

**COUNCILLORS' BULLETIN  
10 AUGUST 2005**

**CONTENTS**



**South  
Cambridgeshire  
District Council**

**INFORMATION ITEMS**

1. Committee Meetings
2. LDF Council Meetings
3. 'Every Step Counts' Pedometer Challenge
4. Call-in Arrangements

**DECISIONS MADE BY THE HOUSING PORTFOLIO HOLDER**

1. Housing Allocation Appeals and Management Transfers
2. Cash Incentive Scheme
3. Sale of SCDC land adjacent to 43 Medcalfe Way, **Melbourn**, and grant of vehicular Right of Way
4. Application for Right of Way from Audley Way across SCDC land to 3 Audley Way, **Horseheath**
5. Exceptions to the right to buy: houses due to be demolished

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

1. Arts Development Officer:  
Arts Guarantee Against Loss
  - Cambridge Summer Recitals
  - Forward Gamlingay!
2. Arts Development Officer, Community Development Officer and Community Safety Officer:  
Arts Project Grant Aid, Community Development Grant and Community Safety Grant:
  - No Limit Music Project
3. Conservation Manager:  
Historic Building Grant:
  - **Willingham** – 1 George Street

**MINUTES**

1. Information and Customer Services Portfolio Holder – draft minutes 28 July 2005
2. Licensing Committee – draft minutes 28 July 2005
3. Cambridgeshire County Council – minutes for 19 July 2005 (Internet link)

**COMMITTEE MEETINGS FROM:  
15 August to 19 August 2005**

**Contact**

<b>Mon 15 Aug</b>				
<b>Tue 16 Aug</b>				
<b>Wed 17 Aug</b>				
<b>Thu 18 Aug</b>	2 pm	Scrutiny and Overview Committee	Council Chamber	Patrick Adams
<b>Fri 19 Aug</b>				

**LDF COUNCIL MEETINGS**

The dates for the next round of LDF meetings were confirmed in the minutes of the last LDF meeting on 9 May 2005. These are confirmed here, along with the subject matter for each one. Please put these dates in your diary:

<b>Tuesday 15 November 2005</b>	Core Strategy
<b>Friday 18 November 2005</b>	Northstowe
<b>Tuesday 22 November 2005</b>	Cambridge East
<b>Friday 25 November 2005</b>	Cambridge Southern Fringe
<b>Friday 9 December 2005</b>	Any issues arising from previous meetings and Agree Submission to Secretary of State

All meetings will be held in the Council Chamber and unless otherwise notified, will commence at 9.30am.

**'EVERY STEP COUNTS' PEDOMETER CHALLENGE**

The County Council is supporting a programme of promotions, initiatives and campaigns to promote sustainable forms of transport in and around Cambridge. One of these is a walking challenge. County Councillors and Senior Management at the County are taking up a Pedometer challenge by spending a week – 5 to 12 September 2005 – measuring their steps with a pedometer to promote walking for transport and exercise and they hope that other Councils will follow suit.

If Members are interested in taking part in the challenge, or would like to find out more about the programme described above, please contact Patrick Adams (01954 713408 or [patrick.adams@scambs.gov.uk](mailto:patrick.adams@scambs.gov.uk)) in Democratic 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 17 August 2005 at 5 pm**. All decisions not called in by this date may be implemented on **Thursday 18 August 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

Applicant	Decision
Mrs L (Reference S/05/040)	Agreed a transfer to larger accommodation.
Mrs C (Reference S/05/041)	Mrs C currently occupies an Airey property due for redevelopment. Agreed a transfer to alternative accommodation.

Subject	Decision and Reasons
Cash Incentive Scheme	Agreed 1. that the maximum property purchase price be increased from £150,000 to £173,500 to reflect the realities of the housing market and increase the potential choice of area people want to buy in. 2. to increase the new level on 1 <sup>st</sup> April each year in line with house price inflation 3. that grant level be increased to £20,000, £25,000 and £34,000 for the reasons set out in 1. above 4. that the Housing and Environmental Services Director be given delegated authority to consider applications where the proposed purchase price exceeds the current maximum
Sale of SCDC land adjacent to 43 Medcalfe Way, <b>Melbourn</b> , and grant of vehicular Right of Way	To offer the land identified in the report for sale to the owners of 43 Medcalfe Way, Melbourn for garden and parking use only, and to grant a Right of Way, both subject to valuation. Reason: Realisation of capital receipt
Application for Right of Way from Audley Way across SCDC land to 3 Audley Way, <b>Horseheath</b>	To grant a vehicular Right of Way and consider a joint venture to provide additional access to neighbouring properties funded and maintained proportionately by owner-occupiers and the District Council. The accessway is to be constructed using grasscrete. Reason: Realisation of revenue, and provision of off-street parking
Exceptions to the right to buy: houses due to be demolished	To adopt Schedule 5A of the Housing Act 1985 (As Amended by Section 182 of the Housing Act 2004) relating to the service of initial and final demolition notices in those cases where regeneration schemes have the approval of Full Council.

## DECISIONS MADE BY OFFICERS AND REPORTED FOR INFORMATION

### Arts Development Officer

Applicant	Decision and Reasons
Cambridge Summer Recitals	Awarded an Arts Guarantee Against Loss grant (AGAL06) of £750.00 to support two concerts to be held in Haslingfield and Fulbourn as part of the Summer Music festival, giving residents the opportunity to hear internationally acclaimed musicians at reasonable prices.
Forward Gamlingay!	Awarded an Arts Guarantee Against Loss grant (AGAL07/06) of £165.00 to support the second Gamlingay Film Night.

**Arts Development Officer, Community Development Officer and Community Safety Officer**

<b>Applicant</b>	<b>Decision and Reasons</b>
No Limit Music Project	Awarded Arts Project Grant Aid (AP08) of £1,000, Community Development Grant (CD06) of £1,000 and Community Safety Grant (CS01) of £750 to support the project which aims to engage young people (in Cottenham, Swavesey and Impington Village Colleges and their catchment areas) in positive activities that will develop new skills, offer them new opportunities, gain accreditation and divert them away from anti-social behaviour. The project involves workshops with professional musicians and DJs linked to national accredited arts courses.

**Conservation Manager**

<b>Applicant</b>	<b>Decision and Reasons</b>
Mr N Hawkins and Ms C Hay, 1 George Street, <b>Willingham</b>	Historic Building Grant (G/4/05) of £2425 (50%) awarded towards the cost of reinstating longstraw thatch, reridging and rewiring following the removal of the corrugated roofing material.

## SOUTH CAMBRIDGESHIRE DISTRICT COUNCIL

Minutes of the Information and Customer Services  
Portfolio Holder Meeting held on Thursday, 28 July  
2005 at 10.00 a.m.

### PRESENT:

Officers:	Sally Carroll	Communications Manager
	Greg Harlock	Finance and Resources Director
	Susan May	Democratic Services Manager

### Action

#### 1. APOLOGIES FOR ABSENCE

Apologies were received from JS Ballantyne. S Rayment was not required for this meeting.

#### 2. MINUTES OF MEETING HELD ON 20 JUNE 2005

The minutes of the meeting held on 20 June 2005 were confirmed as a correct record.

#### 3. MATTERS ARISING FROM THE LAST MEETING

##### 3.1 Members' Courses (minute 7)

A reminder was given that executive functions had been changed some time before so that portfolio holders would normally fund from their service budget any courses they wished to attend.

JB stated his wish to review the training budget to exclude conferences entirely.

**SCM**

##### 3.2 Meetings (minute 7)

SM reported that Planning had suggested that the Lt Gransden Aerodrome Committee should cease to be serviced after the next meeting, in October. SK urged that the service be cut now as it was part of the planning consent that the applicants were to pay for the committee.

**SCM**

It was noted that portfolio holder meetings were not the meetings with the greatest workload for Democratic Services. JB to review the meetings serviced – list to be provided.

**SCM**

##### 3.3 Street Naming (minute 7)

JB stated that the use of the Contact Centre was still in his list for consideration.

##### 3.4 Members' Travel Expenses (minute 6)

**AGREED** that, subject to the agreement of the Chairman of Development and Conservation Control Committee, a contract be issued for a year for a coach to transport Members to planning site visits, with a recommendation that it be funded by Development Services.

**SCM**

**SCM**

In consequence, it was **AGREED TO RECOMMEND TO COUNCIL** that mileage allowance should not be paid for planning site visits. It was noted that at the County Council deductions were made for lunches provided, but GJH advised against this potentially complicated process at

this stage. JB decided not to take any such action at present, given the small saving to be made.

**3.5 Back Office/Front Office Structure**

It was noted that a meeting was being arranged in early September to discuss this.

**4. COMMUNICATIONS UPDATE**

SC circulated a progress report and JB noted the enormous amount of work over the last month, covered brilliantly.

**South Cambs Magazine Distribution**

SC reported proposals to change the distribution company to Door2Door (D2D), having received a quote for the Autumn edition of £3,599 (£61 per 1,000 items delivered), against a cost of £9,831 for delivery of the Summer edition. D2D also offered distribution within 4-5 days and had their own warehouse facilities. Other aspects of the service offered appeared satisfactory and references had been received from other local authorities. Delivery of the first two editions would be used to assess satisfaction, before any more permanent contract was issued.

**AGREED** to appoint D2D as the distribution agent for South Cambs Magazine from the Autumn issue onwards, at a cost of £61 per 1,000 items delivered.

**SC**

**5. UPDATE ON FINANCIAL POSITION WITH PUBLISHERS OF SOUTH CAMBS MAGAZINE**

It was noted that the publishers were about to make the final payment under the reconciliation plan and that the previous situation could not recur as the Council now dealt with all invoicing. GJH still had some questions concerning the accountancy figures for bad debt provision and the reconciliation difference, which needed investigation.

**GJH**

SC reported that sale of advertising space had been closed 3 weeks before the deadline, as it was not possible to get more in. SK suggested increasing the number of pages in order to take more advertising, even though this would alter the balance with editorial content. This would be discussed at the special South Cambs Magazine editorial panel on 10 August, together with other cost saving proposals in a bid to make the magazine 100% cost neutral.

**SC**

**6. 3 MONTH BUDGET MONITORING REPORT (REVENUE)**

A summary of actual income and expenditure against budget for the first three months of 2005/06 was considered. It was considered that there was nothing requiring action except to reduce the provision for by-elections and to withdraw from maintenance contracts on the old legacy systems as soon as prudent.

**GJH**

It was, however, considered that future reports could usefully include predicted outturns.

**GJH**

GJH reported that, to assist budget monitoring, he had ordered commitment accounting software (from the e-procurement budget).

**7. SERVICE FIRST - CUSTOMER CARE PROJECT**

The report on the Service First project was noted and JB expressed himself happy with the Democratic Services and Electoral Services Standards leaflet.

SK suggested that, to save costs, the leaflets should not be printed but put on the Council's web site. The question of the appropriate budget was also raised.

**SCM**

**8. DRAFT LEAFLET ON PUBLIC QUESTIONS AND PETITIONS**

The draft leaflet on public questions and petitions was deemed satisfactory.

**9. MEMBER TRAINING**

This matter was in hand, with a meeting of the Advisory Group arranged for 27 September.

**10. ANY OTHER BUSINESS**

The Forward Programme was not on the agenda, but it was noted that a report on the IT support contract would be presented to Cabinet for decision.

**11. DATES OF NEXT MEETINGS**

Monday 12 September at 10.00 am

Monday 17 October at 10.00 am

Monday 14 November at 10.00 am

---

**The meeting ended at 11.10 a.m.**

---

## **SOUTH CAMBRIDGESHIRE DISTRICT COUNCIL**

At a meeting of the Licensing Committee held on  
Thursday, 28 July 2005

### **PRESENT:**

Councillors:	RE Barrett	EW Bullman
	Mrs A Elsby	R Hall
	Mrs HF Kember	Mrs JA Muncey
	NJ Scarr	J Shepperson
	DALG Wherrell	Dr JR Williamson

Councillor CR Nightingale was in attendance by invitation.

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

1.1 Apologies for absence were received from Councillors Mrs SA Hatton, Mrs CAED Murfitt, Dr JPR Orme and A Riley.

### **2. ELECTION OF CHAIRMAN**

2.1 On the nomination of Councillor NJ Scarr, it was unanimously agreed that Councillor RE Barrett be elected Chairman of the Committee for the coming year.

### **3. ELECTION OF VICE-CHAIRMAN**

3.1 It was nominated by Councillor J Shepperson, seconded by Councillor DALG Wherrell and unanimously agreed that Councillor Dr JR Williamson be elected Vice-Chairman of the Committee for the coming year.

### **4. MINUTES OF LAST MEETING**

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

### **5. DECLARATIONS OF INTEREST**

5.1 Councillor Mrs HF Kember declared an interest as one of the local Members for Great Shelford and Councillor Nightingale declared an interest as a member of Great Shelford Parish Council.

### **6. GREAT SHELFORD - CONSENT STREETS**

6.1 Great Shelford Parish Council had requested that all Streets in the village be designated Consent Streets in order that trading could be controlled. A Notice of Intention was published in the local press on 11 June 2005 and no objections were received. The Committee

RESOLVED to designate all the streets in Great Shelford as Consent Streets under the terms of the Local Government (Miscellaneous Provisions) Act 1982 and proceed to advertise the Resolution to take effect from 1 September 2005.

6.2 One Member raised the query that in the likelihood of additional streets being created in the village, would the Consent Street status automatically apply to those new streets? In response, the Assistant Licensing Officer informed the Committee that the initial Order of Intention listed all the streets in the village, however the Resolution would state 'All the Streets within that village'. The Assistant Licensing Officer undertook to seek clarification on the matter.



---

**The Meeting ended at 1.50 p.m.**

---

## CAMBRIDGESHIRE COUNTY COUNCIL – MINUTES FOR 19 JULY 2005

The minutes for the above meeting have now been published on the Internet. Please copy and paste the link below into your browser to access:

<http://www2.cambridgeshire.gov.uk/db/council2.nsf/e0c624b01b2e9ade80256b14004eb73b/64a89790c01de66380257038004cbe7b?OpenDocument>

If you experience any problems opening the link, the minutes can be found at the following:

<http://www.cambridgeshire.gov.uk/>

- \* Council and Democracy
- \* Democracy and Decision Making
- \* Agendas, Minutes & Reports
- \* Agendas & Minutes