

**COUNCILLORS' BULLETIN  
8 JUNE 2005**

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Cambridgeshire  
District Council**

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**COMMITTEE MEETINGS FROM:  
13 June to 17 June 2005**

				<b>Contact</b>
<b>Mon 13 Jun</b>	2 pm	Waste Management Advisory Group	Monkfield Room	Katrina Perry
<b>Tue 14 Jun</b>	10 am	Development & Conservation Control Sub-Committee	Council Chamber	Ian Senior
<b>Wed 15 Jun</b>				
<b>Thu 16 Jun</b>	2 pm	Scrutiny and Overview Committee	Council Chamber	Patrick Adams
<b>Fri 17 Jun</b>				

**MEMBERS' ALLOWANCES PAID 2004/05**

Appended to the Weekly Bulletin are the allowances and expenses paid from 1 April 2004 to 31 March 2005. The Allowance Scheme permits claims to be made up to one month after the end of the financial year, so claims were still being received up to the end of April 2005; the last of these claims was paid in May 2005 and the complete payment information can now be published. This information has also been published in the Library section of modern.gov on the intranet and public website. The table also includes allowances paid to independent and Parish Council members of the Standards Committee and to the Independent Panel on Members' Allowances.

**NAMING OF LAMBERT LAKE AT CAMBOURNE**

Gerry Lambert was the Council's first Community Development Officer who worked in Cambourne helping establish the early community. As part of the Community Services Team she developed a number of excellent initiatives at Cambourne and worked with real enthusiasm and dedication with residents and other professionals alike. She is remembered fondly by all those she worked with.

Sadly, Gerry died just before Christmas following an 18-month battle against breast cancer.

In acknowledgement of the impact she had on Cambourne and on colleagues, the developers at Cambourne have decided to name a lake after her. This is happening on Friday 10<sup>th</sup> June at 2.30 p.m. The lake in question is located just off the business park roundabout; next to the hump back bridge leading towards Morrisons and the Belfry Hotel. The lake will be named Lambert Lake.

Staff and Members who worked with Gerry are welcome to attend this ceremony.

**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 15 June 2005 at 5 pm**. All decisions not called in by this date may be implemented on **Thursday 16 June 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 HOUSING PORTFOLIO HOLDER**

<b>Subject</b>	<b>Decision and Reasons</b>
National Asylum Support Service Accommodation Strategy 2005	Stating a preference for Option 1 in the report (continued dispersal to the three cluster areas of Ipswich, Norwich and Peterborough), endorsed the Council's draft response to the East of England Regional Assembly.
Sheltered Housing Service: Agreement with Invicta Telecare Control Centre	Agreed to renew the contract for another two years.

Vehicular Right of Way, 8 Princes Close, Balsham	Subject to the realignment of the proposed driveway, construction to the Council's specification, maintenance by the grantee, and to valuation, agreed to grant vehicular access over Council verge to 8 Princes Close, Balsham, on condition that vehicles are not parked on the crossover nor on the remainder of the grassed area.
Vehicular Right of Way: 43 Cambridge Road, Fulbourn	Deferred pending advice from the Head of Legal Services, and comments from the Director of Development Services and Local Highways Authority.

<b>Applicant</b>	<b>Decision</b>
Mr H & Miss Q (Reference S/05/036)	Agreed a transfer to accommodation suitable for the needs of their family.

#### **DECISION MADE BY THE RESOURCES AND STAFFING PORTFOLIO HOLDER**

<b>Subject</b>	<b>Decision</b>	<b>Reasons</b>
Training and Development Policy	To endorse the new Training and Development Policy and associated paperwork.	The policy provides a structure that links with the appraisal process and corporate and ICT training programmes and clarifies the process surrounding the administration of training.

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

##### **Conservation Manager**

<b>Applicant</b>	<b>Decision and Reasons</b>
Mr & Mrs R White, Flendyshe House, 1 Ludlow Lane, <b>Fulbourn</b>	Historic Building Grant (G/35/04) of £4,274 (25%) awarded towards the cost of re-roofing of the rear roof slopes using salvaged pegtiles and new Cambridgeshire gault clay pegtiles from Burwell.
Mrs C Roberts, 16 Stonebridge Lane, <b>Fulbourn</b>	Historic Building Grant (G/1/05) of £2,850 (20%) awarded towards the cost of rethatching the front roof slope in longstraw and repairing the rear slope in water reed.

## **SOUTH CAMBRIDGESHIRE DISTRICT COUNCIL**

At a meeting of the Conservation Advisory Group held on  
Wednesday, 27 April 2005 at 10.00 a.m.

PRESENT: Councillor SJ Agnew – Chairman  
Councillor NN Cathcart – Vice-Chairman

Councillors: Mrs A Elsby Mrs CA Hunt  
RJ Turner Dr JR Williamson

and Councillors Mrs JM Healey (Conservation, Sustainability & Community Planning Portfolio Holder) and Dr JPR Orme (Chairman, Development and Conservation Control Committee).

Councillor Mrs DSK Spink MBE (Leader of the Council) was in attendance, by invitation.

Apologies for absence were received from Councillor RF Bryant (Chairman of the Council), Councillor JH Stewart and Councillor NIC Wright (Vice-Chairman, Development and Conservation Control Committee).

### **1. DECLARATIONS OF INTEREST**

Councillor SJ Agnew declared a personal interest by virtue of his working relationship with the Green Belt Project.

Councillor Dr. J Williamson declared a personal interest as a Member of the Wildlife Trust.

### **2. MINUTES OF PREVIOUS MEETING**

The Conservation Advisory Group authorised the Chairman to sign, as a correct record, the Minutes of the meeting held on 9<sup>th</sup> March 2005.

In connection with Minute no. 8 (Confirmation of English Heritage support to arrest deterioration of the redundant church of St. Denis, East Hatley and proposed action), the Conservation Manager said that the Council would be inviting tenders imminently, and that he envisaged presenting a report to Cabinet in June. It was not yet clear to what extent the grant would meet the costs involved, but the report would focus on the benefits to the District Council of relieving it of an ongoing maintenance requirement, and to the district as a whole of enhancing a local wildlife site. The Conservation, Sustainability and Community Planning Portfolio Holder said that the Council had already identified a budget for this purpose, and the Conservation Manager added that Hatley Parish Council had agreed to contribute financially as well. The only question still outstanding was that of a future use for the building.

### **3. CAMBRIDGE GREEN BELT PROJECT - 2005/06**

The Conservation Advisory Group considered a report on the work of the Cambridge Green Belt Project (GBP) and South Cambridgeshire District Council's future commitment and support for the project at a level equivalent to the current level of funding.

Naomi Brookes (GBP Manager) made a presentation to Members.

The Ecology Officer reported that the Council had varied the way in which it maintains awarded watercourses as a direct result of work carried out by the GBP in connection with water voles.

In response to a question from the Conservation, Sustainability and Community Planning Portfolio Holder, the GBP Manager explained that Cambridgeshire County Council had recently re-evaluated the way in which it wanted to continue funding the Project. This amounted to payment for work done as opposed to a flat-rate grant, and much of this work would be in connection with the County Council's own Grounds Maintenance needs. A Member expressed disappointment that the County Council and Cambridge City Council made such small grants compared to that from this Council, but the GBP Manager pointed out that the City Council did fund an equivalent Project in Cambridge.

Members acknowledged the major contribution that the GBP was able to make to the District, and the Chairman remarked that continued financial support from the Council would assist the GBP in securing additional funding from elsewhere, and in raising further funds privately.

Members would welcome the opportunity to visit sites benefiting from work by the GBP, in due course.

The Conservation Advisory Group **RECOMMENDED** that the Conservation, Sustainability and Community Planning Portfolio Holder confirms support for the current work of the Cambridge Green Belt Project, the level of grant funding of £11,000 for 2005/06 and, subject to resource availability, the equivalent level of current funding in 2006-07.

#### 4. **CONSERVATION AREAS - BEST VALUE PERFORMANCE INDICATORS**

The Conservation Advisory Group considered a report on the implications for South Cambridgeshire District Council of the new Best Value Performance Indicators for Conservation Areas (BV PIs) set by the Office of the Deputy Prime Minister (ODPM) and the appropriate level of resource commitment to achieve the new targets.

The Conservation Area and Design Officer referred to the programme for producing Conservation Area Appraisals, which had commenced with villages most affected by Northstowe and would then focus on those villages impacted upon by Cambridge East and the Cambridge Southern Fringe. Later on, the programme would concentrate on Rural Growth Villages, followed by Group Villages, before concluding with Infill Only villages. Appraisals had been published recently for Longstanton, Oakington and Westwick, as had the proposal for Rampton. The next set of appraisals would cover Fen Ditton, Horningsea, Teversham, and Swavesey, the latter likely to be affected by the proposed Guided Bus scheme. South Cambridgeshire currently had 83 Conservation Areas, and to prepare Appraisals for all of them within a five year time frame would require 16 new appraisals to be prepared each year. The Conservation Area and Design Officer commented that there was a balance to be struck between increasing the total number of Appraisals, and updating existing ones. Given available resources, it was considered most sensible for the District Council to concentrate on achieving a year on year improvement in the overall percentage of Conservation Areas with up-to-date appraisals.

The Conservation, Sustainability and Community Planning Portfolio Holder congratulated the Conservation Area and Design Officer for the quality of work achieved in relation to Conservation Area Appraisals, and stressed that quality was far more important than the actual number of appraisals.

The Conservation Area and Design Officer said that, should the Council succeed in obtaining an enhanced Planning Delivery Grant, there might be an opportunity to appoint consultants with a view to carrying out more Appraisals.

The Conservation Advisory Group **RECOMMENDED** that the Conservation, Sustainability and Community Planning Portfolio Holder sets a modest target for year on year improvements in the percentage of Conservation Areas with both up-to-date character

appraisals and management proposals, such that the work can be carried out by the existing staff within the Conservation Section, supplemented by additional resources allocated from Planning Delivery Grant in 2006/07, if appropriate and available.

## 5. SOUTH CAMBRIDGESHIRE DISTRICT COUNCIL BIODIVERSITY STRATEGY

The Conservation Advisory Group noted a report on progress being made in preparing the South Cambridgeshire Biodiversity Strategy.

The Ecology Officer circulated copies of the Internal Draft Consultation document dated 25<sup>th</sup> April 2005.

A Member commented that the Strategy would play an essential part in the Council's negotiations with developers.

Members discussed the draft generally, and agreed that the inclusion of cross-references in paragraph 1 (Biodiversity Statements) would enhance the document's ease of use. They congratulated the Ecology Officer for his efforts to date in developing the Council's Biodiversity Strategy.

The Ecology Officer outlined the process to be followed in order to secure adoption of the Strategy as a Supplementary Planning Document under the Local Development Framework.

The Conservation Advisory Group **RECOMMENDED** that the Conservation, Sustainability and Community Planning Portfolio Holder support adoption of the presented draft "policy statements" as the fundamental basis for the Biodiversity Strategy to enable the strategy to be progressed towards the consultation stage.

## 6. SOUTH CAMBS. NATURAL HERITAGE AWARDS 2004/05

The Conservation Manager made a PowerPoint presentation of the schemes submitted under the South Cambridgeshire Natural Heritage Awards scheme 2004-05 for consideration and confirmation of awards by Members. He highlighted paragraph 6 of the report included with the agenda, setting out the various criteria for assessment, which were as follows :

1. Projects that contribute to sustainability by enhancing & protecting biodiversity & landscape quality.
2. Projects that recognise, celebrate and enhance village life.
3. Projects that encourage best practice in the delivery of countryside access and enhancement.
4. Projects that facilitate further partnership initiatives.
5. Projects that help the integration of development into rural landscapes.

Members had undertaken site inspections of the submitted schemes on 13<sup>th</sup> April 2005 and confirmed the following:

### **Hinxton Wetland Project.**

Entrant : Dr. P. Towlson, Welcome Trust.

**Natural Heritage Award - *Large scheme*** - for the achievement of excellence in biodiversity enhancement and conservation of natural heritage.

### **White Ponds, Steeple Morden.**

Entrant : Steeple Morden Parish Council

**Natural Heritage Award - *Small scheme*** - for the achievement of excellence in biodiversity enhancement and conservation of natural heritage.

**Harston Mill.**

Entrant : The Generics Group

**Highly Commended - Large scheme** - for a high standard of achievement in biodiversity enhancement and conservation of natural heritage.

**Lolworth Meadow.**

Entrant : Mr Horsford.

**Highly Commended - Small scheme** - for a high standard of achievement in biodiversity enhancement and conservation of natural heritage.

**Little Shelford Riverside Walk.**

Entrant : Little Shelford Parish Council

**Commended** - for achievement in biodiversity and conservation of natural heritage.

**Ruddery Pit, Guilden Morden.**

Entrant : Mr J. Dellar.

**Commended** - for achievement in biodiversity and conservation of natural heritage

**Tween Towns Woods.**

Entrant : Guilden Morden & Steeple Morden Parish Councils.

**Commended** - for achievement in biodiversity and conservation of natural heritage

Members discussed arrangements for a formal Awards evening on either 28<sup>th</sup> June or 12<sup>th</sup> July 2005.

**7. SOUTH CAMBS. BUILT HERITAGE AWARD SCHEME - 2005/06**

The Conservation Manager presented a report on the proposed launch of the 2005-06 conservation award scheme, which would focus on achievements in the preservation and enhancement of the built heritage.

He informed Members that the deadline for entries was 19<sup>th</sup> August 2005, and suggested a timetable leading to an awards ceremony.

The Vice-Chairman, referring to paragraph 5 of the report, highlighted the danger of sending out the wrong message. Accordingly, point (c) should mention the importance of preservation as well.

The Conservation Advisory Group supported the launch of the South Cambridgeshire.Built Heritage Awards 2005-06, as described in the report, and **RECOMMENDED** that the Conservation, Sustainability and Community Planning Portfolio Holder authorise the allocation of appropriate funding to facilitate the promotion, consideration and presentation of the various awards.

**8. DATE OF THE NEXT MEETING**

Members noted that the next meeting of the Conservation Advisory Group would be held on Wednesday 8<sup>th</sup> June 2005, starting at 10.00am.

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**The Meeting ended at 1.05 p.m.**

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## SOUTH CAMBRIDGESHIRE DISTRICT COUNCIL

At a meeting of the Resources and Staffing Portfolio Holder Meeting held on  
Tuesday, 24 May 2005

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

Officers: Greg Harlock Finance and Resources Director

Deborah Pearson, HR Manager was in attendance for items 7,8 and 11.

### 9. APOLOGIES FOR ABSENCE

1.1 An apology for absence was received from John Ballantyne.

### 10. MINUTES OF LAST MEETING

2.1 The Minutes of the meeting held on 26 April 2005 were agreed as a correct record.

### 11. MATTERS ARISING

3.1 Minute 13.1 – Redirection of Resources – It was confirmed that an item concerning the redirection of resources would be included in the report relating to the Policy and Financial Review 2006-07. The report was due to be considered by Cabinet on 14 July with a progress report to be considered by Cabinet on 13 October 2005 (subject to the outcome of the Capping of the Council's Council Tax).

### 12. REQUEST FOR HARDSHIP RELIEF

4.1 An application (reference 3030104471) had been made to the Council for the award of Hardship Relief against payment of Non-Domestic Rates, for the financial years 2004/05 and 2005/06. The Portfolio Holder, having considered the supporting evidence enclosed with the application, **REFUSED**

(1) the application for hardship relief for 2004/05 for the following reasons:

- (a) The ratepayer has not demonstrated financial hardship. To the contrary the accounts show the business is profitable and improving.
- (b) The rates charge is just 1.4% of turnover and it is highly unlikely that the award of relief will influence the financial viability of the company.
- (c) The business is a commercial enterprise and as such can expect to have to compete in the commercial sector. It would not be appropriate for the Council to give preference to one commercial enterprise unless there were compelling reasons to demonstrate that the business was essential to the local community and contributed to the Council's Corporate Objectives. Whilst accepting that the business may be of benefit to some members of the local community the ratepayer has not demonstrated that the business is essential.
- (d) There would be no positive outcome for Council Taxpayers if relief were awarded.

(2) the application for hardship relief for 2005/06 for the following reason:

- (a) The Council cannot predict the trading climate for the financial year and therefore cannot make a reasoned judgement on whether the business will suffer hardship.



### **13. QUARTERLY MONITORING REPORT**

5.1 The Portfolio Holder had no further comments to make on the Quarterly Monitoring report that had been considered by Cabinet at its meeting on 12 May 2005.

### **14. NATIONAL JOINT COUNCIL - CAR ALLOWANCES 2005/06**

6.1 The Portfolio Holder noted the NJC Car Allowances rates for 2005/06, effective from 1 April 2005.

### **15. TRAINING AND DEVELOPMENT POLICY**

7.1 The Training and Development Policy provides a structure that links with the appraisal process, and the corporate training and ICT programmes and clarifies the processes surrounding the administration of training. Having considered the documents attached to the covering report, the Portfolio Holder approved the Training and Development Policy.

### **16. BULLYING AND HARASSMENT POLICY**

8.1 The Bullying and Harassment policy had been revised to ensure it was in line with current legislation, was clear to follow and linked with all other related HR policies. The revised policy resulted in a less formal complaint and investigation procedure than the existing policy. Training would be compulsory for all employees. The Portfolio Holder,

**AGREED** that the revised Bullying and Harassment policy and procedure be adopted and,

**SUPPORTED** the Management Team view that training should be compulsory for all employees and suggested that this should include those Members who may be involved in disciplinary appeals.

### **17. FUEL REIMBURSEMENT FOR CONTRACT HIRE USERS**

9.1 The Portfolio Holder reviewed the fuel reimbursement for Contract Hire users and having noted that there had been no increase in fuel costs,

#### **AGREED**

(a) the continuation of the mileage rate for Contract Hire users of 12.2p per mile with effect from 1 April 2005, and

(b) that, subject to consultation with the Unions, the assumed average miles per gallon performance figure used to determine the mileage rate, be increased from 30 to 40 miles per gallon in line with modern car performance, with effect from 1 April 2006.

### **18. PROCEDURE FOR APPROVAL OF RECRUITMENT TO VACANT POSTS**

10.1 The Portfolio Holder considered and agreed the proforma concerning authority by him to advertise vacant posts.

10.2 Consideration was then given to the appointment of two posts in the Chief Executive's department and one in Development Services and although sympathetic to the situation, particularly noting outside pressures, the Portfolio Holder **REFUSED** the requests in all three cases pending the outcome of any Government decision in relation to the capping of the Council Tax.

## **19. WORKFORCE PLAN**

- 11.1 Consideration was given to a draft version of the Workforce Plan prior to the preparation of a final plan to be considered by Cabinet. The Plan was a requirement of the Office of the Deputy Prime Minister and would replace the former HR Strategy. All Directors had been interviewed and areas that required further development, together with issues from the staff survey were included. Managers would be consulted about future staffing requirements.
- 11.2 The Action Plan accompanying the report was considered and the following issues were raised:
- The National Graduate Development programme (A3) had been put on hold as a result of Council Tax capping
  - Project Plan to apply a co-ordinated approach (A8) – were the timescales realistic? **DP to liaise with PS**
  - Investors in People Status (IIP) (A35) timescale of achievement changed to 2008/09? **DP to liaise with PS**

Subject to the issues raised above, the Portfolio Holder **recommended** the Workforce Plan to Cabinet at its meeting in June.

## **20. CATERING SERVICE - ORAL REPORT**

- 12.1 The Portfolio Holder was informed that the Information and Customer Services Portfolio Holder had imposed a limit of £3.50 on the amount to be spent per head on provision of refreshments for Members. The Portfolio Holder suggested that all costs relating to the provision of catering be considered at the next meeting of the Cabinet and Management Team on savings to be made in preparation for any adverse decision on Capping.

## **21. TRAVEL FOR WORK PLAN**

- 13.1 The Annual Review of the Council's Travel for Work Plan was presented to the Portfolio Holder for information; the contents were noted.
- 13.2 In order to alleviate parking pressures in the Cambourne car park, the Portfolio Holder requested that staff, in appropriate circumstances, do not mention that on site parking is available but instead, include with any associated paperwork, maps highlighting the availability of public car parks in Cambourne.

## **22. CAMBRIDGE OFFICE - ORAL UPDATE**

- 14.1 The Portfolio Holder noted the current situation regarding the Cambridge Office.

## **23. FORWARD PROGRAMME JUNE TO SEPTEMBER 2005**

- 15.1 The contents of the Forward Programme from 1 June 2005 were noted.

## **24. ACCOMMODATION (STANDING ITEM)**

- 16.1 The Portfolio Holder noted that the Air Conditioning Plant in the ICT Communications Room had recently malfunctioned causing the room to overheat. An engineer had been called and work carried out, however the system remained faulty. The Developers had been contacted with a request that their consultants and engineers investigate the matter further. The Portfolio Holder noted that a report on the situation would be included in the agenda for the next meeting of Cabinet.

16.2 See also appended snagging list.

**25. ANY OTHER BUSINESS**

17.1 None.

**26. DATE OF NEXT MEETING**

18.1 The next meeting will be held on 21 June 2005 at 2:30pm.

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**Appendix**

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**The Meeting ended at 11.15 a.m.**

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<b>FAULT</b>	<b>ACTION</b>	<b>UPDATED 19 May 2005</b>
<b>HEARING LOOPS</b> Intermittent Fault		To be monitored.
<b>ROAD SIGN</b>	County Council are considering most appropriate location. The cost will be approx. £500.	Spoke with David Lines (CCC Highways) 11 <sup>th</sup> May. Cost will be approx £500. Estimated installation by end May. Name may need to be abbreviated and SCDC will be asked to approve abbreviation if this is the case.
<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 more queries on the technical data, which will be forwarded to AYH. Once cleared, SCDC to confirm acceptance or otherwise. Installation 10 weeks from order.
<b>HEATING IN COUNCIL CHAMBER</b>	To be monitored.	A thermograph has been used to make a continuous recording of the Chamber temperature over a period of 8 days. The temperature remained between 19 & 22 degrees C from day 1 to day 7 and between 19 & 21 from day 8 to day 14.
<b>HEATING IN HOUSING DEPT</b>	Continued complaints from staff being too cold.	Monitoring instruments are presently recording temperatures in those offices reported as being cold.  Defects proformas had been issued for heating in Chamber, Mezzanine, some peripheral offices and trench heating in some areas. We are still awaiting formal responses re these. Queries were also raised re heating on Ground Floor East and areas on the first and second floors near to the "street". We are still awaiting replies to these.
<b>CATERING EQUIPMENT</b>	McAlpines have agreed to install a commercial dishwasher and fridge/freezer. WT to indicate a timescale for completion	Following meeting between David Enticknap and JSB, issues need to be addressed with Env Health before drawer unit and dishwasher can be installed. Env Health have recommended several alterations to the kitchen area. A start date for this work is to be confirmed.

<b>GREENWAY PLANTING</b>	Still not completed. WT to chase	Greenway work completed 11 <sup>th</sup> March, but some finishing off required to SCDC site. Lesley Dickinson (Landscape Design Officer) wrote to Aukett 17.05.05 to chase outstanding replacement planting.
<b>MEZZANINE</b>	Remote control not yet received. Provision of data points to be chased.	Shepherd Engineering to supply remote control. McAlpines informed that data points should have been installed. Installation due 23 <sup>rd</sup> May.
<b>MEZZANINE &amp; COUNCIL CHAMBER</b>	Manual over-ride for lights required.	Other quotes being sought for this work.
<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. Proposal agreed at meeting 15 <sup>th</sup> Mar.
<b>DISABLED ACCESS</b>	Still a problem, to be reported to McAlpines. WT to action	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. There are still concerns over H&S etc issues if a stronger closer is fitted, so Dev Secs are still investigating options.
<b>SOLAR LOUVRES</b>		There would be 2 x 2 weeks period of trial in June; one where the louvres would be locked on the horizontal position and another where movement would be limited to 30°.
<b>HANDOVER OF BUILDING</b>	No payment to be made until snagging issues resolved, however is likely to be in this financial year.	A substantial crack has appeared in the doorway of the Council Chamber.
<b>SECURITY COSTS</b>	Wrenbridge not yet billed.	John Garnham has actioned.
<b>BALLUSTRADE SOLUTION</b>	Bill Taylor to take over from John Garnham.	Quote from Specials Lighting Design Ltd (suppliers of existing perforated panels between floor plates) £21,072 for matching perforated in-fills. Quote from McMann Interiors Ltd £20,000 but will not carry out the work until confirmation from Design A Glass Ltd (original glass supplier) that glass conforms to all necessary standards. McAlpines asked to pursue this

		<p>issue asap.</p> <p>Estimate received from Fenfast Ltd and prototype mesh panels made and tested. Some adjustments to be made to allow for the non-uniform angles of the glass. Cost will be less than £5,000 inclusive of weekend fitting. Completion expected by end May. In-fill panels have arrived and we await written confirmation re suitability of glass before these are fitted.</p>
<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 (actual date to be confirmed).	Awaiting progress report of the Travel for Work plan.
<b>RECREATION ROOM</b>	Room to be cleared of all furniture and IT equipment as soon as possible.	Only sports equip now remaining. S.McIntosh to purchase metal storage container to be sited in cycle shed. Dimensions 12'x6'x8' cost £2,913. Installation will involve modifying cycle shed. Jane Thompson awaits confirmation that the container will arrive within the next two weeks.

<b>Councillor:</b>	<b>Total Basic Allowance:</b>	<b>Total Special Responsibilities Allowance:</b>	<b>Attendance Allowance:</b>	<b>Childcare or Dependence Allowance:</b>	<b>Travel Allowance:</b>	<b>Subsistence Allowance:</b>	<b>TOTAL</b>	<b>Notes:</b>
AGNEW, SJ	£4,137.00	£0.00	£0.00	£0.00	£1,291.85	£0.00	£5,428.85	
BARD, Dr DR	£4,137.00	£7,214.04	£0.00	£0.00	£0.00	£310.40	£11,661.44	Planning and Economic Development Portfolio Holder
BARKER, CC	£838.89	£1,462.85	£0.00	£0.00	£0.00	£0.00	£2,301.74	Retired 14 June 2004; Environmental Health Portfolio Holder to 14 June 2004
BARKER, J	£200.00	£0.00	£0.00	£0.00	£0.00	£0.00	£200.00	Member of Independent Panel on Members' Allowance (£200 allowance donated to charity)
BARRETT, RE	£4,137.00	£1,291.74	£0.00	£0.00	£1,582.22	£3.66	£7,014.62	Chairman of Licensing Committee (Special Responsibility Allowance raised from £1,000 to £3,000 in March 2005 following implementation of Licensing Act 2003)
BATCHELOR, JD	£4,137.00	£7,214.04	£0.00	£0.00	£3,397.39	£5.79	£14,754.22	Information and Customer Services Portfolio Holder
BRIGHT, Lady V	£200.00	£0.00	£0.00	£0.00	£0.00	£0.00	£200.00	Member of Independent Panel on Members' Allowance
BRINDLE, P	£250.00	£0.00	£0.00	£0.00	£0.00	£0.00	£250.00	Independent Member of Standards Committee (£250 allowance donated to charity)
BRYANT, RF	£4,137.00	£3,607.08	£0.00	£0.00	£3,454.52	£0.00	£11,198.60	Chairman of Council
BULLMAN, EW	£4,137.00	£0.00	£0.00	£0.00	£95.56	£0.00	£4,232.56	
BURLING BR	£3,298.11	£0.00	£0.00	£0.00	£0.00	£0.00	£3,298.11	Elected 10 June 2004
CATHCART, NN	£4,137.00	£0.00	£0.00	£0.00	£812.01	£0.00	£4,949.01	
CHATFIELD, JP	£4,137.00	£0.00	£0.00	£0.00	£133.32	£0.00	£4,270.32	
COLLINSON, RF	£838.89	£1,462.85	£0.00	£0.00	£358.32	£0.00	£2,660.06	Retired 14 June 2004; Sustainability and Community Planning Portfolio Holder to 14 June 2004
CORNEY, Mrs PS	£3,298.11	£0.00	£0.00	£0.00	£407.04	£0.00	£3,705.15	Elected 10 June 2004
COURSE, Mrs MP	£838.89	£371.25	£0.00	£0.00	£196.35	£0.00	£1,406.49	Retired 14 June 2004; Vice-Chairman of Council to 24 June 2004
DAVIES, NS	£838.89	£0.00	£0.00	£0.00	£0.00	£0.00	£838.89	Retired 14 June 2004
DIXON Mrs J	£3,298.11	£0.00	£0.00	£0.00	£0.00	£0.00	£3,298.11	Elected 10 June 2004
DOGGETT, Mrs SJO	£3,298.11	£0.00	£0.00	£0.00	£429.25	£0.00	£3,727.36	Elected 10 June 2004

<b>Councillor:</b>	<b>Total Basic Allowance:</b>	<b>Total Special Responsibilities Allowance:</b>	<b>Attendance Allowance:</b>	<b>Childcare or Dependence Allowance:</b>	<b>Travel Allowance:</b>	<b>Subsistence Allowance:</b>	<b>TOTAL</b>	<b>Notes:</b>
DRIVER, R	£838.89	£0.00	£0.00	£0.00	£0.00	£0.00	£838.89	Retired 14 June 2004
EDWARDS, SM	£3,298.11	£0.00	£0.00	£0.00	£671.15	£32.90	£4,002.16	Elected 10 June 2004
ELSBURY, G	£838.89	£0.00	£0.00	£0.00	£122.72	£0.00	£961.61	Retired 14 June 2004
ELSBY, Mrs A	£3,298.11	£0.00	£0.00	£0.00	£571.16	£0.00	£3,869.27	Elected 10 June 2004
EVERSON, Mrs G	£200.00	£0.00	£0.00	£0.00	£16.16	£62.20	£278.36	Parish Council Member of Standards Committee (£200 allowance donated to charity)
FLANAGAN, TJ	£838.89	£0.00	£0.00	£0.00	£0.00	£0.00	£838.89	Retired 14 June 2004
GILBERTSON, D	£250.00	£400.00	£0.00	£0.00	£0.00	£0.00	£650.00	Chairman and Independent Member of Standards Committee (£250 allowance and £400 Chairman's Special Responsibility Allowance donated to charity)
GRAVATT, CJ	£838.89	£0.00	£0.00	£0.00	£0.00	£0.00	£838.89	Retired 14 June 2004
HALL, R	£4,137.00	£0.00	£0.00	£0.00	£948.88	£0.00	£5,085.88	
HARANGOZO, Dr SA	£4,137.00	£0.00	£0.00	£0.00	£0.00	£107.00	£4,244.00	
HATTON, Mrs SA	£4,137.00	£0.00	£0.00	£0.00	£1,548.31	£1.68	£5,686.99	
HEALEY, Mrs JM	£4,137.00	£6,658.35	£0.00	£0.00	£1,129.03	£0.00	£11,924.38	Conservation, Sustainability and Community Planning Portfolio Holder from 24 June 2004 / Chairman of Development and Conservation Control Committee to 7 July 2004
HEAP, Dr JA	£4,137.00	£400.08	£0.00	£0.00	£0.00	£0.00	£4,537.08	Employment Committee Chairman
HEAZELL, Mrs EM	£4,137.00	£7,214.04	£0.00	£0.00	£1,831.89	£2.70	£13,185.63	Housing Portfolio Holder
HOCKNEY, JA	£3,298.11	£0.00	£0.00	£0.00	£341.38	£0.00	£3,639.49	Elected 10 June 2004
HOWELL, MP	£4,137.00	£2,738.08	£0.00	£0.00	£323.24	£0.00	£7,198.32	Chairman of Scrutiny & Overview from 24 June 2004 (Vice-Chairman of Scrutiny & Overview to 24 June 2004)
HUGHES, Mrs J	£838.89	£0.00	£0.00	£0.00	£107.16	£0.00	£946.05	Retired 14 June 2004
HUNT, Mrs CA	£3,298.11	£0.00	£0.00	£0.00	£505.51	£0.60	£3,804.22	Elected 10 June 2004
HURRELL, HC	£3,298.11	£0.00	£0.00	£0.00	£0.00	£0.00	£3,298.11	Elected 10 June 2004
KEMBER, Mrs HF	£3,298.11	£0.00	£0.00	£0.00	£650.44	£0.00	£3,948.55	Elected 10 June 2004



<b>Councillor:</b>	<b>Total Basic Allowance:</b>	<b>Total Special Responsibilities Allowance:</b>	<b>Attendance Allowance:</b>	<b>Childcare or Dependence Allowance:</b>	<b>Travel Allowance:</b>	<b>Subsistence Allowance:</b>	<b>TOTAL</b>	<b>Notes:</b>
KINDERSLEY, SGM	£4,137.00	£6,271.80	£0.00	£0.00	£2,308.72	£5.55	£12,723.07	Environmental Health Portfolio Holder from 24 June 2004 (Chairman of Scrutiny and Overview to 24 June 2004)
LOCKWOOD, Mrs JE	£838.89	£0.00	£0.00	£0.00	£0.00	£0.00	£838.89	Retired 14 June 2004
MANNING, LCA	£838.89	£0.00	£0.00	£0.00	£268.68	£0.00	£1,107.57	Retired 14 June 2004
MANNING, RMA	£3,298.11	£0.00	£0.00	£0.00	£0.00	£0.00	£3,298.11	Elected 10 June 2004
MARTLEW, RH	£3,298.11	£0.00	£0.00	£0.00	£0.00	£0.00	£3,298.11	Elected 10 June 2004
MASON, MJ	£3,298.11	£0.00	£0.00	£0.00	£541.36	£0.00	£3,839.47	Elected 10 June 2004
MATTHEWS, RM	£838.89	£0.00	£0.00	£0.00	£0.00	£0.00	£838.89	Retired 14 June 2004
MCCRAITH, DC	£3,298.11	£0.00	£0.00	£0.00	£522.17	£0.00	£3,820.28	Elected 10 June 2004
MORGAN, DH	£3,298.11	£0.00	£0.00	£0.00	£0.00	£0.00	£3,298.11	Elected 10 June 2004
MONKS, EL	£838.89	£0.00	£0.00	£0.00	£0.00	£0.00	£838.89	Retired 14 June 2004
MUNCEY, Mrs JA	£4,137.00	£0.00	£0.00	£0.00	£679.94	£1.14	£4,818.08	
MURFITT, Mrs CAED	£4,137.00	£1,224.16	£0.00	£0.00	£2,282.30	£11.13	£7,654.59	Vice-Chairman of Council from 24 June 2004
NICHOLAS, JA	£838.89	£0.00	£0.00	£0.00	£337.21	£0.00	£1,176.10	Retired 14 June 2004
NIGHTINGALE, CR	£4,137.00	£0.00	£0.00	£0.00	£468.79	£0.00	£4,605.79	
ORME, Dr JPR	£4,137.00	£2,441.63	£0.00	£0.00	£1,775.88	£16.20	£8,370.71	Development and Conservation Control Committee Vice-Chairman to 2 Nov 2004; Chairman from 3 Nov 2004
PAGE, R	£4,137.00	£0.00	£0.00	£0.00	£0.00	£0.00	£4,137.00	
PATEMAN, EJ	£3,298.11	£0.00	£0.00	£0.00	£44.44	£0.00	£3,342.55	Elected 10 June 2004
PAYNE, D	£200.00	£0.00	£0.00	£0.00	£0.00	£0.00	£200.00	Parish Council Member of Standards Committee (£200 allowance donated to charity)
PORTER, DL	£838.89	£0.00	£0.00	£0.00	£0.00	£0.00	£838.89	Retired 14 June 2004
QUINLAN, JA	£4,137.00	£0.00	£0.00	£0.00	£0.00	£0.00	£4,137.00	
REGAN, DJ	£838.89	£0.00	£0.00	£0.00	£0.00	£0.00	£838.89	Retired 14 June 2004
RILEY, A	£3,298.11	£0.00	£0.00	£0.00	£452.50	£0.00	£3,750.61	Elected 10 June 2004
ROBERTS, Mrs DP	£4,137.00	£7,214.04	£0.00	£0.00	£1,766.58	£67.40	£13,185.02	Community Development Portfolio Holder
ROGERS, Mrs R	£200.00	£0.00	£0.00	£0.00	£0.00	£0.00	£200.00	Member of Independent Panel on Members' Allowance
SABERTON, WH	£838.89	£0.00	£0.00	£0.00	£0.00	£0.00	£838.89	Retired 14 June 2004

<b>Councillor:</b>	<b>Total Basic Allowance:</b>	<b>Total Special Responsibilities Allowance:</b>	<b>Attendance Allowance:</b>	<b>Childcare or Dependence Allowance:</b>	<b>Travel Allowance:</b>	<b>Subsistence Allowance:</b>	<b>TOTAL</b>	<b>Notes:</b>
SCARR, NJ	£4,137.00	£0.00	£0.00	£0.00	£197.46	£0.00	£4,334.46	
SHEPPERSON, J	£4,137.00	£0.00	£0.00	£0.00	£0.00	£0.00	£4,137.00	
SMITH, Mrs GJ	£4,137.00	£1,188.79	£0.00	£0.00	£1,468.84	£280.14	£7,074.77	
SMITH, Mrs HM	£3,298.11	£0.00	£0.00	£0.00	£594.42	£3.20	£3,895.73	Elected 10 June 2004
SMITH, RGR	£2,201.95	£1,096.47	£0.00	£0.00	£0.00	£0.00	£3,298.42	Development and Conservation Control Committee Chairman; resigned 12 October 2004
SPINK, Mrs DSK	£4,137.00	£10,821.00	£0.00	£0.00	£1,361.59	£346.95	£16,666.54	Leader of Council (also Conservation Portfolio Holder to 24 June 2004)
STEWART, JH	£4,137.00	£622.87	£0.00	£0.00	£299.50	£0.00	£5,059.37	Vice-Chairman of Development and Conservation Control Committee to 7 July 2004
STROUDE, PL	£838.89	£0.00	£0.00	£0.00	£0.00	£0.00	£838.89	Retired 14 June 2004
SUMMERFIELD, RT	£4,137.00	£8,116.08	£0.00	£0.00	£0.00	£0.00	£12,253.08	Deputy Leader of Council, Resources and Staffing Portfolio Holder
SUTHERLAND, Mrs LM	£838.89	£0.00	£0.00	£0.00	£40.74	£3.00	£882.63	Retired 14 June 2004
TRUEMAN, Mrs VM	£4,137.00	£0.00	£0.00	£0.00	£0.00	£272.66	£4,409.66	
TURNER, RJ	£4,137.00	£0.00	£0.00	£0.00	£0.00	£0.00	£4,137.00	
VAN DE VEN, Dr SEK	£3,298.11	£0.00	£0.00	£423.00	£526.41	£0.00	£4,247.52	Elected 10 June 2004
WATERS, Mrs BE	£4,137.00	£0.00	£0.00	£0.00	£0.00	£0.00	£4,137.00	
WHERRELL, DALG	£4,137.00	£0.00	£0.00	£0.00	£223.21	£0.00	£4,360.21	
WILLIAMS, JF	£1,401.98	£0.00	£0.00	£0.00	£363.60	£0.00	£1,765.58	Elected 25 November 2004
WILLIAMSON, Dr JR	£3,298.11	£0.00	£0.00	£0.00	£720.14	£0.00	£4,018.25	Elected 10 June 2004
WILSON, LJ	£838.89	£0.00	£0.00	£0.00	£195.44	£0.00	£1,034.33	Retired 14 June 2004
WOTHERSPOON, TJ	£3,298.11	£0.00	£0.00	£0.00	£0.00	£0.00	£3,298.11	Elected 10 June 2004
WRIGHT, NIC	£3,298.11	£952.53	£0.00	£0.00	£0.00	£0.00	£4,250.64	Vice-Chairman of Development and Conservation Control Committee from 3 Nov 2004
WYATT, AW	£838.89	£0.00	£0.00	£0.00	£257.07	£2.94	£1,098.90	Retired 14 June 2004
ZIAIAN-GILLAN, SS	£3,298.11	£0.00	£0.00	£0.00	£0.00	£0.00	£3,298.11	Elected 10 June 2004
<b>TOTAL</b>	<b>£235,098.15</b>	<b>£79,983.77</b>	<b>£0.00</b>	<b>£423.00</b>	<b>£38,621.85</b>	<b>£1,537.24</b>	<b>£355,664.01</b>	