet at its meeting on 13th January discussed delegating responsibility for the quarterly monitoring reports to the Resources and Staffing Portfolio Holder and as a result, indicated its preference to receive and discuss the information in public. Having taken this view into consideration, the Portfolio Holder and Leader agreed that the Quarterly Monitoring and Prudential Indicators report would be considered by him first, and then presented to the next available Cabinet meeting.

10. PERFORMANCE INDICATORS - UNDISPUTED INVOICES PAID WITHIN 30 DAYS

10.1 The Portfolio noted that a total of 351 invoices had failed to meet the 30 days target. However, it was verbally reported that the problems encountered in Sheltered Housing, which accounted for the majority of the unpaid invoices, had been resolved since the report had been written and the processing of invoices in that area were up to date.

11. CHEQUE FRAUD - VERBAL REPORT

11.1 The Finance and Resources Director reported that three instances of cheque fraud had recently arisen. The matter had been reported to the Police and although in all instances the bank was liable for all consequential loss, reimbursement for one payment was still outstanding. The Portfolio Holder noted the action taken.

12. FORWARD PROGRAMME FEB - MAY 2005

12.1 The final document for the Forward Programme from 1st February 2005 was presented to the Portfolio Holder; the contents were noted.

13. ACCOMMODATION (STANDING ITEM)

13.1 A list of the outstanding issues and their remedies were considered by the Portfolio Holder and reproduced as an Appendix to the Minutes. Also included in the appendix are matters that arose from a meeting of Safety Committee held on 17th January 2005.

14. ANY OTHER BUSINESS

(a) Upgrade to SCDC Web Environment

14.1 The Portfolio Holder, considered a report, presented to him jointly with the Information and Customer Services Portfolio Holder, requesting that he exercises his discretion as afforded in Standing Orders to Contracts, to enter into negotiations with an existing supplier for extended services. Subject to the views of the Information and Customer Services Portfolio Holder, the Portfolio Holder agreed to update the Website and Intranet to a new CMS solution as offered by TAGISH, the current supplier.

(b) Members' Allowances

14.2 The Portfolio Holder was requested to consider a recommendation from a meeting of the SCDC Members Remuneration Panel to increase Members' allowances, prior to consideration by full Council. Having considered the recommendations, the Portfolio Holder did not support an increase in the allowances above the rate of inflation.

15. DATES FOR FUTURE MEETINGS

15.1 The dates for future meetings were agreed as follows:

21st February 2005 at 10.30am
22nd March 2005 at 9am

The Meeting ended at 12.35 p.m.

Appendix

FAULT	ACTION
HEARING LOOPS	Awaiting delivery of spare part, expected w/b 24 th January.
ROAD SIGN	County Council are considering most appropriate location. The cost will be approx. £300.
TOILET LOCKS	On order.

'CLICKY' DOOR	The security alarm company and a carpenter from McAlpines to replace the defective part before 21 st February.
RAIN SUPPRESSANT	Price now agreed. Work to be completed within 2 months.
HEATING IN COUNCIL CHAMBER	To be monitored.
LIFTS	All problems now resolved
SINKS	Sink in First Floor Ladies to be replaced by 4 th February
CATERING EQUIPMENT	McAlpines have agreed to install a commercial dishwasher and fridge/freezer. WT to indicate a timescale for completion
WINDOWS	Some had been replaced. Dale Robinson's needs checking. WT to action
GREENWAY PLANTING	Still not completed. WT to chase
MEZZANINE	Remote control not yet received. Provision of data points to be chased. Door requires adjusting to obviate rattling.
SUN GLARE	Problem raised with Wrenbridge and Development Securities, solution awaited.
DISABLED ACCESS	Still a problem, to be reported to McAlpines. WT to action
SOLAR LOUVRES	Results of the modelling still outstanding (were expected in November)
REVOLVING DOOR	Investigate a more appropriate sun reflector.
HANDOVER OF BUILDING	GJH to check with CJT.

SECURITY COSTS	Wrenbridge not yet billed. JG to action
LIGHTS TO STORE BUILDINGS	Quotes to be obtained if none installed.
BALUSTRADE SOLUTION	Durability of the glass to be confirmed. Bill Taylor to take over from John Garnham.
SMOKE DETECTORS	Cllr Morgan had raised the question of the positioning of smoke detectors in the atrium and had suggested they were too high to work effectively. WT to investigate.
KEYS TO OFFICES	Keys to be made available to the cleaners.
RECREATION ROOM	Room to be cleared of all furniture and IT equipment as soon as possible.
CCTV EQUIPMENT	To be removed from the Caretaker's office to the Reception area.
ENTRY/EXIT SECURITY SWITCH	Investigate alternative methods of entry/exit to the Reception area.
ELECTRICAL SOCKETS ACCESS POINTS	Cleaning staff to be advised to replace floor panels following use.
CO₂ DISPERSAL	McAlpines to consider reducing the number of times the windows open.
WHEELED SCREEN	Provision of a wheeled screen between Housing and Reception area.

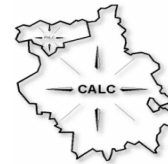
**SPECIAL MEETING OF
SOUTH CAMBRIDGESHIRE
ENVIRONMENT AND
TRANSPORT
AREA JOINT COMMITTEE**

**Friday 28th January 2005
2.30pm**

**Council Chamber
South Cambridgeshire Hall
Cambourne Business Park
CAMBOURNE**



**South
Cambridgeshire
District Council**



Cambridgeshire
Association of
Local Councils

DECISION SUMMARY

ACTION BY

1. DECLARATIONS OF INTERESTS

None received

**2. A14 VILLAGE TRAFFIC CALMING PROJECT – PROGRESS
REPORT**

Agreed:

- i) to note the progress made;
- ii) to approve the construction of the measures proposed for Phase 2 of the traffic calming scheme in **Histon and Impington**, but to delay a decision on the two experimental measures until the results of further traffic surveys are known;
- iii) to determine the objection without holding a public inquiry;
- iv) to approve the implementation of the proposed extensions to the existing 30mph speed limit in **Elsworth**, and
- v) to inform the objector accordingly.

David Brace
(01480) 375663

david.brace@cambridgeshire.gov.uk

Members of the Committee:

**County Councillors: T J Bear, J E Coston, P D Gooden, S F Johnstone & J E Reynolds
District Councillors: Dr 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**

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