

**COUNCILLORS' BULLETIN
16 FEBRUARY 2005**

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**South
Cambridgeshire
District Council**

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COMMITTEE MEETINGS FROM: 21 February 2005 to 25 February 2005				Contact
Mon 21 Feb	2 pm	Cambridge East Member Reference Group	Swansley Room	Carol Tyrrell
Tue 22 Feb	12 pm	Lunchtime Seminar – modern.gov	Council Chamber	Reception
Wed 23 Feb				
Thu 24 Feb	12.30 pm	Council Briefings: • Conservatives • Independents • Liberal Democrats	Swansley Room Monkfield Room Mezzanine	Group Leaders
	2 pm	Council	Council Chamber	Susan May
Fri 25 Feb	1 pm	Arts Development Advisory Group	Monkfield Room	Holly Adams

LUNCHTIME SEMINAR – MODERN.GOV MAKES LIFE EASY

12pm, Tuesday 22 February, Council Chamber

Half an hour designed to make your life simpler! This useful resource, available from our website and intranet is a one-stop-shop to minutes, agendas, councillor details, parish councils, meeting dates and a whole lot more. If you missed out on the training sessions at the end of last year, or would like a refresher, this will be time well spent.

Speaker: Holly Adams, Democratic services officer

To reserve your seat, and to ensure that enough food is ordered, please contact Reception on reception@scambs.gov.uk.

CORRIDOR AREA TRANSPORT PLANS FOR CAMBRIDGE AND THE SURROUNDING AREA – CONSULTATION

The Corridor Area Transport Plans for Cambridge and the surrounding area are being reviewed.

Background

The Area Transport Plans are a way of gaining developer contributions towards transport schemes in accordance with the level of trip generation, in order to mitigate their impact on the existing infrastructure.

South Cambs have previously adopted the Northern and Western Area Transport Plans as Supplementary Planning Guidance (SPG) when they were last reviewed in 2003. As part of that review, the necklace villages immediately adjacent to the city were also included in the area covered by the Plans and contributions were to be sought towards Strategic Transport schemes for the first time.

The Southern and Eastern Plans were last reviewed in 2002 and the boundaries remained on the City / South Cambs boundary. Therefore, they were not adopted by South Cambs as SPG. These Plans are now up for review.

However, for the first time, all four Plans are being reviewed as a whole to enable consistency between all four Plans. The boundaries of the Southern and Eastern Area Transport Plans are proposed to be extended to include the necklace villages, in accordance with the approach in the Northern and Western Plans.

The following parishes are included in the Area Transport Plans:

NORTH

Histon
Impington
Milton

EAST

Teversham
Fen Ditton
Stow-cum-Quy

SOUTH

Hauxton
Great Shelford
Stapleford

WEST

Girton
Madingley
Coton
Barton
Grantchester

and parts of:	and parts of:	and parts of:	and parts of:
Cottenham	Fulbourn	Harston	Comberton
Landbeach	Little Wilbraham	Haslingfield	Haslingfield
Waterbeach	Horningsea	Little Shelford	Dry Drayton
		Fulbourn	Hardwick
		Sawston	Harlton
			Toft

At the end of the consultation period, it is intended to adopt all four Area Transport Plans as SPG by way of a Portfolio Holder Decision, taking into account any changes resulting from the consultation. For this reason, all Members in the areas covered by the Area Transport Plans are being consulted.

Please find below a copy of a letter detailing the consultation now taking place, and a copy of the draft ATP document. The maps have been removed to reduce the file size - if you wish to download these please go to <http://www.cambridge.gov.uk/ccm/content/policy-and-projects/transport-policy/atp-review-feb05.en> and select the relevant link on the right.

If you need any of these documents in hard copy form, or have any other enquiries about the consultation, please contact Sarah Collins at Cambridgeshire County Council on sarah.collins@cambridgeshire.gov.uk or phone 01223 718155.

The formal deadline for responses is 12:00pm on 3 March.

08 February 2005
Ref: BH / ATP

Dear Councillor

Consultation on the Cambridge & South Cambridgeshire Area Transport Plans

A review of the above documents is being undertaken jointly by Cambridgeshire County Council, Cambridge City Council and South Cambridgeshire District Council. We would like to hear your views before making a decision on the revised document.

Four separate corridor plans currently exist. All four plans are currently adopted as supplementary planning guidance by Cambridge City Council. The Northern and Western plans are currently adopted by South Cambridgeshire District Council. This review updates and brings together in one document the four separate corridor area transport plans. It also proposes to extend the boundary of the Southern and Eastern plans to encompass a number of villages in South Cambridgeshire. The plans are taken into account when making decisions on planning applications and carry significant weight.

What are the Cambridge & South Cambridgeshire Area Transport Plans?

New development generates additional travel demands that must be successfully accommodated if the development is to prove acceptable on transport grounds. Public funding for infrastructure schemes to accommodate this additional travel demand is limited and alternative means of bringing forward additional transport capacity are therefore required. Area Transport Plans are the means by which the Councils can achieve this additional capacity by securing contributions towards necessary transport infrastructure from development that takes place in the plan areas.

The purpose of the plans is to:

- identify new transport infrastructure provision that is needed to facilitate large scale development in Cambridge and the necklace of villages that surround the city; and
- identify a fair and robust means of calculating how individual development sites in the area should contribute towards the fulfilment of that transport infrastructure.

Your views on the proposed document are welcomed and a copy is enclosed for your perusal.

How to comment on the Plans

The consultation period will run until **12:00 noon on 3 March 2005**, and comments should reach **Sarah Collins** at **Cambridgeshire County Council** by that time. Mailed responses should be sent to the following address:

ET1014 Castle Court,
Shire Hall
Cambridge
CB3 0AP

Comments may also be emailed to Sarah.Collins@cambridgeshire.gov.uk or faxed to 01223 718177. If you would like to discuss any particular aspects of the documents before making your comments, please contact Sarah Collins on 01223 718155.

After the consultation period has ended, reports on the documents will be presented to the City Council's Environment Scrutiny Committee and South Cambridgeshire District Council's Cabinet. These reports will outline comments made on the documents, and highlight any changes that are recommended as a result. If you make any comments on the documents we will write to you and let you know the outcome of the decision made on these Area Transport Plans by the Committee and Cabinet.

If you have any queries about any of the above points please contact Sarah Collins.

Yours sincerely

Brian Human
Head of Policy & Projects
Cambridge City Council

The consultation draft is available as a separate document on the SCDC modern.gov Library website:

- go to www.scamb.gov.uk
- click the **modern.gov** button (centre right, above the scrolling news item box)
- click Library
- click Weekly Bulletin
- click 02 – February 2005
- click 16 February 2005 ATP Consultation

SCDC REPRESENTATION SOUGHT FOR CALC – QUALITY PARISH COUNCIL INITIATIVE CONFERENCE

CALC would like to invite a representative from SCDC for the following conference. If you would like to attend, please contact Keith Barrand, General Secretary, on 01480 375629 or e-mail admin@calc-cambs.org.uk.

CALC is planning a conference to be held on March 8th at The Burgess Hall St Ives.

What is it all about? - The primary topic is Quality Parish Initiative. CALC has obtained a grant to explain more about this initiative. Councils need the opportunity to ask questions face to face as that is the best way to communicate. The conference will give this opportunity - TWICE!

Is that all there is? - No. You may already be aware that there is a new Terms and Conditions, job evaluation and pay structure for clerks. You will need to know more about it and CALC and the SLCC will be there to present an overview.

It is looking worth it BUT is there any more? - YES - The Freedom of Information is upon us but ironically there is little information on it to help councils. A speaker is therefore attending to talk on this and the Data Protection Act. We need to remember that it is early days in the Freedom of Information Act and there is no case law in place - so all that can be given is advice and guidance. That we are planning on this day.

What time is it? - Not set in stone yet but it will start at 3pm and go on until 8-30 in the evening. This will allow the Quality presentation to be held twice, once for those who can make the daytime and again for those who can only make evenings.

Is it really free - YES

Keep an eye out for more information which is being posted to your clerk!

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 23 February 2005 at 5 pm**. All decisions not called in by this date may be implemented on **Thursday 24 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 OFFICERS AND REPORTED FOR INFORMATION

Conservation Manager

Subject	Decision and Reasons
Rampton: Conservation Area Appraisal	<p>To accept the quotation from QuBE for the sum of £1,287.50 for the preparation of a Conservation Area Appraisal for Rampton. A Conservation Area Appraisal is required to support the designation of a Conservation Area at Rampton. The quotation is thought to offer value for money.</p> <p>Background: QuBE have been commissioned to prepare a series of Conservation Area Appraisals on behalf of South Cambridgeshire District Council. This work is being funded through a budget of £20,000 identified within the Planning Delivery Grant and the appointment of QuBE was agreed by the Conservation, Sustainability and Community Planning Portfolio Holder on 16 July 2004. The original tender for the work by QuBE was in the amount of £17,510 and included an assessment on the merit of designating a Conservation Area at Rampton. That section of the work has now been completed with the recommendation that a Conservation Area should be designated. QuBE were therefore invited to submit a further quotation for the preparation of a Conservation Area Appraisal for</p>

	<p>Rampton in support of the designation of the Conservation Area. The quotation for this additional work is £1,287.50 (plus VAT). Therefore, when added to the original tender of £17,510, the total cost of the work now to be undertaken by QuBE would amount to £18,797.50, still within the budget of £20,000 designated for this work.</p>
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SOUTH CAMBRIDGESHIRE ENVIRONMENT AND TRANSPORT AREA JOINT COMMITTEE
(SPECIAL MEETING): MINUTES

Date 28 January 2005

Time 1430h – 1600h

Place South Cambridgeshire Hall, Cambourne Business Park, Cambourne

Present: County Councillors
P D Gooden, S F Johnstone (Chairman),
Prof A Milton (substituting for J E Coston),
J E Reynolds & M Farrar (substituting for T J Bear)

District Councillors

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

CALC Councillors

J McGregor & M Williamson

Also present

County Councillor: P L Stroude
District Councillors: M J Mason & J Shepperson

Apologies: County Councillor T J Bear & J E Coston
District Councillor D Bard
CALC Councillor G Everson

172. DECLARATIONS OF INTERESTS

None made.

173. A14 VILLAGE TRAFFIC CALMING PROJECT – PROGRESS REPORT

The Joint Committee received a report giving progress made on developing and implementing traffic calming schemes in villages selected for the A14 Village Traffic Calming project. Members were updated on the remaining schemes to be completed for 2004/05.

Elsworth

One Member queried why the asphalt used to surface the two raised junctions had failed. It was noted that the weather might have been the cause and the surface would be re-laid by the contractor.

An objection to the extension of the speed limits to cover the new 'Gateways' had been received from Cambridgeshire Constabulary based on Circular Roads 1/93 guidance. A clear explanation of the substance of the guidance on speed limits contained in Department for Transport's Circular 1/93 and the new Traffic Advisory Leaflet 1/04 (TAL1/04) was requested.

Members were informed that the Department for Transport was currently consulting on draft guidelines for the imposition of speed limits, which when issued would supersede Circular 1/93, but would adhere to the guidance given in TAL 1/04. The County Council would be commenting on the guidelines during the consultation period and would inform the Committee of the content of the new guidelines when they have been officially issued. The proposed extensions to the 30mph speed limit in Elsworth complied with the advice in TAL 1/04, and it was therefore agreed to over-rule the police objection, whilst in the future asking them to provide more precise detail as to the reasons for any objection.

One Member considered that the County Council's policy of defining the developed area of a village by the village envelope in the District Council's Local Plan was inappropriate for the setting of speed limits. Fen villages tended to be long and spread out and the Local Plan's purpose was for development planning and not traffic regulations.

Fen Drayton

The Parish Council had stated that the verge along Mill Road, between the new cycleway and the carriageway, had become a quagmire of mud and requested that it be kerbed to prevent vehicles over-running it. The reinstatement of the grass verge would be completed when the Divisional Maintenance Engineer had carried out the resurfacing of Mill Road in February/March 2005. It was agreed that the grass verge should be given time to establish itself and the situation reviewed in twelve months time.

Girton

The construction of the Girton scheme had been slightly delayed and was due to commence on 14 February 2005.

Histon & Impington

Speaking as a Local Member District Councillor Mason acknowledged that the Parish Councils wanted the experimental scheme to proceed, but expressed doubt as to whether the Phase 2 plans for Station Road were viable, due to the extra pressure put on the B1049 Junction.

Councillor Gooden, Local Member for Histon, expressed further concerns regarding the constant delays with the scheme: Phase 1, scheduled for early January, was now planned to commence 31 January. Phase 2 could not begin until Phase 1 had been completed. However, he recognised that because three schools were situated near Station Road the situation was complex.

One Member queried whether a School Crossing Patrol could be employed to manage the pedestrian crossing. Over 1000 children a day used the crossing and the staggered junction meant that there were four separate timing sequences. It likely that children would become impatient and cross at their own risk, because of the long delay. It was agreed that a balance had to be found between incurring delays on B1049 and vital safety concerns.

The County Traffic Management Policy Engineer recommended that an Origin/Destination survey be conducted to determine the proportion of traffic turning right from the High Street onto Station Road, coming from the village and therefore having no alternative route, and the proportion coming from further afield. The results from the survey should help inform the decision as to whether to proceed with the Phase 2 trial.

Members agreed that it would have been helpful to have the drawings of the scheme included with the Agenda papers.

Longstanton

One Member observed that the traffic calming humps were not high enough to stop speeding though the village. However the humps were the standard 75mm height, which had been identified as effective in Before & After Surveys, and at the correct gradient to allow for bus and emergency services' use. The aim was not to reduce speed drastically, but to keep vehicles to the speed limit.

It was requested that the Chairman's original letter of complaint to BT be forwarded to all Members (this is included as enclosure 1) Since no substantive reply had been received from BT after five weeks, it was agreed that the Lead Officer would draft a reminder letter in the week commencing 31 January 2005 (a reply has since been received and is included as enclosure 2).

Over

One Member queried whether the new traffic islands made turning right at the industrial estate difficult, and whether more carriage markings were required.

Swavesey

The measures for Gibraltar Lane had been carried out by the Safer Routes to School team in discussion with the school.

The poor state of Ramper Road was highlighted and, it was queried whether the Parish Council would be able to contribute any funding toward a traffic calming scheme there in the future.

The 30mph interactive sign at Boxworth End in Swavesey had not been working since its installation. Maintenance was the responsibility of the South Highways Division, who had assured the Lead Officer that it would be repaired soon. The County Council's Environment & Transport Spokes had discussed the failure of other interactive signs throughout the County, and all those no longer under warranty were due for immediate repair.

Willingham

At the meeting of the Parish Council on 6 October 2004 the Council had asked for more time to consider the draft scheme in detail. Attention was drawn to the fact that the funding was time limited, and that an exhibition, public consultation and commencement of work all had to proceed in the next two months.

Conservation Aspects

A Member reported that the Conservation Manager of South Cambridgeshire District Council had not been consulted on the Madingley scheme at an early stage, and to date had not seen the proposals for Willingham and Girton. It was confirmed that the Conservation Manager should become involved in all traffic calming schemes once the draft plans had been approved by the Parish Council.

It was resolved unanimously to:

- 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 were 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.**

Chairman

SOUTH CAMBRIDGESHIRE DISTRICT COUNCIL

At a meeting of the Cabinet held on
Thursday, 10 February 2005

PRESENT: Councillor Mrs DSK Spink MBE (Leader of Council)
Councillor RT Summerfield (Deputy Leader of Council and Resources & Staffing
Portfolio Holder)

Councillors:	JD Batchelor	Information & Customer Services Portfolio Holder
	Mrs JM Healey	Conservation, Sustainability & Community Planning Portfolio Holder
	Mrs EM Heazell	Housing Portfolio Holder
	SGM Kindersley	Environmental Health Portfolio Holder
	Mrs DP Roberts	Community Development Portfolio Holder

Councillors RF Bryant, Mrs A Elsby, Mrs HF Kember, RB Martlew, Mrs CAED Murfitt,
Dr JPR Orme, Mrs GJ Smith, Dr SEK van de Ven and Dr JR Williamson were in attendance, by
invitation.

Apologies for absence were received from Councillor Dr DR Bard.

Procedural Items

1. MINUTES OF PREVIOUS MEETING

The Leader was authorised to sign the minutes of the meeting held on 13 January 2005
as a correct record, subject to the following correction:

Designation of an “Historic Environment Champion” and a “Design Champion”
(Item 10)

“...part of the Conservation, Sustainability and Community Planning Portfolio Holder’s
brief...”

2. DECLARATIONS OF INTEREST

None.

Recommendations to Council

3. CAPITAL AND REVENUE ESTIMATES, COUNCIL TAX AND PRUDENTIAL INDICATORS

The Resources and Staffing Portfolio Holder introduced the report and noted that:

- the £105,840 in the capital estimates for the Sustainability Transport Fund for 2007/08 should read £0, as it had been decided previously not to continue that fund past 2006/07. Corrections to the estimate books would be issued before consideration by Council on 24 February;
- the projected underspend reported at Cabinet in January did not take account of new expenditure in relation to the current year, as agreed at that meeting;
- the revised 2003/04 population estimates had resulted in an additional £24,000 formula grant, although the final local authority finance settlement had been

£15,000 lower than provisionally notified.

Council Tax and Capping

The Office of the Deputy Prime Minister (ODPM) had warned that this authority should consider itself at risk of capping, although the capping criteria would not be announced until April. An additional paper was circulated highlighting the effect of setting Council Tax at different levels:

- £140 (100%) in 2005/06 with inflationary increases to follow in coming years would phase in a rise towards the underlying level of Council Tax. By 2009/10 Council Tax was projected to be £175, still below the estimated underlying Council Tax of £195, and the General Fund would have been reduced to the minimum recommended working balance of £1.5 million.
- £73.50 (in line with the Government's preferred 5% increase) in 2005/06 would reduce the General Fund working balance to below £1.5 million, requiring a Council Tax of £167 in 2006/07, leaving the Council again at risk of capping but without the General Fund reserves.
- £80 (14%) in 2005/06 would keep the General Fund working balance at £1.5 million in coming years but would still require a Council Tax of £161 for 2006/07.

Members felt it most prudent to proceed with setting Council Tax at £140 in 2005/06 and risk capping in that year when reserves could still support expenditure, noting that the autumn 2004 public consultation results showed 60% of respondents supporting a Council Tax of £140 or higher. It was important that the electorate were kept aware that the Council was having to face the risk of capping because of its financial prudence in previous years.

Cabinet was disappointed with the letter from the ODPM, which did not address many of the issues raised in the letter from the Leader and Chief Executive, and

AGREED to respond to the ODPM with a letter setting out in bullet points the pressures facing the authority and asking for specific answers to each, including development pressures, traveller issues and the new licensing regime, copies of the letter to be sent to the Deputy Prime Minister, local Members of Parliament and the local media.

PENSIONS

A significant new factor was the increase in the employer's contribution rate as a result of the deficit in the pension fund. A major review of the Local Government pension scheme was underway, with a view to introducing revisions to benefits in 2008, together with a likely increase in employee contributions. There was no direct correlation between the pace of implementation of e-government proposals and pensions. Once the higher employer's contribution rate of 21.7% had been reached, the Finance and Resources Director estimated that the additional annual cost on gross pay to be in excess of £1 million, to be allocated between the General Fund and the Housing Revenue Account.

Cabinet **RECOMMEND TO COUNCIL** that:

- (a) the capital programme up to the year ending 31st March 2008 be approved as submitted with the amendment above; the programme includes the sum of £34.126 million to be spent on affordable housing for the years from 2005-06 to 2007-08;
- (b) the revised revenue estimates for the year 2004-05 and the revenue estimates for 2005-06 be approved as submitted and that Management Team, in consultation with the relevant Portfolio Holder, delay or proceed with caution on new expenditure, as appropriate, until the capping announcement is made;

- (c) the District Council demand for general expenses for 2005-06 be £7.711 million;
- (d) Council sets the amount of Council Tax for each of the relevant categories of dwelling in accordance with Section 30(2) of the Local Government Finance Act 1992 on the basis of a District Council Tax for general expenses on a Band D property of £140 plus the relevant amounts required by the precepts of Parish Councils, Cambridgeshire County Council and the Cambridgeshire Police and Fire Authorities, details of those precepts and their effect to be circulated with the formal resolution required at the Council meeting; and
- (e) the prudential indicators in Part III of the report be approved.

Cabinet **AGREED** that

- (a) the following proposals on the pension scheme be approved:
 - The Actuary's suggested phasing of a contribution rate with an increase of 2.1% per annum up to a rate of 21.7%;
 - No lump sum contribution to be made to mitigate future annual rates; and
 - The cost of added years to be a single payment in the year the liability is incurred; and
- (b) that the following list of precautionary items for 2005/06 be approved, to be used under the delegated powers already given to the Resources and Staffing Portfolio Holder and the Finance and Resources Director:

	Total £
Awarded Watercourses	15,000
Contaminated Land	82,000
Clearance of Private Sewers	6,000
National Assistance Burials Act	5,000
District Emergencies	50,000
Homelessness – additional Bed and Breakfast payments	60,000
Employment Committee	10,000
Licensing Legal Costs	10,000
 Total	 <hr/> <hr/> 238,000

4. HOUSING REVENUE ACCOUNT/RENTS AND CHARGES

The Housing Portfolio Holder introduced the proposed rents and charges. In 2004/05 the Council had been advised that, if it raised rents more than 50p / week, it would have to pay a percentage directly to the Department of Work and Pensions. The proposed rents and charges for 2005/06 would not require a similar payment and were a step towards the government's target rents.

It was feared that sheltered housing tenants would protest at the increase in charges after the introduction of EU Working Time Directive legislation had resulted in fewer visits, but the Portfolio Holder felt that residents largely understood the need for these changes. The Sheltered Housing for Older People Advisory Group would be considering the most suitable method of charging in future.

Cabinet **RECOMMEND TO COUNCIL** that:

- (a) from April 2005 rents be increased by an average of 6%, based on an inflationary increase of 3.82% plus or minus the Office of the Deputy Prime Minister (ODPM) recommended amount towards the phasing in of rent restructuring and also subject to the ODPM recommended maximum of 3.57% plus or minus £2 per week (to protect individual tenants);
- (b) the phasing in of full individual charges for equity shareholders on sheltered housing schemes be further deferred and considered as part of the review to be undertaken by the Housing for Older People Advisory Group; and

(c) Charges other than rents be altered as follows:

Service or Facility	Current Charge		Proposed Change	
	per week	per week		
	£.p	£.p	%	£.p
<u>Sheltered Housing Service Charge</u>				
Sheltered Housing Service Charge for Tenants				
- support element				
- those in residence prior to 01/04/03	7.92	9.50	+20	+1.58
- other tenants	14.42	13.99	- 3	-0.43
- other (communal facilities etc)	5.64	5.85	+ 4	+0.21
Sheltered Housing Charge for Equity Shareholders				
- schemes with all facilities				
- those in residence prior to 01/04/03	16.41	18.85	+15	+2.44
- other shareholders	22.91	23.34	+ 2	+0.43
- schemes without a common room				
- those in residence prior to 01/04/03	10.77	13.05	+21	+2.28
- other shareholders	17.27	17.49	+ 1	+0.22
<u>Alarm System Service Charge*</u>				
Group Alarm Schemes	3.35	3.25	- 3	-0.10
Other				
Those not in receipt of benefit				
- where the Council supplies the alarm	3.43	3.52	+ 3	+0.09
- where the tenant supplies the alarm	2.78	2.85	+ 3	+0.07
Reduced charge for those in receipt of benefit				
- where the Council supplies the alarm	1.87	2.24	+20	+0.37
- where the tenant supplies the alarm	1.25	1.59	+27	+0.34
* plus VAT where appropriate				
<u>Garage Rent</u>				
Garages rented to a Council house tenant or leaseholder	5.64	5.92	+ 5	+0.28
N.B. in excess of two garages will be subject to VAT				
Other Garages (subject to VAT)	6.66	7.66	+15	+1.00

5. INCREASE IN HOURS OF POST NO D.3.6, DEVELOPMENT SERVICES DEPARTMENT

Although in respect of the current financial year the Development Services Director felt that the small cost would be absorbed by vacancies elsewhere, Cabinet was asked to make a recommendation to full Council as there was no budget provision in relation to future years.

Cabinet **RECOMMEND TO COUNCIL**

that the hours of the Planning Policy Administration Officer (post D.3.6) be reinstated to 37 hours from 30 hours per week.

Decisions made by the Cabinet and reported for information

6. STRESS MANAGEMENT POLICY

The Resources and Staffing Portfolio Holder commented that stress was a significant contributory factor to the level of long-term sickness absence, and the new Stress Management policy sought to formalise the Council's commitment and arrangements for tackling work-related stress. Members recommended that the policy include reference to stress to staff caused by councillors and the need for training for councillors on these issues. Cabinet

AGREED to adopt the Council Stress Management Policy.

The Portfolio Holder undertook to take the inclusion of reference to councillors back to the Safety Officer as an improvement to the Policy.

7. MONITORING OF COUNCIL 2004/05 CAPS, MIS AND PIS - 9 MONTH REPORT

Cabinet received the quarterly report and noted the continuing concern about the level of sickness absence. It was

AGREED to recognise that, for the following, there has been some slippage in milestones and targets, but that the issues are under control and that significant further action is not required at this stage:

CAPs:	11 (developing PIs)
Milestones:	M31 (milestones and PIs for Northstowe), M40 (evaluation of waste and recycling scheme)
PIs:	BV4a (complaints handling), BV62 (unfit private sector dwellings), BV66 (% rent collected), BV79a (% correct benefit calculation), BV185 (housing response repairs appointments), SE203 (environmental health complaints), SX25 (land charges searches)

Cabinet **NOTED** that, for the following two PIs, Management Team have requested the Policy and Performance Team to continue to work with officers concerned to ensure that required information is available for the final end-of-year report:

SX13	% of the annual Sports Strategy implemented
SX17	Income attracted from other funding agencies as a result of community services capital grants scheme

8. WYSING ARTS CAPITAL GRANT APPLICATION 2004-2005

The Community Development Portfolio commended the work of Wysing Arts and explained that the grant application was for the third and final part of a staged contribution to major redevelopment, within a sum already included in the Capital Programme. The Arts Development Officer explained that the 25-year lease began in 1996 and agreed to confirm whether it was annually renewable. Cabinet

RESOLVED to approve the third and final stage of the grant award of £75,000 to Wysing Arts.

Messrs. Gary Woolley and Andrew Davies from Wysing Arts thanked Cabinet for their support.

9. REPRESENTATION ON THE NORTHSTOWE DEVELOPMENT TRUST WORKING GROUP

The Development Services Director highlighted the importance of clarifying community governance at Northstowe, which would be part of the remit of this Group. The Leader explained that representation was chosen by office, not political party, and that all Members were welcome to attend the Working Group meetings.

Cabinet

AGREED to appoint the Leader and the Portfolio Holders for Community Development and for Planning and Economic Development to the Northstowe Development Trust Working Group.

10. NORTHSTOWE PROJECT BOARD

The report set out the proposed mechanisms for the Council, Cambridgeshire Horizons (formerly The Infrastructure Partnership) and other partners to work together to develop and achieve a high level delivery plan for Northstowe, which contributed to the achievement of target M30 of the annual priorities. The proposals were seen as a practical way forward, but the situation would be monitored throughout the project and groups could be added or removed as necessary.

The Leader reminded Cabinet that the Project Board had agreed that appropriate Portfolio Holders could accompany her to meetings when items of particular relevance to their responsibilities were to be discussed.

It was noted that:

- Appointments had been made by office rather than political party;
- Neither Cambridgeshire Horizons nor the Project Board were concerned with consideration of planning applications;
- On the Comprehensive Delivery Plan (CDP) Team, the Head of Community Services represented the Local Strategic Partnership (LSP); the Major Developments Officer, the Council's services;
- Under current guidance from the Standards Board for England, there was no conflict of interest for the Leader relating to development control;
- Project Board meetings were open to members of the public, and all Councillors had a general standing invitation to attend; and
- Housing was not being discussed in detail at present, but any housing inquiries could be fed through the Leader at Board level or raised with either of the Council's members of the CDP Team.

A report would be brought to Cabinet in March setting out the proposal for appointing a Corporate Project Manager for Northstowe in the Chief Executive's Department.

Cabinet

AGREED to approve the proposals for the terms of reference and composition of the Northstowe Project Board, Comprehensive Delivery Plan Team and Funding Group, together with the briefs at Appendices 3 and 4 to the

report.

11. APPOINTMENTS TO INFORMATION AND COMMUNICATIONS TECHNOLOGY (ICT) ADVISORY GROUP

Cabinet **AGREED** to appoint the following Councillors to the Information and Communications Technology (ICT) Advisory Group:

SM Edwards
JA Hockney
Mrs HF Kember
MJ Mason
Dr JPR Orme
A Riley
Mrs HM Smith
JR Stewart

Information Items

12. TRAVELLER ISSUES: STAFFING

Cabinet was advised that, in light of recruitment difficulties, the job specification for the Traveller Project Manager had been made less specialised and re-advertised as a Corporate Projects Officer. Members supported the new post although there was still concern about capacity to deal with development control issues associated with travellers, and a request was made that Management Team should reconsider the earlier proposal of a dedicated post. Concern was also expressed that all Members should be kept informed of any developments, something the new post might be able to provide.

Cabinet were invited to attend a meeting with the Cottenham Parish Council and Cottenham Residents' Association at 9.30 am on 21 February in the Swansley Room.

Cabinet commended the work of the Policy and Performance Co-ordinator during her secondment to work on the traveller project.

The progress report was **NOTED**.

13. DELIVERING EFFICIENCY SAVINGS

Cabinet was updated on the latest official guidance on Delivering Efficiency in Local Services. The Gershon Efficiency Savings were a major issue in financial planning. The Council's Annual Efficiency Statement was to be submitted by 15 April 2005, but the government guidelines would not be issued until March, leaving little time to bring the proposals to full Council.

Councillor SGM Kindersley, seconded by Councillor Mrs DP Roberts, proposed that, in light of all the other requirements being driven by central government and the Council's record, the Council refuse to submit an Annual Efficiency Statement. Members were reminded that the required efficiency savings would be a component of the next CPA review and that it would be counter-productive to write to the Office of the Deputy Prime Minister (ODPM) about capping while at the same time refusing to make efficiency savings. The Medium Term Financial Strategy already included the cashable proportion of the 2.5% year-on-year savings. Councillors Kindersley and Mrs Roberts **WITHDREW** their proposal from this meeting, but reserved the right to raise the matter at Council.

Cabinet **NOTED** the report.

Standing Items

14. MATTERS REFERRED BY SCRUTINY AND OVERVIEW COMMITTEE

Nothing to report other than that already discussed under Items 3 and 4.

15. UPDATES FROM MEMBERS APPOINTED TO OUTSIDE BODIES

The Leader asked that in future this standing item be reserved for Cabinet members to report from meetings of outside bodies, and, following concerns from the Chairman of Council about adding to the Council agenda, that a mechanism be established for circulation of written reports from other Members.

Cambridgeshire Horizons

Cambridgeshire Horizons were making representations to the government about the delays to upgrades on the A14 and A428. The body had also voted for its meetings to be open to the public.

Cambridgeshire Councils' Association

The Chief Constable and the Highways Authority had reported on temporary improvements to be made to the A14, including traffic control, layby closures and speed control measures.

Arts in Cambridgeshire on Tour (ACT)

The organisation had secured three years' funding from various grant-making bodies to continue to provide touring productions in the District.

Archives Advisory Group

Members had received an e-mail advising of the threats to the Heritage and Archive Service. The Information and Customer Services Portfolio Holder was aware of the situation, which could impact the Council as its records were stored at the Cambridgeshire County Archives.

Travellers Liaison Group

The *Cambridge Evening News* had reported erroneously that the 10 February meeting between the travelling and settled communities in Cottenham would be the first opportunity to bring both groups together: the Travellers Liaison Group, established by the Head of Community Services and with an independent Chairman, had already done so. The Community Development Portfolio Holder asked that a press release be issued detailing the Council's liaison work.

Cambridge Citizens' Advice Bureau

Cambridgeshire County Council had made a donation towards expanding the outreach programme and the District Council worked very closely with the CAB.

The Meeting ended at 1.25 p.m.
