

**COUNCILLORS' BULLETIN  
23 MARCH 2005**

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Cambridgeshire  
District Council**

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**COMMITTEE MEETINGS FROM:  
28 March 2005 to 1 April 2005**

**Contact**

<b>Mon 28 Mar</b>	Easter Monday – Council Offices Closed			
<b>Tue 29 Mar</b>				
<b>Wed 30 Mar</b>	2.30 pm	Joint Strategic Forum	Shire Hall	Michelle Rowe (County Council), 01223 717293
<b>Thu 31 Mar</b>	2 pm	Housing for Older People Advisory Group	Council Chamber	Holly Adams
<b>Fri 1 Apr</b>	2 pm	Housing Portfolio Holder	Monkfield Room	Christine Martin

**BOOST FOR ROAD SCHEMES IN CAMBRIDGESHIRE**

The Government has announced that the go-ahead and funding commitment has been given for a start of work on the £55m A428 **Caxton to Hardwick** improvement, which will provide a 4.8-mile (7.7km) dual carriageway and a major junction at Hardwick. Work is due to start in the autumn this year and it is understood it should be completed by Autumn 2007.

Public consultation for A14 improvements between Ellington and **Fen Ditton** will start on 30 March, with exhibitions to show the proposals to the public starting the following week. Views will be sought on two proposals.

The exhibitions will be held in Cambridge, Godmanchester and Huntingdon. Following this, the Highways Agency's Bendy Bus will visit villages in the area to give as many people as possible the opportunity to see the plans for the proposed improvement.

Locations, dates and times of the A14 exhibitions are as follows:

- Chesterton Sports Centre (Dance Studio), Gilbert Road, Cambridge on Monday 4 April until Wednesday 6 April from 12.00 noon to 8.00pm.
- Godmanchester Primary School, Godmanchester, Huntingdon on Thursday 7 April and Friday 8 April from 12.00 noon to 8.00pm and Saturday 9 April from 10.00am to 4.00pm.
- The Bendy Bus will visit **Girton, Milton**, Fenstanton, Brampton and **Bar Hill** during the week commencing 11 April.
- Huntingdon Marriott Hotel (Cambridge Room), Hinchingsbrooke Business Park, Huntingdon on Friday 22 April from 12.00 noon to 8.00pm and on Saturday 23 April from 10.00am until 4pm.

**INCREASED SECURITY FOR CAR PARK**

On Friday 18th March a security bollard was installed near the end of the car park barrier. It has been positioned so that it prevents unauthorised access.

This will mean that access will be possible only by use of an authorised proximity card. Please remember to have your card within easy reach before approaching the barrier.

Please do not tailgate the car in front under the raised barrier into the car park. The barrier is designed to lower after each vehicle has passed through. Damage may occur if a second car attempts to enter immediately behind the first without allowing the barrier to lower and rise again. The Council accepts no liability for any damage caused to a vehicle by the barrier descending.

If you forget your proximity card you will need to press the button near the card slot and identify yourself, via the intercom and camera, to the reception staff who will then raise the barrier for you.

## **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](mailto:holly.adams@scambs.gov.uk) before Monday 4 April. Cabinet will make appointments on 14 April 2005.

## **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 **Friday 1 April 2005 at 5 pm**. All decisions not called in by this date may be implemented on **Monday 4 April 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 COMMUNITY DEVELOPMENT PORTFOLIO HOLDER**

<b>Subject</b>	<b>Decision</b>	<b>Reasons</b>
Community Facility Grant: <b>Rampton</b> Parish Council	To award a maximum grant of £3,000 to Rampton Parish Council towards play equipment. (CF10)	The new equipment will enable the facility to be used for many years to come.
Community Facility Grant: <b>Comberton</b> Parish Council	To award a grant of £20,300 to Comberton Parish Council to purchase additional land on Comberton Recreation Ground. (CF11)	Additional land on the recreation ground will provide residents with the facilities to encourage the community to develop and grow.
Police Community Support Officers: <b>Cambourne</b>	To award a grant of £28,000 to fund a Police Community Support Officer (PCSO) in Cambourne for 2 years.	The need for a PCSO in Cambourne had been identified over 1 year ago.

## **DECISIONS MADE BY THE INFORMATION AND CUSTOMER SERVICES PORTFOLIO HOLDER**

<b>Subject</b>	<b>Decision</b>	<b>Reasons</b>
Provision of Ink Cartridges for Members	To limit the provision of ink cartridges to one per Member per Council year, new cartridges to be provided only upon return of empty cartridge for recycling.	Will encourage more efficient use of printers, promote recycling and will reduce any potential abuse of the provision. Members are advised to contact ITNET for advice on printing in draft or greyscale to reduce ink consumption, or to request hard copies from Democratic Services 24-48 hours before

		a meeting.
Fees and Charges in Respect of Sales of Agendas and Minutes	To maintain the present charging policy as authorised on 18 March 2002.	There has been no increase in paper or printing costs.
Fees and Charges in Respect of Electoral Registration	To maintain the present charging policy as authorised on 9 March 2004.	No change in costs.

#### DECISIONS MADE BY THE RESOURCES AND STAFFING PORTFOLIO HOLDER

Subject	Decision	Reasons
Trade Union Recognition	With effect from 1 April 2005: 1. To recognise the GMB 2. To adopt the Partnership Agreement for working with recognised trade unions.	As requested by GMB.  To assist the authority to meet its obligations under the Information and Consultation Regulations.
Employee Subsistence Allowances	To agree revised Employee Subsistence Allowances from 1 April 2005 and to agree the increase in sandwich allowances.	The Council's Policy is to adopt the formula-based allowances issued as guidance by the Regional Employers' Organisation since the removal of these allowances from the National Agreement in 1998.
Introduction of Council's Smoke-Free Policy	To introduce the revised Smoke-Free Policy.	Improvements to health and safety management.

#### DECISIONS MADE BY OFFICERS AND REPORTED FOR INFORMATION

##### Arts Development Officer

Applicant	Decision and Reasons
<b>Fulbourn</b> Primary School Parent Teacher Association	Awarded Arts Project Grant (AP01) of £750 towards the cost of engaging an artist to work with pupils from Fulbourn Primary School to create a totem pole that will be erected in the school grounds. The totem pole will form the culmination of a two-year project to transform the school grounds for the benefit of pupils, staff, parents and the wider community.
<b>Histon and Impington:</b> Choir 2000	Awarded Arts Project Grant (AP02) of £1,500 to support the performance of Rossini's 'Petite Messe Solennelle' in Histon Baptist Church with professional conductor and musicians. 90 members of the choir will benefit from the opportunity to learn new works and work with professional conductor and musicians. Over 400 local residents will attend the high quality concerts.
Philip Biggs Brass Festivals	Awarded Arts Project Grant (AP03) of £1,925 to support South Cambridgeshire Brass Day 2005. To engage over 700 people through schools visits, workshops, masterclasses and recitals, offering a chance to improve skills and performance, as well as to experience high quality brass performance.

## **SOUTH CAMBRIDGESHIRE DISTRICT COUNCIL**

At a meeting of the Resources and Staffing Portfolio Holder Meeting held on  
Monday, 21 February 2005

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

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

Councillor Mrs EM Heazell was in attendance for Item 9.

### **1. APOLOGIES FOR ABSENCE**

1.1 No Apologies for absence were received.

### **2. MINUTES OF MEETING HELD ON 18TH JANUARY 2005**

2.1 The Minutes of the meeting held on 18<sup>th</sup> January 2005 were agreed as a correct record.

### **3. MATTERS ARISING**

3.1 Minute 11 – Cheque Fraud – GJH reported that the bank had reimbursed the remaining payment due in respect of the recent cheque fraud.

### **4. REVENUE COLLECTION STATISTICS AS AT 31 JANUARY 2005**

4.1 The Portfolio Holder noted the information regarding the Revenue Collection statistics for the period ending 31<sup>st</sup> January 2005.

### **5. PERFORMANCE INDICATOR - UNDISPUTED INVOICES PAID WITHIN 30 DAYS**

5.1 The Portfolio Holder noted that a total of 165 invoices had failed to meet the 30 days target. Assurances were given that Sheltered Housing had now addressed the problem and the resultant improvement would be shown in the February figures.

### **6. TRADE UNION RECOGNITION**

6.1 The Portfolio Holder noted that Management Team would be considering at its next meeting, the recognition of the General Municipal Boilermakers Trade Union (GMB) as a Trade Union and the adoption of a Partnership Agreement for working with recognised trade unions.

### **7. APPROVAL OF PRECAUTIONARY ITEMS**

7.1 The Resources and Staffing Portfolio Holder approved the following precautionary items of expenditure to be met from reserves for use in the period 2004/05:

- Planning – Legal costs of £100,000
- Planning – Local Inquiry of £139,000

### **8. EXTERNAL LOUVRES**

8.1 The results of the thermal modelling conducted by Faber Maunsell on the various options were considered. It was reported that building regulation approval would be required for the work proposed. Having considered the seven available options, the

Portfolio Holder agreed that the 5<sup>th</sup> and 6<sup>th</sup> rows of louvres on each floor be removed, leaving 5 motorised louvres per floor. The remedial work would commence in June, subject to further evidence of the total cost and building regulation approval.

## **9. RATE RELIEF**

- 9.1 Discussion took place concerning the eligibility of a Public House for Rural Rate Relief under the Council's scheme. The local Member supported the landlord's application, notwithstanding that there was another licensed premise on the outskirts of the village and argued that it was in the interests of the villagers that the Public House continued to trade. GJH explained that the associated regulations stated that Mandatory Rural Rate Relief could only be awarded in the situation where there is only one justices on-licence in force in the particular rural settlement. As this condition was not satisfied, Mandatory Rural Rate Relief was not applicable; however the landlord had been informed of the process to follow to make an application for discretionary Rural Rate Relief.

## **10. FEN DITTON PARISH COUNCIL**

- 10.1 A dispute in which Fen Ditton Parish Council was involved, concerning the ownership of a piece of land, had been discussed by the former General Purposes Committee in May 2000. The District Council had previously agreed to indemnify the Parish Council in respect of legal costs, should legal proceedings prove unsuccessful. The dispute was subsequently settled out of court, however substantial legal fees had been incurred by the Parish Council.
- 10.2 The General Purposes Committee at its meeting in May 2000 agreed *inter alia* 'to provide an amount not exceeding £5000 towards future negotiations to settle the matter....'. The Parish Council had written to the Resources and Staffing Portfolio Holder to consider this compensation as originally agreed.
- 10.3 It was reported that a sum of £5000 had been accrued against the above eventuality in the final accounts of the Authority. The Portfolio Holder therefore agreed that, subject to the provision of evidence from the Parish Council of the costs incurred in respect of land by The Barn, Green Road, Fen Ditton, that Fen Ditton Parish Council be awarded a sum not exceeding £5,000.

## **11. EARLY RETIREMENT APPLICATION**

- 11.1 The Portfolio considered an application for early retirement on compassionate grounds; the request was refused as it was contrary to Council policy.
- 11.2 The Portfolio Holder also requested a report on the staff absent due to long-term sickness and the proposed course of action.

## **12. SERVICE PLANS**

- 12.1 The Portfolio Holder considered the Service Plans for 2005/06 and commented as follows:
- (a) HR and Payroll – insert at 2b – A proposal was put forward but was not supported by Members.
  - (b) Facilities Management – contents noted
  - (c) Accountancy – contents noted
  - (d) Legal Services and Landcharges – it was noted that the proposed Landcharges software would be funded from the increase in cost of searches. GJH was requested to raise at the next meeting of the Information and Customers Services Portfolio Holder meeting, that the necessary software would be in place to enable

on-line land charge applications by December 2005.

- (e) Revenue Collection and Benefits – contents noted
- (f) Policy and Performance – insert at xiii – Contact neighbouring councils to explore the possibility of a joint application *to the ODPM* and project to gain resources for Capacity Building

12.2 In conclusion, the Portfolio Holder endorsed the contents of the Service Plans and requested that a short report be presented to Cabinet that all Portfolio Holders had considered the Service Plans for their remit and the plans be made available for inspection by any Member.

### **13. FORWARD PROGRAMME - MARCH TO JUNE 2005**

13.1 The contents of the Forward Programme were noted. It was also noted that the Medium Term Financial Strategy would be considered by Cabinet at its meeting on 10<sup>th</sup> March 2005.

### **14. ACCOMMODATION**

14.1 See separate sheet.

### **15. ANY OTHER BUSINESS**

#### *Car Parking*

15.1 It was reported that the Business Park would be initiating wheel clamping in the near future in respect of unauthorised car parking in and around the civic centre. A warning to Members and staff would be issued in the Weekly Bulletin and the 'Pinks'.

### **16. DATES FOR FUTURE MEETINGS**

16.1 The dates for future meetings were agreed as follows:

22<sup>nd</sup> March 2005 at 9am

26<sup>th</sup> April 2005 at 9am

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**The Meeting ended at 12.50 p.m.**

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<b>FAULT</b>	<b>ACTION</b>	<b>UPDATE</b>
<b>HEARING LOOPS</b> Intermittent Fault	Reported to Bill Taylor on 8 <sup>th</sup> March	
<b>ROAD SIGN</b>	County Council are considering most appropriate location. The cost will be approx. £300.	Spoke with David Lines (CCC Highways) 4 <sup>th</sup> Feb. Cost will be approx £500. Cannot yet confirm date of installation.
<b>RAIN SUPPRESSANT</b>	Price now agreed. Work to be completed within 2 months.	David Enticknap (Development Securities) advised JSB that the spec has been approved; Env Health have raised some queries on the technical data, which were forwarded to AYH on 4 <sup>th</sup> Feb. Once cleared, SCDC to confirm acceptance or otherwise. Installation 10 weeks from order.
<b>HEATING IN COUNCIL CHAMBER</b>	To be monitored.	BMS has been adjusted to stop fresh air over supply in winter mode. One damper found to be stuck. Further adjustments/alterations to be carried out early w/c 21 <sup>st</sup> Feb. Monitoring continues.
<b>HEATING IN HOUSING DEPT</b>	Continued complaints from staff being too cold.	
<b>LIFTS</b>	All problems now resolved	Public lift out of order 2 <sup>nd</sup> Feb. Engineer on site 3 <sup>rd</sup> and 4 <sup>th</sup> Feb. Now working properly.
<b>SINKS</b>	Sink in First Floor Ladies to be replaced by 4 <sup>th</sup> February	Dev Sec have instructed McAlpines to do these – no timescale for this yet.
<b>CATERING EQUIPMENT</b>	McAlpines have agreed to install a commercial dishwasher and fridge/freezer. <b>WT to indicate a timescale for completion</b>	Following meeting between David Enticknap and JSB, issues need to be addressed with Env Health before drawer unit and dishwasher can be installed.
<b>GREENWAY PLANTING</b>	Still not completed. <b>WT to chase</b>	Work in progress.
<b>MEZZANINE</b>	Remote control not yet received. Provision of data points to be chased.	Shepherd Engineering to supply remote control.
<b>MEZZANINE &amp; COUNCIL CHAMBER</b>	Manual over-ride for lights required.	McAlpines informed that data points should have been installed; Dev Sec obtaining a quote.
<b>SUN GLARE</b>	Problem raised with Wrenbridge and Development Securities, solution awaited.	Plan indicating all affected windows given to McAlpines by J.Garnham on 26 <sup>th</sup> Jan. Dev Secs looking at film on top windows and motorised blinds on frontages.
<b>DISABLED ACCESS</b>	Still a problem, to be reported to McAlpines. <b>WT to action</b>	The motor is on its strongest setting. Reception and Caretakers are monitoring any instances of continued difficulty. Dev Secs are discussing motors with the manufacturer and are considering a screen; on this latter, AYH to request



		Auketts (architect) to consider.
<b>SOLAR LOUVRES</b>	Results of the modelling still outstanding. (were expected in November)	See separate report.
<b>HANDOVER OF BUILDING</b>	No payment to be made until snagging issues resolved, however is likely to be in this financial year.	
<b>SECURITY COSTS</b>	Wrenbridge not yet billed. <b>JG to action</b>	John Garnham to action.
<b>PAINTING OF CENTRAL CORE ON EACH FLOOR</b>	Green on ground and second floors Blue on first floor	
<b>BALUSTRADE SOLUTION</b>	Bill Taylor to take over from John Garnham.	Quotes are being obtained and will be considered by MT at its meeting on 21 <sup>st</sup> March.
<b>PICTURES IN LEADER'S OFFICE</b>	4 pictures require hanging	
<b>CAR PARKING</b>	Business Park have informed the Council that unauthorised parking in the Civic Square and surrounding area will result in cars being clamped from March onwards (actual date to be confirmed).	Members and staff to be notified of proposed clamping via Weekly Bulletin and Pinks
<b>RECREATION ROOM</b>	Room to be cleared of all furniture and IT equipment as soon as possible.	Items remaining are ICT equip (being dealt with by S.Rayment) and sports equip (being dealt with by S.McIntosh)
<b>CCTV EQUIPMENT</b>	To be removed from the Caretaker's office to the Reception area.	Reception can now monitor cameras from reception desk. S.Rayment has issued a work request form to enable Reception to lock/unlock doors via the system.
<b>ENTRY/EXIT SECURITY SWITCH</b>	Investigate alternative methods of entry/exit to the Reception area.	No action unless the Safety Committee make firm proposals