



SOUTH CAMBRIDGESHIRE DISTRICT COUNCIL COUNCILLORS' BULLETIN – ISSUE DATE 22ND JANUARY 2003

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Please note that the decision on the Waste Management Scheme was distributed to members on Friday 17th January 2003 and so, with regard to this decision, the Committee Manager must be notified of any call in by 5 p.m. on Friday, 24th January 2003. If the decision on Waste Management is not called in by this date, it may be implemented on Monday, 27th January.

DECISIONS MADE BY PORTFOLIO HOLDER FOR PLANNING AND ECONOMIC DEVELOPMENT (Reported for Information)

1. To Raise No Objection to the Proposed Speed Limit Reduction in **Oakington** and **Westwick**

DECISIONS MADE BY PORTFOLIO HOLDER FOR HOUSING

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DECISIONS MADE BY PORTFOLIO HOLDER FOR COMMUNITY DEVELOPMENT

1. To award a £1,000 grant to Cambridge Association of Youth Clubs

2. To award a grant of £4,500 to **Quy** Village Hall Management Committee

3. To award £20,500 towards the **Linton** Dual Use project

INFORMATION ITEMS

1. Decisions Made by the Community Partnerships Development Manager:

- To award an arts grant of £1,500 to Friends of **Fulbourn** Hospital
- To award a guarantee against loss grant of £250 for music at St Andrew's Church **Histon**
- To award an Arts Performance Grant of £325 Dramawise, **Whittlesford**

2. Call-in Arrangements

IMPORTANT INFORMATION FOR COUNCILLORS



COMMITTEE MEETINGS

FROM 27TH – 31ST JANUARY 2003



| | | | |
|--|------------------|--|----------------------------|
| MONDAY 27TH JANUARY 2003 | AT 10AM | CRIME & DISORDER PARTNERSHIP (Contact Officer Patrick Adams) | COM. ROOM 1 |
| TUESDAY 28TH JANUARY 2003 | AT 10AM | INFORMATION & CUSTOMER SERVICES PORTFOLIO HOLDER | ROOM 132 |
| THURSDAY 30TH JANUARY 2003 | AT 10AM | CABINET (Contact Officer Susan May) | COUNCIL CHAMBER |
| | AT 2PM | CONSERVATION ADVISORY GROUP (Contact Officer Ian Senior) | COM. ROOM 1 |
| | AT 2:30PM | NEW OFFICES WORKING GROUP (Contact Officer Patrick Adams) | COUNCIL CHAMBER |
| FRIDAY 31ST JANUARY 2003 | AT 10AM | WASTE MANAGEMENT ADVISORY GROUP (Contact Officer Holly McKenzie) | COUNCIL CHAMBER |

Please note that all Members are invited to attend meetings of the New Offices Working Group, which debates features and facilities in the new building in Cambourne, and the Waste Management Advisory Group which meets to discuss the provision of a new alternate weekly waste and recycling (green, kitchen and cardboard materials) collection service.

Training Course: Successful Scrutiny, A Residential Week-End Programme for Overview and Scrutiny Councillors

The above course is being run on 7th - 9th March and 12th - 14th September 2003 at West Hills House near Birmingham. The residential weekend will:

- Provide an intensive briefing and development opportunity for overview and scrutiny councillors from across the country.
- Allow Members to meet up and exchange experience with other councillors from across the country in a relaxed learning environment.
- Will be facilitated by two of the national experts on overview and scrutiny, Frances Taylor from the Institute of Local Government Studies School of Public Policy, University of Birmingham, and Mark Palmer from South East Employers.
- Will inform Members of the latest research findings in this challenging role.

If you are interested in attending this course, please contact Patrick Adams on (01223) 443408 or e-mail on patrick.adams@scambs.gov.uk

Claimed Public Footpath At Bartlow, Cambridgeshire – Southern End Of Church Lane Passing North of the Hall then South South West to Ashdon Road

The Ramblers' Association had appealed against Cambridgeshire County Council's decision not to make an Order to register a Public Footpath over a claimed route in Bartlow.

An Inspector appointed by the Secretary of State has upheld that appeal, and the Secretary of State has instructed the County Council to make an Order under Section 53(2) of, and Schedule 15 to, the Wildlife and Countryside Act 1981, to modify the Definitive Map and Statement so as to add a Public Footpath over the claimed route.

A copy of the decision letter and the Inspector's report to the Secretary of State can be read in the Library (Room 107) at South Cambs' Hall.

Corporate Strategy Meeting - 26th February 2003

All Members are invited to a presentation and discussion on a five year Corporate Strategy for the Council. The meeting has been called by the Cabinet as the first of its planned open meetings to address particular policies or issues.

The meeting will receive a presentation on the ideas coming from the two recent Cabinet/Management Team away days; together with options for objectives; policy aims; and resource strategies for the next five years. The meeting will provide an opportunity for all Councillors to participate in the development of the Council's long term strategic direction.

If you would like to attend the meeting, could you please contact Paul Swift on 01223 – 443017 or paul.swift@scambs.gov.uk

Library Closures: Meeting with the County Council

On Wednesday 15 January a meeting was held with representatives of the County Council to explore the possibilities for partnership working in order to maintain a level of service to those communities threatened with library closures.

Our representatives were led by Daphne Spink, Leader, supported by John Batchelor (PFH Sustainability & Community Planning), Deborah Roberts (PFH Community Development), Sebastian Kindersley (Scrutiny Chairman) and John Ballantyne (Chief Executive). The County team was led by Keith Walters (Leader), three other Cabinet members and Mike Hoskins (Head of Library Services).

It was clear from the beginning that the decision to "close" the ten named libraries had been taken and will be confirmed at the County Cabinet meeting on 28 January. The affected communities have three months to come forward with alternative proposals. After some discussion it was evident that the County would be prepared to give some support to encouraging the continued use of the existing buildings as "community facilities". This would include the provision of a small stock of books (600 to 1,000), five hours service per week from the mobile library, computer access to library information and book reservations.

We were keen to broaden the possible use of these facilities to increase the services available to the community. Using them as an access point for our E-Government plans, providing internet facilities and a place to meet were just a few of the ideas. The meeting agreed in principle that we should explore the wider possibilities of partnership working in close cooperation with the local communities. In this arrangement the ten libraries would cease to be just libraries but would have a range of facilities provided by partners, of whom the library service would be one. The County will not provide staffing, it is envisaged that the local community would take on responsibility for running the facility.

In order to take matters forward as swiftly as possible it was agreed that the partnership working proposals should be referred to the Local Strategic Partnership (LSP) for more detailed investigation of the possibilities. At the same time the library service will continue with a round of local consultations already started, and plans to hold a round table meeting of all affected communities in mid February. The results of the LSP investigation will be reported to that meeting.

It was a positive meeting. The ten communities, six in our District, will be losing the type of library provision they currently have. Working with the County and other partners we hope to help to provide an ongoing library facility coupled with access to a much broader range of services. However, this will only happen if it is what the local community wants and they are prepared to play their full role.

John Batchelor (PFH Sustainability & Community Planning)

Youth Debating Competition

All Councillors are invited to attend South Cambs District Council's Youth Debating Competition for an insight into the views of young people in the district.

The semi-final and final will be held in the Council Chamber at South Cambs Hall. All Councillors are welcome to come along and support the teams of young people who will tackle debates on topics including voting via text message and lowering the voting age.

The finals will be chaired by Councillor Sebastian Kindersely, chair of the Scrutiny Committee. We will need a councillor to chair the semi-finals and also need volunteers for each date to serve on the judging panels for these events.

The four teams of three young people from schools and youth groups across the district will go forward to the semi-final at 6.30pm on **Friday 7 February**.

At the grand final on **Monday 24 February** at 6.30pm the two top teams will compete for £750 towards stationery and equipment for their school or youth group and £100 for each team member as well as a trophy. Runners-up will each receive £50 and £250 for their school or youth group.

A successful and enjoyable competition launch was held in October 2002 as part of Local Democracy Week with teams from Cambourne and Willingham taking part.

The competitions will begin at 6.30pm and will finish at about 8.30pm. Refreshments will be available from 6pm until the close for all heats.

If you would like to be part of the judging panel or attend the Youth Debating Competition please contact Jo Fowler, communications officer, on (01223) 443289 or 07887 633640, joanne.fowler@scams.gov.uk

CABINET MEETING

At a meeting of the Cabinet held on
16th January 2003 at 10.00 a.m.

PRESENT: Mrs DSK Spink – Leader
RT Summerfield – Deputy Leader

Councillors: Dr DR Bard, CC Barker, JD Batchelor, Mrs EM Heazell, SJ Kime and
Mrs DP Roberts

Councillors RF Bryant, G Elsbury, SGM Kindersley, Dr JPR Orme, Mrs GJ Smith and DALG
Wherrell were also in attendance, by invitation.

Apologies for absence were received from Councillor SA Harangozo.

Procedural Items

1. MINUTES

The Leader was authorised to sign the Minutes of the meeting held on 12th December 2002 as a correct record, subject to the following amendment:

Minutes (Item 1, final paragraph)

“...had gone back for further consultation with the residents.”

2. DECLARATIONS OF INTEREST

None.

Decisions made by the Cabinet and reported for information

3. WASTE MANAGEMENT SCHEME

Councillor CC Barker introduced the scheme as recommended by the Waste Management Advisory Group at their meeting on 17th December 2002. He thanked the Chairman of the Advisory Group and Mr Bernard Warr, Waste Strategy Co-ordinator, Cambridgeshire and Peterborough Joint Waste Partnership, for steering negotiations for the application to the Waste Minimisation and Recycling Fund and for holding an urgent meeting of the Advisory Group to bring the recommendations to Cabinet on this date as there was a tight timetable to use the full amount of funding received. The Chairman of the Advisory Group and Mr Warr outlined further details.

South Cambridgeshire District Council had provisionally received £1.88 million, the full amount of their bid, to purchase new freighters, to adapt the old for wheeled bin collection and to purchase wheeled bins. An option appraisal of the costs of different recycling schemes was circulated and the preferred option was to provide alternate weekly collection of green and residual waste and to supply two 240L (8.5ft³) wheeled bins per household, one for the collection of green waste and cardboard for recycling (green bin), the other for the collection of residual waste (black bin). A correction was made to the figures in the costs of Option 5 (fortnightly sack collection of green waste and fortnightly bin collection of residual waste), with the provision of sacks costing £182,400 and not £182.40.

Most members welcomed the scheme despite, in some cases, having been opposed in earlier years, and the following points were raised:

- While the new scheme would benefit the majority of residents, there would be exceptions. Larger households could purchase additional 180L (6.4ft³) bins from the Council if necessary, which did not require any adjustment of the freighters to collect and empty, while residents in sheltered housing schemes and single person households could be provided with 180L bins instead. Consideration would be given to exemption from purchase charges for families on housing benefits. There could be storage difficulties, especially in areas of terraced housing and in blocks of flats. The provision of sacks could continue in cases where bins could not be used at all;
- Other authorities which provided bins found residents who were initially cautious preferred bins to sacks when consulted six months later. The Best Value satisfaction survey of 2000/01 had shown the majority of residents were not happy with the sacks, although this may have been due to the quality at the time, and members had already received queries from residents about bin provision. A programme of publicity and consultation would take place, outlining clearly the types of materials suitable for recycling and the dimensions of the bins and a user consultation exercise was to begin immediately. The importance of keeping residents informed and answering all questions and concerns was emphasised. Members would receive a "Frequently Asked Questions" fact sheet from the Waste Management Advisory Group, updated as necessary in the Weekly Bulletin;
- Council had previously rejected a proposal to supply bins instead of sacks both because of cost and of the concern that bins would result in higher waste generation. The majority of the costs were now covered by the funds from the bid and, while the tonnage of materials collected would increase, the continuation of the green box scheme in combination with green bin collection of recyclables and alternate weekly collection would mitigate rises in the amount of residual waste and increase the amount of recycling. South Cambridgeshire would see its recycling amount near 40%, making it a model for the rest of the County. Home composting would still be encouraged and the new service was not a replacement for the compost units already provided;
- Cardboard collected would be used for composting. Donarbon Ltd, the recycling centre at Waterbeach, would be approached regarding the acceptability of plasticised cardboard such as milk cartons, and would be consulted about the collection of yellow pages phone directories in the green bins. Compost made from the green waste collection would be mixed with aggregates and sold to farmers;
- Concern was expressed about possible problems in summer with alternate weekly collections. It was acknowledged that there could be problems, but other authorities had not experienced major difficulties;
- Christmas collection timetables would have to be carefully considered and the policies of Cambridge City Council and Daventry District Council, both of which operated similar schemes, would be investigated;
- Some concern was expressed about the unsightly nature of bins, but on the other hand they would be tidier than sacks and could not be shredded by animals, although it was noted that larger dogs, foxes and badgers might be able to open the lids. The lids would contain odours and the green bins would be

ventilated at the top. A bin cleaning service was to be considered by the Advisory Group, although not provided by the Council;

- Use of the Commercial Services Department was considered the most appropriate service provider for collection and the current contract had two years to run with a possible extension of a further two years. Market testing could be considered in three years. It was noted there had been problems with the current green box contractors, and a report on this would be presented at a future meeting of Cabinet;
- Bin collection reduced the risk to operatives of being cut by sharp objects in sacks or injured from manual handling;
- Residents would be encouraged to put their house numbers on their bins and the effective use of "Kill Your Speed" stickers on bins in Mid-Bedfordshire was cited as a traffic safety measure which could be implemented in South Cambridgeshire. However, a request was made that other forms of "decoration" of the bins should be discouraged;
- Concern was expressed at making the new scheme mandatory for residents. It was thought to be most cost-effective to provide both bins to all households and deal with exceptions on a case-by-case basis rather than making the scheme optional. Households could return the green bin if not required, but it was believed that most would find it useful. It was noted that the Council must develop and implement a new recycling scheme in order to meet statutory targets and that to do nothing was not an option; and
- The Chief Environmental Health Officer confirmed that current staff possessed sufficient experience to manage the project.

Consideration was given to a recommendation to a special meeting of Council but, confirmation having been given that Cabinet had the power to make the decision, it was, with a vote of 7-1 in favour

AGREED

- (a) to develop and implement in 2003 a new alternate weekly waste and recycling (green, kitchen and cardboard materials) collection service using two 240L (8.5ft³) wheeled bins per household, with provision for 180L (6.4ft³) wheeled bins to be purchased from SCDC if required;
- (b) to investigate the provision of a percentage of smaller (180L) bins for people who require assisted collection, for people in sheltered housing schemes, or if requested;
- (c) to investigate the procurement of environmentally friendly vehicles if financially viable; and
- (d) that initially the new service be provided by the Council's Commercial Services Department.

Cabinet asked that separate notification of these decisions should be sent to all members, highlighting call-in arrangements.

The Waste Management Advisory Group, at its forthcoming meeting on 31st January, would consider many further detailed policy issues e.g. criteria for sack collections, provision of assisted collection, collection of side waste, and the recycling credit incentive scheme for Parish Councils. All members were invited to attend this meeting and the Portfolio Holder for Environmental Health would bring its recommendations to Cabinet on 24th February.

Visits to Daventry District Council and Hinckley and Bosworth Borough Council were being scheduled so members could investigate similar schemes. Members congratulated the Portfolio Holder for Environmental Health, the Chief Environmental Health Officer, the Waste Management Advisory Group and Mr Warr for their successful bid and thanked them for their work on the new scheme.

4. SOUTH CAMBRIDGESHIRE LOCAL PLAN NO. 3

Councillor SJ Kime introduced the general format of Local Plan No. 3 and the timetables for the phases of its adoption. The government was proposing to revise the process of plan-making. Slowing the procedures until the new laws were enacted would bring the adoption of the plan forward by six months and save officer time and money, at least £30,000-£40,000 in printing costs alone. Ample time would still be allowed for public consultation.

The Rural Centre developments mentioned in paragraph two of the report would be decided through the local plan procedure, not the Structure Plan. Local member(s) for any wards directly affected by proposals were always invited to the Planning Policy Advisory Group meetings and, although meetings were open to all, it was suggested member(s) for wards affected by infrastructure changes should also be invited.

Cabinet **AGREED**

- (a) the District Council should prepare Local Plan No. 3 to be compatible with the new-style Local Development Frameworks proposed in the Planning and Compulsory Purchase Bill 2002;
- (b) Local Plan No. 3 should not be placed on Revised Deposit until after the new system comes into force in Spring 2004;
- (c) the plan period for Local Plan No. 3 should be divided into 5 year phases and only those locations where development is intended to take place in the first year (Action Areas) would include the full level of planning policy guidance; and
- (d) the Planning Policy Advisory Group should be augmented by local members for each of the major development areas.

5. GRANTCHESTER, PROPOSED SALE OF TWO HOUSES AT BURNT CLOSE

Cabinet considered this item in conjunction with the two following. Councillor Mrs EM Heazell reported there was local support for the sale of the houses, which needed considerable repair works, to a housing association, which would replace them with three units of affordable accommodation, built to Housing Corporation Scheme Design Standards and Lifetime homes standard. The Council would receive nomination rights. Cabinet

AGREED the sale of two houses at Burnt Close, Grantchester to Hereward Housing for £103,000, the value determined by the Council's retained valuers, Pocock & Shaw.

6. LINTON, PROPOSED SALE OF LAND AT BACK LANE

The, now cleared, site would be developed for affordable accommodation, built to Housing Corporation Scheme Design Standards and Lifetime Homes standard, for which the Council would have nomination rights.

Councillor JD Batchelor noted that no planning application had been received for the development, but it was understood the report was written in anticipation that one was forthcoming.

Cabinet

AGREED the sale of the site of the former hostel at Back Lane, Linton, to Granta Housing Society for £120,000, the value determined by the Council's retained valuers, Pocock & Shaw, and that Linton Parish Council would have input on the design of the new units.

7. STEEPLE MORDEN, PROPOSED SALE OF LAND AT JUBILEE WAY

This derelict land would be developed with affordable accommodation, built to Housing Corporation Scheme Design Standards and Lifetime Homes standard, for which the Council would have nomination rights. The Council would no longer be responsible for maintenance of the land. The Council's valuers would determine the value of the land.
Cabinet

AGREED the sale of the derelict land at Jubilee Way, Steeple Morden to Bedfordshire Pilgrims Housing Society, at a value to be determined by the Council's retained valuers, Pocock & Shaw.

8. PROCUREMENT

Councillor RT Summerfield presented the report outlining ways to improve the Council's overall approach to procurement and the move to e-procurement, together with the draft strategy. He noted that the bid submitted under the Continuous Improvement Plan, referred to at item 14, had been unsuccessful but would be re-considered when Cabinet discussed the CIP budgets on 24th February.

Cabinet **NOTED** the key steps and actions required for the successful implementation of e-procurement;

AGREED the draft Procurement Strategy contained in Appendix A of the report; and

supported an in-house seminar on procurement which would be arranged on a suitable date.

9. LOCAL NATURE RESERVES – NINE WELLS, GREAT SHELFORD AND BYRON'S POOL, TRUMPINGTON AND HASLINGFIELD

Designation of both sites, owned by Cambridge City Council, as Local Nature Reserves would increase the amount of land in the District presently designated as LNR from 9.62 to 15.1 hectares and be in line with the Local Plan policies and the Best Value Performance Indicators for Conservation. There would be no financial impact to South Cambridgeshire as management of the sites would be the responsibility of the City Council and, with respect to Nine Wells, Cambridge University.

At the request of Councillor Mrs Heazell, Byron's Pool, Trumpington would be referred to in the future as Byron's Pool, Trumpington / Haslingfield.

Cabinet **AGREED**

- (e) to support the designation by Cambridge City Council of the Nine Wells and the Byron's Pool as formal Local Nature Reserves; and
- (f) that the necessary legal arrangements be undertaken to allow South Cambridgeshire to delegate its powers as afforded by Section 21 of the National Parks and Access to the Countryside Act, 1949, to Cambridge City Council to formally designate Nine Wells and Byron's Pool as LNRs.

10. EXTERNAL AUDIT: ANNUAL AUDIT LETTER 2001-02

Councillor Summerfield introduced the letter from the Council's external auditors, RSM Robson Rhodes, and drew attention to the two recommendations to Cabinet in the Audit Panel minutes of 12th December 2002. The letter was a historic document based on budget decisions made in the previous financial year and it was noted some of the criticisms in the letter were already being addressed by actions such as:

- implementation of the new FMS system from 1 April 2003 to enhance the Financial Management process;
- a special meeting of Council at 10.00 a.m. on Wednesday 26th February in the Council Chamber to discuss corporate strategy;
- setting the budget on a different basis this year by providing an overall framework; and
- developing a long-term strategy to reduce the reserves while increasing the level of Council tax to cover expenditure needs.

There was concern that the external auditor had dismissed the issue of a renovation grant raised with him and the Chief Executive explained that it had been the view of the external auditor that on cost grounds he was unable to justify a detailed investigation into the matter.

The Housing and Community Services Director repeated comments he had made to the external auditor that it was unfortunate the management costs cited in the letter covered a six year period, as structures had changed in the past three years. He had conducted his own research into the average management costs throughout Southern England for every District Council owning housing stock of between 5,000-7,000 houses and discovered that South Cambridgeshire is the largest sheltered housing owner. Its costs for maintenance and staffing were nonetheless below average. There had been no overall increase in staff in the Housing Department and the main increase in management costs had been in IT.

Cabinet

APPOINTED Councillor RT Summerfield as "Risk Champion", to liaise with the Finance and Resources Director over risk issues, as per the recommendations of the Audit Panel on 12th December 2002.

On the second recommendation of the Audit Panel on 12th December 2002, Cabinet **NOTED** that it would be considering the funding for ICT disaster recovery arrangements at its meeting on 24th February 2003.

Cabinet **RECEIVED** and **NOTED** the letter of the external auditor.

Standing Items

11. DRAFT FORWARD PROGRAMME FROM 3RD FEBRUARY

An updated draft forward programme was circulated and changes were highlighted. The Chief Executive reported that the consultants on the organisation review were continuing their work on slotting in the remaining posts to produce pay bands. It was hoped this work would be completed in time to be presented to Cabinet before the full Council meeting on 27th February 2003.

Cabinet **NOTED** the draft forward programme from 3rd February.

12. SCRUTINY COMMITTEE – ACTION LISTS

The only recommendation to Cabinet, Item 7 in the list of recommendations and decisions from 21st November 2002, had been completed on 28th November.

Cabinet **NOTED** the lists of recommendations and decisions from Scrutiny Committee on 21st and 27th November 2002.

13. RE-LOCATION OF OFFICES TO CAMBOURNE

Work had begun on site and could be viewed on the Internet from a web cam at the Business Park.

Councillor Mrs DJ Roberts queried the cost of new furniture and the use of existing furniture and Councillor Summerfield replied that the Council had not yet tendered for the new furniture, nor decided its exact requirements, so quotes were unavailable. It was unknown where Radio Cambridgeshire had received the figures it gave in its broadcast. Councillor Mrs Roberts reported having had a telephone call two days before the radio broadcast from a member of public who claimed to know the cost of the furniture quotation. Councillor Mrs Spink expressed gratitude to the radio station for contacting her immediately for clarification. It was reported neither the New Offices Working Group nor the officer Cambourne Offices Group had discussed the cost of furniture.

Councillor Summerfield pointed out that it was an accepted principle that the current furniture would not be conducive to open-plan working as it lacked sound-reducing features, and reminded members that meetings of the New Offices Working Group, where such issues were considered, were open to all councillors.

Concern was expressed about a Cambridge Evening News report about the sale of the Oakington Depot. Councillor Mrs Spink had written to the newspaper, officially complaining on behalf of the Council about the misleading information in the Opinion Column and noting that the decision to move to Cambourne had been open to discussion in public and opinions had been sought from the parishes before a vote was taken. The Chairman of Council expressed his dismay that discussions kept returning to an issue which had been democratically decided by a majority vote of full Council.

14. REVIEW OF THE COUNCIL BY CONSULTANTS

See Item 11.

15. EXCLUSION OF PRESS AND PUBLIC

RESOLVED that under Section 100(A)(4) of the Local Government Act 1972, the public be excluded from the meeting for the following two items on the grounds that they involve the likely disclosure of exempt information as described in paragraphs 1 and 11 of Schedule 12A of the Act.

Confidential Items

16. CREATION OF NEW POST

Councillor Summerfield introduced the report and noted that Cabinet, at its meeting on 3rd October 2002, had agreed to transfers from the now-disbanded Architectural Section to the Building Control Section. Upon revisiting the situation, it was determined that the existing workload of one of the individuals was sufficient to merit the creation of a new permanent post in Housing and Community Services and that the individual welcomed the transfer. It was not legally necessary to advertise for the new post as it was a continuation of the employment of a member of staff and the transfer to an existing department from the disbanded Architectural Section.

It was noted that the assessment by the Building Control Manager, referred to in the report, had since been completed.

Cabinet

AGREED that a new permanent post of Project Manager on Scale SO1/2 be created within the Housing and Community Services Department with effect from 1st February 2003, and that the functions of the Engineering Assistant within the Planning Department be transferred to that post.

Cabinet **NOTED** that the Best Value Review into the Architectural Design Service Review had been cancelled as a result of the disbandment of the Architectural Section.

17. INTERIM BUILDING CONTROL POLICY MEASURES

Councillor Kime introduced the report and highlighted the need to enact the interim measures until the serious staffing situation in Building Control was resolved. The report also sought to explain why the Building Control Section had been unable to achieve the standards outlined in the Building Control policy of 2000.

The Building Control Manager explained that the proposed interim policy measures were designed to meet the statutory obligations of the Council, keep the high level of safety in buildings and try to maintain achievable workloads for the remaining staff. The situation would be reviewed after three months.

Several suggestions were made to try to alleviate the staffing situation and it was confirmed that a number of approaches were being taken.

Cabinet **AGREED**

- (a) the adoption of the interim policy measures set out in Appendix A (Proposed Interim Measures, Additional Proposed Interim Measures [Level of Service] and Other Proposed Interim Measures) of the Building Control Manager's report, with a review in three months; and
- (b) to give the Chief Executive flexibility to advertise a salary to attract suitable applicants for vacant Building Control posts.

Cabinet expressed their support for and gratitude to the Building Control Section.

The meeting ended at 1.15 p.m.

DECISIONS MADE BY PORTFOLIO HOLDERS

Decisions Made By Portfolio Holder For Planning and Economic Development (Reported for Information)

| Subject | Decision | Reason |
|--|-------------------------------------|---|
| Proposed speed limit reduction, Station Road, Oakington and Oakington Road, Westwick | Raise no objection to the proposal. | The proposal will reduce traffic speed to the benefit of local residents in Oakington and Westwick. |

Decisions Made By Portfolio Holder For Housing

| Subject | Decision | Reason |
|--|---|---|
| Silver Street, The Post House, Litlington | To grant permanent vehicular Right of Way over Council car park off Silver Street to rear of The Post House, Litlington, subject to valuation | <ol style="list-style-type: none"> 1. A permanent Right of Way will secure off-street parking for occupier of The Post House, Litlington. 2. By granting permanent access a capital receipt will accrue to the Council. 3. A fair proportion of the cost of maintenance and repair of the car park will be payable by the grantee. |

| Subject | Decision | Reason |
|---------------------------------|---|--|
| Review of the Waiting List 2003 | <p>To approve a full review of the waiting list to be completed by April 2003.</p> <p>To authorise the inclusion of £12,000 within the revised HRA Estimates to provide additional resources to complete this project.</p> <p>That a monthly rolling programme be introduced by no later than September 2003.</p> | <p>To take the opportunity afforded by the introduction of changes to the Letting Policy with effect from January 31st this year to conduct a full review of the waiting list.</p> <p>The work involved is significant since there are approximately 4,500 applicants registered for housing. This cannot be accommodated within existing staffing resources. It is therefore agreed that temporary housing staff be employed for a period of up to 8 weeks within this financial year to assist with the project.</p> <p>To facilitate continuous rather than an annual review of the waiting list in future in order to manage this requirement within existing resources. This will be incorporated in the Shire Homes IT development Programme.</p> |

Decision Made By Portfolio Holder For Community Development

| Subject | Decision | Reason |
|--------------------------------------|---|--|
| Cambridge Association of Youth Clubs | To award a £1,000 grant to Cambridge Association of Youth Clubs | For emergency financial assistance to keep a minimal number of staff in operation. |

| Subject | Decision | Reason |
|---------------------------------------|---|---|
| Quy Village Hall Management Committee | To award a village facility grant (VF44) of £4,500 to Quy Village Hall Management Committee | Towards the cost of refurbishing the toilets in Quy village hall. |

| Subject | Decision | Reason |
|--|--|---|
| Dual Use Sports Facility Grant: Linton Dual Use project. | To award £20,500 towards the Linton Dual Use project | Towards the cost of design work. This will be taken from the capital grant to be considered by Cabinet in March 2003. |

INFORMATION ITEMS

Decision Made By Community Development Partnerships Manager

| Applicant | Description | Benefits |
|------------------------------|---|---|
| Friends of Fulbourn Hospital | To award a Arts Capital Budget grant of £1,500 (AC15) for the installation of a mosaic produced by patients working with a professional artist at Fulbourn Hospital | To assist participants in recovery and enhance the hospital vicinity for users and visitors |

| Applicant | Description | Benefits |
|------------------------------|--|---|
| Music and Arts at St Andrews | To award a guarantee against loss grant (AGAL12) of £250 to the Lunar Wind Quartet for a concert at St Andrew's Church Histon on 28 th March 2003 | The organisation provides high quality music performances for the rural community |

| Applicant | Description | Benefits |
|-------------------------|--|---|
| Dramawise, Whittlesford | To an Arts Performance Grant of £325 (AP26) towards the performance of The Ice Palace as part of the National Theatre/ Shell Connections festival at the Cambridge Arts Theatre in July 2003 | Participants are able to work with professional theatre practitioners towards a high standard performance in a professional venue |

Call-in Arrangements

The Chairman of the Scrutiny Committee or any five other Councillors may call in any executive decision recorded in this bulletin for review. The Committee Manager must be notified of any call in by **5pm Wednesday 29th January 2003**. All decisions not called in by this date may be implemented on Thursday 30th January 2003.

The call in procedure is set out in full in Part 4 of the Council's Constitution, 'Scrutiny Committee Procedure Rules', paragraph 12.