

**COUNCILLORS' BULLETIN
9 MARCH 2005**

CONTENTS



**South
Cambridgeshire
District Council**

INFORMATION ITEMS

1. Committee Meetings
2. Training Session: Member / Officer Relations 21 March 2005 – Many Places Still Available
3. Smoke-Free South Cambridgeshire Advisory Group – Volunteers Sought
4. Public Entertainments Licence / Licensing Act 2003
5. Parking in Cambourne Business Park – Wheel Clamping Final Reminder
6. 2004/05 Expense Claim Deadline
7. Lunchtime Seminars March – May 2005
8. Call-in Arrangements

DECISIONS MADE BY THE ENVIRONMENTAL HEALTH PORTFOLIO HOLDER

1. Environmental Health and Pest Control Customer Satisfaction Survey
2. Environmental Health, Licensing and Waste Management 2005/06 Fees and Charges
3. Government Consultation – Drinking Responsibly
4. Tobacco Control: Smoke-Free South Cambridgeshire – Should We Take a Lead?

DECISIONS MADE BY THE HOUSING PORTFOLIO HOLDER

1. Housing Allocation Appeals and Management Transfers

DECISIONS MADE BY OFFICERS AND REPORTED FOR INFORMATION

1. Arts Development Officer:
 - Choir 2000 (**Histon** and **Impington**)
 - Forward **Gamlingay!**
 - **Sawston** Drama Festival

MINUTES

1. Environmental Health Portfolio Holder – Draft Minutes of 3 March 2005

**COMMITTEE MEETINGS FROM:
14 March 2005 to 18 March 2005**

				Contact
Mon 14 Mar	2 pm	e-Gov Programme Board	Monkfield Room	Holly Adams
		Climate Change	Council Chamber	Cameron Adams
Tue 15 Mar	9.30 am	Council LDF: Core Strategy	Council Chamber	Patrick Adams
Wed 16 Mar	1.15 pm	Housing Options Working Group	Council Chamber	Maggie Jennings
Thu 17 Mar	10 am	Development and Conservation Control Committee Chairman's Delegation	Monkfield Room	Elaine Sargent
	2 pm	Scrutiny and Overview Committee	Council Chamber	Patrick Adams
Fri 18 Mar	9 am	Traveller Issues Workshop	Council Chamber	Tim Wetherfield

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. 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@scambs.gov.uk.

The following Members have already signed up:

RF Bryant
SGM Kindersley
Mrs CAED Murfitt
Dr JPR Orme
Mrs HM Smith
Dr SEK van de Ven
Dr JR Williamson
+ 13 places still available!

SMOKE-FREE SOUTH CAMBRIDGESHIRE ADVISORY GROUP – VOLUNTEERS SOUGHT

The Environmental Health Portfolio Holder has agreed to establish an Advisory Group to consider the complex issues surrounding tobacco control, smoking and second-hand smoke, and to outline the possible role the Council could or should play in a wider "Smoke-Free South Cambridgeshire". This task-and-finish group will bring a report to the Scrutiny and Overview Committee and make recommendations to the Portfolio Holder and Cabinet. A detailed report on the background to this issue can be found on the modern.gov Intranet site under the agenda for the Environmental Health Portfolio Holder meeting of 3 March 2005.

If you would like to volunteer to serve on the Advisory Group, please contact Holly Adams on 01954 713030 or e-mail holly.adams@scambs.gov.uk before Monday 4 April. Cabinet will make appointments on 14 April 2005.

PUBLIC ENTERTAINMENTS LICENCE / LICENSING ACT 2003

Attached please find for Councillors' information a copy of the letter being sent to all the Village Halls, Community Centres, Schools, etc. that currently hold a Public Entertainment Licence.

Should members be aware of any persons or organisations affected by the new Licensing Act that may have any queries, would members please advise them to contact the Licensing Department using the contact details shown below?

3 March 2005

Dear Sir/Madam

Re: Public Entertainments Licence/ Licensing Act 2003

Your current Public Entertainments Licence is due to expire on the 31st March 2005.

There is an ongoing change with regard to licensing issues that came into force earlier this year, and existing legislation is due to be repealed later this year. The Licensing Act 2003 will come into full effect towards the end of 2005.

At present we are in a transitional period where premises that either sell or supply alcohol or have Public Entertainment Licences are able to apply to transfer existing licences to the new legislation.

The new application forms are available and ready for completion by anyone that falls under the new regime, and now is the time for you to submit any application(s) that relate to your business.

We will accept the new forms as an application to extend your existing licence until the new legislation comes into full effect, as well as application to transfer the existing Public Entertainment Licence to the new system.

Enclosed with this letter is a set of guidance notes and the relevant application form(s) needed to transfer your entertainment licence. If you presently hold an alcohol licence, it would be advisable to contact the Licensing Officer for advice on filling in the application form.

South Cambridgeshire District Council understands that this is a major change in the way applications are completed and the detail required. In order to try and assist with any queries you may have I would ask that you contact me on the above number or via e-mail and I will endeavour to help.

I understand that you only have 3 weeks in which to complete these new forms. This may be considered an unreasonably short period of time, therefore I would ask anybody who finds this timescale difficult to please contact me, I can therefore arrange for an extension to the current licence until such time as is appropriate for you to submit the new forms.

Please note that I am unavailable between the 21st March and the 5th April.

Yours sincerely

Myles Bebbington
Licensing Officer
01954 713132
licensing@scambs.gov.uk

PARKING IN CAMBOURNE BUSINESS PARK – WHEEL CLAMPING FINAL REMINDER

The Cambourne Business Park Management Company has been in touch, requesting that SCDC staff, Members and visitors park in designated areas only. They state that there should be no parking on any of the Business Park roads, including the Civic Square, the spurs off the "spine" road into the Park and the road leading to our car park, as this land belongs to the Company.

The Company also points out that SCDC staff, Members and visitors are not permitted to use the car parks at any of the other buildings on the Business Park, including the Marketing Office.

The Company has advised us that unless parking on the roads stops, it will reluctantly introduce wheel clamping with a fixed penalty release fee.

The Council is currently negotiating to lease some or all of the overflow parking opposite the Marketing Office, presently leased by one of the other owner/occupiers on the Business Park. We hope to conclude these negotiations soon and will keep you informed of the outcome. In the meantime, please park in designated areas only and remind visitors to do so as well.

Travel for Work Plan

Have you considered alternative ways to get to the Council offices? SCDC is a member of Cambridgeshire's Travel for Work Partnership, working to reduce traffic congestion and pollution by promoting sustainable forms of travel and commuting. The Council's Travel for Work Plan contains a series of options designed to reduce single car use and so reduce the demand for car parking. These include:

- the Council's staff bus scheme;
- Camshare - a secure internet facility that enables staff and Members to car share;
- flexible working and home/tele-working arrangements for staff;
- an emergency lift home policy;
- a 'Book a Bike' scheme;
- interest free loans for annual season tickets, bikes and cycling equipment.

For more information about the Travel for Work Plan and alternative ways to get to work, please contact Cameron Adams, Strategic Development Officer, on 01954 71315 (e-mail cameron.adams@scambs.gov.uk) or visit the Travel area of the intranet.

2004/05 EXPENSE CLAIM DEADLINE

Members are reminded that the deadline for all 2004/05 expenses is fast approaching. Under the current Members' Allowance Scheme, expenses will be paid for the current Council year only and all expense claims for that time must be received within one month of the year-end: by **30 April 2005**. Any expense claims for the 2004/05 municipal year received after that time will not be paid. Expense claim forms are available in the Members' Lounge or can be downloaded from the Members' Information section of the Intranet. Please remember to sign and date your expense claims and to clearly print your name and address at the top.

LUNCHTIME SEMINARS MARCH – MAY 2005

Members are invited to all of the following lunchtime seminars. To ensure adequate parking and catering arrangements are made, please confirm your attendance with Reception (reception@scambs.gov.uk).

Wednesday 9 March, 12 pm Council Chamber

Drugs – Do You Know The Score?

It doesn't have to be the party season to be vigilant about drugs – particularly if you have children of a vulnerable age. Research indicates that young people want to find out about drugs from their parents. This seminar will provide information on what drugs look like, their likely effects, what to worry about and what's not a problem.

Speakers: Nicole Morton, Partnership Support Officer and Lucas Oliver, County Council Drug Action Team

Wednesday 23 March, 12 pm Council Chamber

Speaking the Right Language

Introducing the range of options available to help deliver the Council's message to everyone, including translations, large font, Braille, signers and audio tapes / CDs.

Speaker: Kelly Quigley, Communications Officer

Wednesday 13 April, 12 pm Council Chamber

But It's Only a Telephone!

Are you getting the most out of your desk telephone? Ever wondered what all those black buttons can do? Find out how to utilise fully your phone features.

Speaker: Steve Rayment, Assistant Director Finance and Resources (ICT)

Monday 18 April, 12 pm Council Chamber

Journeys of the Heart and Mind

Artists Beverly Carpenter, Jonny Boatfield and Richard Heeps – who have all exhibited their work at the Council Offices over the past year – talk about their work and tell their stories. Three short presentations followed by questions and a buffet lunch.

Wednesday 25 May, 12 pm Council Chamber

Climate Change and How It's Going to Affect Us

What does the latest research tell us about climate change? What will be the impact – globally, nationally, regionally and locally? What can we adapt and what is South Cambs doing?

Speaker: Cameron Adams, Strategic Development Officer

Tuesday 31 May, 12 pm Swansley Room

Housing Options Appraisal Outcome

One of the biggest decisions the Council will be making this year is its future as a landlord. Hear more about the outcome of the Council's housing options appraisal as Councillors prepare to make a decision.

Speaker: Steve Hampson, Director of Housing and Environmental Services

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 16 March 2005 at 5 pm**. All decisions not called in by this date may be implemented on **Thursday 17 March 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 ENVIRONMENTAL HEALTH PORTFOLIO HOLDER

Applicant	Decision
Environmental Health and Pest Control Customer Satisfaction Survey	AGREED that: (a) Where appropriate to do so, the findings of the survey would be implemented as part of the communication strategy for the Housing and Environmental Services Department; (b) The results of the survey would be publicised through appropriate means; (c) Areas of the survey which have highlighted weaknesses in the service would be targeted for further work to improve customer service standards; and (d) For future surveys, thought would be given to increasing the number of services covered by the survey, particularly recycling and waste minimisation.
Environmental Health, Licensing and Waste Management 2005/06 Fees and Charges	Subject to the licence fees for pet shops with exotic or dangerous wild animals, for which

	authority was delegated to the Chief Environmental Health Officer, the Portfolio Holder AGREED the proposed fees and charges for licensing, services and training 2005/06.
Government Consultation - Drinking Responsibly	The Portfolio Holder ENDORSED the Council's response to the consultation on Government proposals regarding drinking responsibly.
Tobacco Control Smoke Free South Cambridgeshire - Should We Take a Lead?	AGREED to consult with stakeholders, including the public, with the aim of working towards a completely Smoke-Free South Cambridgeshire, including: <ul style="list-style-type: none"> (a) Public consultation in the summer edition of <i>South Cambs Magazine</i> asking for views and opinions on "Smoke-Free South Cambridgeshire"; (b) Formation of a "Smoke-Free South Cambridgeshire" Task and Finish Advisory Group, with Member volunteers to be sought through the Councillors' Weekly Bulletin and appointed by Cabinet in April 2005, to gain a Member perspective and to outline a way forward, the recommendations of this Advisory Group to be considered at a special Scrutiny and Overview Committee meeting and Cabinet; and (c) An action plan to be produced based on all views.

DECISIONS MADE BY THE HOUSING PORTFOLIO HOLDER

Applicant	Decision
Mrs D (Reference E/05/020)	Agreed a transfer to alternative accommodation.
Mrs P (Reference S/05/03)	Agreed a transfer to a decant property as a permanent move.
Mrs K (Reference E/05/021)	Agreed a transfer to alternative accommodation.

DECISIONS MADE BY OFFICERS AND REPORTED FOR INFORMATION

Arts Development Officer

Applicant	Decision and Reasons
Choir 2000 (Histon and Impington)	Awarded an Arts Guarantee Against Loss Grant (AGAL05) of £500 towards the cost of bringing in a professional choirmaster and soloists to work with the community choir. The choir enhances the cultural life of the villages and of South Cambridgeshire.
Forward Gamlingay!	Awarded an Arts Project Grant of £248 (AP21) for a film night in Gamlingay using professional equipment from the ADeC film bank. The event will provide entertainment for all ages and residents in and around Gamlingay, and will extend usage of the Community Centre and provide an incentive for the formation of a Film Group.

Sawston Drama Festival

Awarded an Arts Guarantee Against Loss Grant (AGAL06) of £500 for the 40th Sawston Drama Festival, 17th – 19th March 2005. The Festival aims to attract audiences and participating groups of all ages from Sawston and the surrounding areas, and will provide the opportunity for groups to participate in three nights of competitive drama adjudicated by a professional member of the Guild of Drama Adjudicators.

SOUTH CAMBRIDGESHIRE DISTRICT COUNCIL

Notes of the Environmental Health Portfolio Holder
Meeting held on Thursday, 3 March 2005 at 10.00
a.m.

PRESENT: Councillor SGM Kindersley, Environmental Health Portfolio Holder

Councillors: Mrs DSK Spink MBE

Officers: Steve Hampson Housing and Environmental Services Director
Dale Robinson Chief Environmental Health Officer

Action

1. NOTES OF PREVIOUS MEETINGS

1 (a) 10 November 2004

1.1 Agreed as a correct record.

1 (b) 28 January 2005

1.2 Agreed as a correct record.

2. MATTERS ARISING AND ACTION POINTS

2 (a) 10 November 2004

2.1 **Footway Lighting** (Minute 2.1) – being progressed, response in CIP.

2.2 **Real Nappies** (Minute 3.1) – kits ordered and received at the Cambourne office.

2.3 **Hardwick Skateboard Park** (Minute 10.1) – resolution process nearly complete. The Local Member to be kept fully informed.

2 (b) 28 January 2005

2.4 No matters arising.

3. ENVIRONMENTAL HEALTH & PEST CONTROL CUSTOMER SATISFACTION SURVEY

3.1 A comprehensive customer satisfaction survey had been conducted, with one in four of people contacted responding. Overall satisfaction remained high at 89% and officers were investigating ways to improve on this target. BMG would be asked to clarify some questions where there was potential for confusion amongst respondents. A pest control communication strategy was underway to promote the service and to educate residents. Other authorities asked different questions on their surveys, so direct comparisons were difficult: comparisons were made instead with results from previous years. The Chief Environmental Health Officer would liaise with other Councils to see if some standard questions could be agreed.

DSR

3.2 The Portfolio Holder **AGREED** that:

(a) Where appropriate to do so, the findings of the survey would be

- implemented as part of the communication strategy for the Housing and Environmental Services Department; IG
- (b) The results of the survey would be publicised through appropriate means; IG
- (c) Areas of the survey which have highlighted weaknesses in the service would be targeted for further work to improve customer service standards; and IG / EHMT
- (d) For future surveys, thought would be given to increasing the number of services covered by the survey, particularly recycling and waste minimisation. IG / EHMT

4. **9 MONTHS PROGRESS REPORT - ENVIRONMENTAL HEALTH & WASTE MANAGEMENT SERVICE IMPROVEMENTS 2004/05**

- 4.1 **Development of Transactional Website** – IEG target R7 required a majority of Environmental Health services to be available for electronic delivery by 31 December 2005.
- 4.2 **Production of Private Sector Housing Renewal Strategy** – the policy was in draft but needed further work on strategy elements and the action plan.
- 4.3 **Partnership arrangements with Community Support Officers on the Removal of Abandoned Vehicles** – a draft bill was awaiting approval. The arrangements had been included in the CIP.
- 4.4 **Evaluation of Integrated Waste Collection System** – results were extremely positive. The next step was to increase the usage of green bins for kitchen food waste disposal.
- 4.5 **Implement Plastics Recycling Scheme** – the new banks had been largely successful.

5. **9 MONTHS PERFORMANCE REPORT - ENVIRONMENTAL HEALTH & WASTE MANAGEMENT PERFORMANCE INDICATORS 2004/05**

- 5.1 Staff Turnover / Vacancies had caused the majority of missed targets; steps had been taken to address this in coming years. For the most part, missed targets were within 2-3% of their goal.
- 5.2 **WM4 – Average time in days to remove fly tips** – the government would be introducing a new BV PI in the next year. The overall time had been reduced from 11 days several years ago to 1.5 days. The Portfolio Holder encouraged issuing a press release about this successful improvement, and to take legal advice about informing the media of the number of fixed penalty notices issued on fly-tippers. IG / PMQ
- 5.3 **BV62 – % of unfit private sector homes made fit or demolished** – the government was dropping this indicator.
- 5.4 In the coming year the government would introduce multiple indicators for many of the existing waste collection and recycling BV PIs.

6. **GOVERNMENT CONSULTATION - DRINKING RESPONSIBLY**

- 6.1 The Council's response had already been submitted to the Home Office and the Department for Culture, Media and Sport, subject to any

comments from the Portfolio Holder. The document formed part of the public health agenda. The Chief Environmental Health Officer would be discussing with the Head of Community Services and the Director of Public Health ways to take the Public Health agenda forward through the Local Strategic Partnership and its associated theme groups. The Portfolio Holder hoped that anything required of the Council arising from the consultation would be funded by charges the Council could levy, or by an increased government grant.

DSR

6.2 The Portfolio Holder **ENDORSED** the Council's response.

7. **TOBACCO CONTROL SMOKE FREE SOUTH CAMBRIDGESHIRE - SHOULD WE TAKE A LEAD?**

7.1 The Local Strategic Partnership would be leading on the Smoke-Free South Cambridgeshire issue through Local Public Service Agreements. The Portfolio Holder noted that this was a polarising issue but, from the statistics presented, the majority of people supported smoke-free areas. Public opinion about smoking in pubs and restaurants was changing as people acknowledged that these establishments were workplaces and that employees deserved smoke-free workplaces.

7.2 The Portfolio Holder **AGREED** to consult with stakeholders, including the public, with the aim of working towards a completely Smoke-Free South Cambridgeshire, including:

- (a) Public consultation in the summer edition of *South Cambs Magazine* asking for views and opinions on "Smoke-Free South Cambridgeshire";
- (b) Formation of a "Smoke-Free South Cambridgeshire" Task and Finish Advisory Group, with Member volunteers to be sought through the Councillors' Weekly Bulletin and appointed by Cabinet in April 2005, to gain a Member perspective and to outline a way forward, the recommendations of this Advisory Group to be considered at a special Scrutiny and Overview Committee meeting and Cabinet; and
- (c) An action plan to be produced based on all views.

IG

HA

DSR /
IG

8. **ENVIRONMENTAL HEALTH, LICENSING AND WASTE MANAGEMENT 2005/06 FEES AND CHARGES**

8.1 **Pet Shops – with exotic or dangerous wild animals** – the Portfolio Holder supported a greater increase in this licence fee to demonstrate the Council's commitment to discourage trade in such animals. The Chief Environmental Health Officer agreed to investigate the maximum possible increase.

GK

8.2 **Trade Refuse Charges** – a business plan was being produced.

8.3 **Other Fees and Charges** – officers were awaiting agreement of corporate Freedom of Information Act fees.

8.4 **Septic Tank Schedule of Rate** – a business plan was being produced as this service needed to become self-financing.

8.5 Subject to the licence fees for pet shops with exotic or dangerous wild animals, to which authority was delegated to the Chief Environmental Health Officer, the Portfolio Holder **AGREED** the proposed fees and

charges for licensing, services and training 2005/06.

9. REPORT BY CLLR JANE WILLIAMSON ON THE NATIONAL SOCIETY FOR CLEAN AIR ANNUAL GENERAL MEETING

9.1 Councillor Dr Williamson's report was **NOTED**.

10. ANY OTHER BUSINESS

10.1 **Implications of Capping** – Financial prudence in previous years left officers struggling to identify any areas where budget cuts or savings could be made without significant impact on services if the authority were capped.

The meeting ended at 11.30 a.m.
