



SOUTH CAMBRIDGESHIRE DISTRICT COUNCIL COUNCILLORS' BULLETIN – ISSUE DATE 26TH FEBRUARY 2003

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(Due to time constraints, these are draft Minutes for information only and may be subject to amendment.)

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1. To offer a grant of £12,340 to reinstate a thatch roof at High Street, **Cottenham**

DECISIONS MADE BY PORTFOLIO HOLDER FOR COMMUNITY DEVELOPMENT

1. To award a Youth Sport Initiative Grant (YSI060) of £18,100 to **Caldecote** Parish Council
2. To award £500 to Cambridge Joint Play schemes and £600 to Good Night Sitting Service two voluntary organisations
3. To award six Arts Partnership Grants:
 - £5,000 to Arts in Cambs on Tour
 - £3,000 to Cambridge Film Consortium
 - £5,000 to Cambs Dance
 - £6,500 to Cross Border Arts
 - £7,000 to Kettles Yard
 - £16,000 to Wysing Arts

4. To award the following Dual Use Operational Grants:
 - £8,500 to **Bottisham** Village College
 - £13,476 to **Comberton** Village College.
 - £6,923 to **Cottenham** Village College.
 - £7,675 to **Impington** Village College.
 - £7,175 to **Linton** Village College.
 - £7,140 to **Sawston** Village College.
 - £7,266 to **Swavesey** Village College

INFORMATION ITEMS

1. The Following Grants Have Been Agreed by the Community Partnerships Manager:
 - £500 Talented Young Persons grant towards an excursion to South Africa
 - £500 Talented Young Sports Persons' Grant for disability swimming
 - £500 Talented Young Sports Persons' Grant for gymnastics
2. The Following Grant Has Been Agreed by the Assistant Director of Housing and Community Services:
 - £1,500 to purchase 1.6 acres of land for at **Foxton** Recreation Ground
3. The Following Grant Has Been Agreed by the Conservation Manager:
 - £279 for the re-pollarding of two ancient willows adjacent in **Harston**.
4. **Call-in Arrangements**

IMPORTANT INFORMATION FOR COUNCILLORS



COMMITTEE MEETINGS



FROM 3rd – 7th MARCH 2003

WEDNESDAY 5TH MARCH 2003	AT 10 AM	DEVELOPMENT AND CONSERVATION CONTROL COMMITTEE (Contact Officer Ian Senior)	COUNCIL CHAMBER
THURSDAY 6TH MARCH 2003	AT 10 AM	NEW OFFICES WORKING GROUP (Contact Officer Holly McKenzie)	CAMBOURNE BUSINESS PARK
	AT 2 PM	EQUITY SHARE ADVISORY GROUP (Contact Officer Patrick Adams)	COMMITTEE 1
	AT 2 PM	CAMBOURNE SERVICES PROVIDERS LIAISON GROUP (Contact Officer Holly McKenzie)	CAMBOURNE
FRIDAY 7TH MARCH 2003	AT 9:30 AM	COMMUNITY DEVELOPMENT PORTFOLIO HOLDERS MEETING (Contact Officer Ian Senior)	ROOM 317

Minutes of the County Council Held on 11th February 2003

The minutes of the County Council held on 11th February 2003 can be accessed by clicking on the link below:

<http://www2.cambridgeshire.gov.uk/db/reprack.nsf/e0c624b01b2e9ade80256b14004eb73b/15e06524837ac62c80256cc2005a378d?OpenDocument>

Councillors not on e-mail who wish a paper copy of the minutes are asked to contact the Committee Section at (01223) 443030.

CABINET MEETING

At a meeting of the Cabinet held on
24th February 2003 at 10.00 a.m.

PRESENT:	Mrs DSK Spink RT Summerfield	Leader and Conservation Portfolio Holder Deputy Leader and Finance and Resources Portfolio Holder
Councillors:	Dr DR Bard CC Barker JD Batchelor Mrs EM Heazell SJ Kime Mrs DP Roberts	Information and Customer Services Portfolio Holder Environmental Health Portfolio Holder Sustainability and Community Planning Portfolio Holder Housing Portfolio Holder Planning and Economic Development Portfolio Holder Community Development Portfolio Holder

Councillors RF Bryant, G Elsbury, Mrs JM Healey, SGM Kindersley and Dr JPR Orme were also in attendance, by invitation.

Procedural Items

1. MINUTES

The Leader was authorised to sign the Minutes of the meeting held on 30th January 2003 as a correct record, subject to the following amendment:

Minutes and Matters Arising (item 1, second bullet point)
"This change in arrangements would be published..."

2. DECLARATIONS OF INTEREST

Councillor Dr DR Bard declared a personal interest in item 11 (Cambridge Core Traffic Scheme – Stage 3) as a registered Cambridge tourist guide.

Recommendations to Council

3. COUNCIL ANNUAL PRIORITIES 2003/04

The Policy and Performance Review Manager outlined the list of priorities and the following amendments were noted:

- paragraph 7(a) should read "% of invoices paid within 30 days";
- the target date for the Revised Deposit Local Plan to be approved by Council should be May 2004;
- Priority 10 should be for the Portfolio Holders for Housing and Planning and Economic Development;
- Priority 10 should include Item 8: "To review affordable housing policy in Local Plan No. 3 and include policies for key workers" with a deadline of May 2003 and Keith Miles as the officer responsible; and

- The 2003/04 target for “Affordable, Key sector and General needs housing provided through all means” should be 223 homes.

Councillor RT Summerfield queried the 20% staff turnover target for 2003/04. The Policy and Performance Review Manager clarified that the target had been set in the CIPs agreed before Christmas but that Cabinet could amend it.

Cabinet

RECOMMENDED TO COUNCIL

- (a) that Council approve as annual priorities:
- i. to provide high quality accessible services to the public by working with the County Council to set up the Cambridgeshire Direct Contact Centre; establishing the new Cambridge Office; and implementing the Council’s IEG statement;
 - ii. to approve and implement the new arrangements for an integrated refuse collection and recycling service to meet the needs of residents and achieve national recycling targets;
 - iii. to achieve a development plan framework which balances the economic, social and environmental needs of South Cambridgeshire and meets the aims of the Corporate and Community Strategies;
 - iv. to establish effective working arrangements for the Local Strategic Partnership and adopt a Community Strategy with LSP partners;
 - v. to implement a programme of actions to implement the Sustainability Best Value review and implement the Council’s commitment to addressing Climate Change;
 - vi. to complete a self assessment and peer review and establish an improvement plan to take the Council to the CPA and beyond;
 - vii. to improve the capacity of the Council to deliver improved customer services and achieve its Corporate Strategy through completion of the organisational review and implementation of recruitment and retention measures;
 - viii. to complete preparations to enable the Council to move to its offices in Cambourne with no disruption of service to the public and in such a way to achieve more efficient and joined-up working;
 - ix. to achieve the Government’s decent homes standard for all Council dwellings by March 2006; and
 - x. to increase the number of affordable and key worker houses provided in the year and establish arrangements for significant increases in future years.
- (b) that Council approve as priority performance indicators for 2003/04:
- i. invoices paid within 30 days (target 97%);
 - ii. working days lost through sickness (target 7.6 days);
 - iii. % staff turnover (target 15%);
 - iv. % of interactions capable of electronic delivery (target 60%);
 - v. % of housing response repairs for which the Council made and kept an appointment (target 85%);
 - vi. average voids relet time (target 35 days);
 - vii. % of staff with a completed appraisal (target 90%);
 - viii. actual spending compared with budget (target +/-5%);
 - ix. affordable, key sector and general needs housing provided through all means (target 223 homes);
 - x. % of Homelessness applications decided within 33 days (target 85%);
 - xi. average stay of households (with dependent children or a pregnant woman) in:
 - bed and breakfast (target 14 days);

- hostel accommodation (target 20 weeks); and
- xii. average SAP rating of local authority buildings (target 65).

4. CONSULTATION ON FINANCIAL STRATEGIES

In order that the consultation results could be taken into account in the discussion of the estimates, this item was considered at the beginning of the meeting.

The Chief Executive presented the executive summary of the consultations. The focus groups had accepted the need for increased spending but expressed concern about the impact this would have on pensioners and families with low income. Respondents found it hard to understand the rate of Council Tax increases compared to the rate of inflation and the need to raise Council Tax in an area of high growth. The marketing consultants had stressed that their report was not a quantitative survey but rather presented members with an overview of the range of public opinions. A number of Members expressed doubts about the value of the exercise given that it was not a statistically significant sample.

The Policy and Performance Review Manager stated that all local authorities were facing a similar situation of how to obtain informed views from a rounded sample of residents. He asked that members consider the consultation as the start of a gradual 3-5 year process of informing the public of the different issues faced by the Council and to build a dialogue with residents. Previous requests in South Cambs Magazine for focus group participants had resulted in three responses. Disappointment was expressed at the low level of public interest.

Members also expressed disappointment at the bad publicity received by the consultation exercise and queried paying the participants. The Chief Executive replied that it was necessary to explain complicated financial strategies in order to receive meaningful and informed responses and noted, to the agreement of some members, that it was standard practice amongst consultation organisations to compensate participants. The Policy and Performance Review Manager noted that compensation provided an incentive for people to attend and that it was more cost-effective than having the consultants contact residents on an individual basis. The consultation had cost £10,000 from the Democratic Representation budget.

Input had been received from Parish Councils as a separate exercise. Although it had been believed that respondents from Parish Councils had not been paid, Parish Council members had been offered as compensation a donation to a charity of their choosing. There was doubt expressed that financial compensation or charitable donations produced unbiased responses.

It was suggested that future consultation could be organised at Parish Council meetings, with greater attendance encouraged by highlighting issues likely to be of public interest, such as Council Tax levels. A question and answer session with Council officers could be arranged in such circumstances, although it was noted that this method would not provide a representative sample of the population as the participants would be self-selecting. Although the consultation exercise had been conducted at a hotel as a neutral venue, members believed participants would not feel compromised using the Council offices in the future.

In response to a query from Councillor Mrs EM Heazell, the Policy and Performance Review Manager clarified that the executive summary and report both contained a reasonable summary of the discussion in which a number of participants who had recently moved to South Cambridgeshire from other districts stated that they were willing to pay more Council Tax to receive a wider range of services from the Council.

The strategies referred to in the conclusion of the executive summary related to levels of Council Tax based on the proposed rate for 2007 under the Council's current financial strategy:

- Strategy 1 (£250,000 less spending per annum, supported by 4 respondents): £100 Council Tax on a Band D property in 2007
- Strategy 2 (current spending plan, supported by 15 respondents): £115 Council Tax on a Band D property in 2007;
- Strategy 3 (additional £250,000 spending per annum, supported by 25 respondents): £130 Council Tax on a Band D property in 2007; and
- Strategy 4 (additional £500,000 spending per annum, supported by 1 respondent): £145 Council Tax on a Band D property in 2007.

Members supported the use of South Cambs Magazine to improve awareness of Council policies and to highlight the different roles of the District and County Councils. The Policy and Performance Review Manager reported that the last issue of South Cambs Magazine had contained an article on the budget and the next issue would include the results of the consultation. The magazine would be used to raise understanding of complex issues and could in time be used for consultation once residents were better informed, but it was noted that use of South Cambs Magazine for surveys would also suffer from the drawback of self-selecting respondents.

Councillor SGM Kindersley noted that, in general, consultation strategies subvert the political process as taxpayers could express their opinions through their votes.

Cabinet **NOTED** the views expressed in the consultation.

5. CAPITAL AND REVENUE ESTIMATES AND COUNCIL TAX

The Resources and Staffing Portfolio Holder presented the recommendations. He drew attention to the decrease in Revenue Support Grant of £75,000 since the provisional figures reported to Cabinet in December; the revised view of the likely costs associated with the recruitment and retention exercise to £750,000; and the possibility of re-considering some of the Continuous Improvement Plan (CIP) bids. He noted that the figures in the report continued to assume a Council Tax for 2003/04 of £100, but that a motion had been submitted to Council proposing £70.

Council Tax Level

Councillor CC Barker proposed, seconded by Councillor Dr Bard, that the Council Tax remain at £70 for 2003/04; insisting that the Council must undertake a root and branch review of services in the next year.

Councillor SJ Kime proposed, as an alternative, a Council Tax of £85 in 2003/04 to avoid the necessity, at a later date, of cuts or a major increase in Council Tax. No seconder was forthcoming.

Other Cabinet members offered support for a £70 Council Tax, arguing:

- that, given the continuing level of balances, despite the intention from as far back as 1998 that they should reduce, there was no call for an increase in Council Tax
- that the Council should not add to the financial burdens of those who found it difficult to afford such bills
- that the public consultations showed clearly that there were concerns about the level of Council Tax
- that media reports suggested that there could be a return to a capping regime if large increases persisted

- that ignoring repeated calls from the External Auditors to reduce balances was bad practice and would be relevant if capping were reintroduced

At the end of the debate, Cabinet, with one abstention,

AGREED to recommend a Council Tax of £70.

CIPs Bids

Debate proceeded on the funding of further CIPs bids. Alternatives put forward were:

- to accept bids scoring 10 points or more on the priority list presented to Cabinet on 12th December 2002 rather than the bids now supported by Management Team; subject to the deletion of any items withdrawn by the portfolio holder, for example the LSP part time admin post
- to reject any additional funding for further CIPs bids; any necessary expenditure to be funded from existing budgets
- to accept the Management Team's recommendations in the report now before Cabinet, with the exception of the drainage feasibility studies which will be moved to the 2003/04 precautionary items list

The Chief Executive reported that Cambridgeshire Police were submitting a bid for Home Office matched funding of up to £1m for Police Community Support Officers. The Police Authority would provide the matched funding for some posts, but were also looking to Districts for support. The Chief Executive had expressed interest on behalf of the Council, as this project would provide 8 or 9 officers for the District, but had not made any commitment and had indicated that the Council would be unlikely to offer support if there were no Home Office funding. It was not now thought appropriate for this potential expenditure of up to £100,000 to be included in the precautionary items as these were one-off items so, if the request were to be taken further, a report would be made to Cabinet to consider the options.

The Finance and Resources Director confirmed that funding for the CIPs bids accepted on the 12th December had been built into the estimates submitted; those listed in paragraph 25 of the report would be additional. The first alternative above was rejected by vote, as was a request to include the bid for an Assistant Sustainability Officer. Cabinet then, by 7 votes to 1

RESOLVED

- (a) that the following items involving recurring expenditure be included in the budget for 2003/04 to be presented to Council:

Information Management Officer	£16,000
Rent Deposit Scheme	0
GIS software maintenance and aerial photo layer	£15,000
Disaster recovery	£30,000
Procurement Officer	£27,000
Village Warden Schemes	£ 5,000
Compliance Officer	£12,000

- (b) that the following items of one-off expenditure be included in the budget for 2003/04 to be presented to Council:

Management development course	£10,000
Development briefs	£15,000
GIS aerial photography	£26,000
Green Belt design guide	£20,000
Minutes system	£33,000

- (c) that the following item of expenditure be included in the draft estimates to be presented to Council, to be met from the Housing Revenue Account:
See My Data Software (to be financed over three years) £35,000

Recruitment and Retention Exercise

On request, the Chief Executive explained the reasons for the delay in the final report from Price WaterhouseCoopers on the recruitment and retention exercise, as it had proved more complicated than at first appreciated. The final report was expected in about a month, when the consultants would make a presentation to Cabinet. The work on the evaluation of the remainder of the posts, following the sampling exercise, had caused the consultants to revise their view of the likely associated costs. Management Team had therefore concluded that the estimates for 2003/04 should include an increased provision of £750,000 as a maximum figure. The provision for 2002/03 would need to be retained in order to apply back-dating.

Questions were asked about whether the Council was over-staffed or high spending. The Chief Executive responded that the former was difficult to measure but that the comparisons between similar authorities produced by the Audit Commission until recently indicated that the Council was 25% lower staffed than other similar councils, and was even leaner by comparison when it came to central administrative support staff. The Council was the 8th lowest taxing district in the country and it was not possible to be in this position and also be over staffed and over spending. The Chief Executive agreed to place information about the Council's comparative position on the Council's web site.

Planning Delivery Grant

Cabinet then considered an additional paper announcing a new Planning Delivery Grant from the Government for the period 2003/04 to 2005/06. This Council's grant for 2003/04 would be £117,000. The grant was not ring fenced for the planning service, but for future years was likely to be linked to improved planning performance; and the Planning Director had indicated that he wished to spend the 2003/04 grant on the planning service.

Neither the grant nor any associated expenditure were included in the revenue estimates submitted to this meeting, but it was noted that there would be no net effect on the General Fund. Cabinet

APPROVED the use of the new Planning Delivery Grant for the planning service, with a corresponding increase in gross expenditure.

In conclusion, Cabinet

RECOMMENDED TO COUNCIL

- (a) that the revised capital estimates for the year 2002-2003 and the capital estimates for the year 2003-04 be approved as submitted;
- (b) that the revised revenue estimates for the year 2002-2003 and the revenue estimates for 2003-04 be approved as submitted, subject to the inclusion of an additional £244,000 for the additional CIPS bids approved above (to be apportioned as indicated between the General Fund and the Housing Revenue Account); and income and expenditure of £117,000 related to the Planning Delivery Grant;
- (c) that the District Council demand for general expenses for 2003-2004 be £3,755,360;

- (d) that the Council set the amount of Council Tax for each of the relevant categories of dwelling in accordance with Section 30(s) of the Local Government Finance Act 1992 on the basis of a District Council Tax for general expenses on a Band D property of £70 plus the relevant amounts required by the precepts of Parish Councils, Cambridgeshire County Council and the Cambridgeshire Police Authority; details of those precepts and their effect to be circulate with the formal resolution at the Council meeting; and

Cabinet also

APPROVED the amended list of precautionary items of expenditure as outlined at Appendix D in the report of the Finance and Resources Director, with the addition of Drainage feasibility studies (£30,000).

6. HOUSING REVENUE ACCOUNT, RENTS AND CHARGES

The Housing Portfolio Holder introduced the report which proposed that rents were subject to a Governmental requirement restructuring variation of up to £2.00 a week from April 2003, noting that the consequential effect would be to increase rents by an average of 3.3%. An increase above the adopted inflationary rate for garage rents was felt to be appropriate in view of the improvements being made by the Council. The increased income from the garage rents would be deposited in the Housing Revenue Account to be spent on all housing services, including asbestos removal from garages.

Cabinet

RECOMMENDED TO COUNCIL

- (a) that rents be subject to a restructuring variation of up to £2.00 a week from April 2003, with the consequential effect that rents would be increased by an average 3.3%;
- (b) that the HRA rents and charges for 2003-2004 be increased as follows:

Sheltered Housing Service Charges	Current charge per week £.p	Proposed charge per week £.p
Council Tenants		
Support element	7.70	7.92
Other (communal facilities etc.)	5.30	5.50
Equity Shareholders		
Schemes with all facilities	15.70	16.20
Schemes without a common room	10.40	10.70

- (c) that the rent reduction for tied accommodation occupied by wardens, deputy wardens or rangers be increased by 2.5%;
- (d) that the alarm system charges made to tenants not on a sheltered housing scheme be increased by 2.5%;
- (e) that the alarm system charges made to owner/occupiers not on a sheltered housing scheme be increased by 2.5%; and

(f) that garage rents be increased as follows:

Garage Rents	Current charge per week £.p	Proposed charge per week £.p
Up to two garages rented to a Council house tenant	4.74	5.50
Other garages rented to a Council house tenant	4.74 + VAT	5.50 + VAT
Garages rented to a non-Council house tenant	4.74 + VAT	6.50 + VAT

Decisions made by the Cabinet and reported for information

7. COUNCIL STOCK CONDITION, DECENT HOMES REPORT AND STOCK OPTIONS APPRAISAL

The Housing Portfolio Holder presented the report and noted that the stock information was required by the government. She drew attention to the fact that the initial data made no assumption on the loss of stock over the thirty-year period although Right to Buy and disposals would reduce the Council's asset base. Aids and Adaptations would decline over time and the remaining expenditure would be for maintenance work.

The Director of Housing and Community Services explained the report had been prepared as the government released its Communities Plan, which was referred to in paragraph 20 and stressed the mandatory aspect of the Stock Options Appraisal. The government would intervene where authorities failed to act.

The government literature did not make any reference to maintaining the status quo. Councillor Barker noted that the Community Housing Task Force did not mention housing in the hands of Local Authorities and queried what was being done. Councillor Mrs Heazell replied that an independent view from consultants would provide a basis for a work programme and this information would be used in the Council's deliberation.

Cabinet AGREED

- (a) that Government Offices (GO-East) be advised the Council will achieve Decent Homes Standard by 2006;
- (b) that a Stock Options Appraisal be commissioned in the financial year 2003-2004;
- (c) to adopt the planned maintenance programme of cyclical maintenance, future major work and improvements; and
- (d) to include the joint targets of Working Towards the Decent Homes Standard and commissioning the Stock Options Appraisal in the Council Annual Priorities 2003-2004.

8. WASTE MANAGEMENT SCHEME

The Environmental Health Portfolio Holder presented the minutes of the Waste Management Advisory Group and praised the Group's attitude, work and support of the scheme. He acknowledged the amount of work to be done and the need to answer all the questions residents might have. The current recycling rate in South Cambridgeshire was around 18% and would rise to around 40% under the new scheme, making the District one of the leaders in the country. Members welcomed the recommendations but stressed that the publicity must be very positive as mixed reactions had already been received from residents.

A publicity campaign would begin in June, including a feature article in South Cambs Magazine and photographs of the bins to demonstrate their dimensions, and aimed to educate residents about the proper sorting of materials to avoid contamination of green waste. Councillor JD Batchelor expressed concern about contaminated green waste bins being left uncollected for four weeks.

It was noted that any new collection vehicles purchased by the Commercial Services department could and would be adapted for emptying bins. In response to a query from Councillor Mrs DSK Spink, it was reported that other authorities had received virtually no complaints about odours from bins and that any such odour problems would not result in a return to weekly collection. Residents would be able to wash their bins or be referred to bin cleaning services in the area.

Donarbon Ltd had recommended recyclable paper sacks for collection of green waste from households unable to use bins. Paper sacks had been used by other authorities and were found to be sufficient when collected weekly. Households remaining on a sack-based service would have both green and residual waste collected weekly. Operatives would separate the paper from plastic sacks at the time of collection to ensure no green waste would go to landfill. The specification for the paper sacks had not been decided. It would be emphasised that households wishing to remain on a sack-based collection would be considered on a case-by-case basis as per the agreed policy but the decision would be by the Council and not the residents.

It was important that Parish Councils be clearly informed that they would continue to receive recycling credits from the green box schemes. The green waste processing gate price at Donarbon Ltd would be higher than the recycling credit. This situation would continue for the near future, so Parish Councils would not immediately receive additional credits under the new scheme.

Councillor G Elsbury queried the discrepancy in recycling credits between adjacent villages. The Chief Environmental Health Officer agreed to have the discrepancy investigated, but it was noted that under the green box recycling scheme, credits were paid by a pro rata system according to village size. It was not possible at present to calculate the weight recycled by village. Villages which had bottle or paper banks received credits directly from the amounts collected at the banks. Councillor Barker reported that the Waste Management Advisory Group had been advised of the possibility of micro-chipping the green bins and adapting the collection vehicles for scanning and weighing the bins on a per household basis, a practice in use in some authorities and in Europe. This option had been discussed and rejected by the Advisory Group as unnecessarily intrusive. Councillor Mrs Heazell noted that micro-chipped bins would inaccurately reflect the amount of green waste being recycled by households involved in home composting. The bins and collection vehicles had the provision for conversion to micro-chipping and scanning if this became a government requirement in the future, but this would be a matter for full Council.

Cabinet **AGREED** that:

- (a) the colour of the wheeled bins to be used for the green waste and cardboard recycling be mid-green to accord with the current green recycling boxes and black for the residual waste. The bins to be embossed with the SCDC and JMWS (Joint Municipal Waste Strategy) logos and a method of differentiation for the visually impaired;
- (b) the bins for the green waste not be ventilated;
- (c) in view of the uncertainty surrounding the amended Animal By-Products Order, due to be published in April 2003, a comprehensive list be provided to all householders as to what could and could not put in the wheeled bin for green waste, the list to include certain kitchen waste and include cooked food, waste food and meat;
- (d)
 - i. a strict policy of not collecting side waste be adopted; and
 - ii. this policy be publicised as part of the communication and publicity strategy;
- (e)
 - i. one additional 180 litre wheeled bin for residual waste be provided restricted to those households which had a family size of six more and/or were able to demonstrate the need for an additional bin, at a charge of £25 (including VAT), unless the household were on Housing Benefit, Council Tax Benefit and/or income support in which case the additional bin would be free;
 - ii. one additional 180 litre wheeled bin for green waste be provided to any household able to demonstrate the need, at a charge of £25 (including VAT), unless the household were on Housing Benefit, Council Tax Benefit and/or income support in which case the additional bin would be free; and
 - iii. only bins with the SCDC logo (i.e., not owner-bought bins) would be emptied.
- (f) in order to maximise participation in the scheme and to make it easy to use, one kitchen bin be issued in conjunction with the wheeled bins for green waste at no cost to the householder. These bins would be provided by the JMWS' preferred bidder and an additional kitchen bin could be bought from SCDC at cost;
- (g)
 - i. the current weekly refuse collection service by plastic sack be maintained to all properties unsuitable for wheeled bins; and
 - ii. green waste be collected in paper sacks from properties unsuitable for wheeled bins with the collections being made weekly on the same day as the plastic sacks for residual waste;
- (h) for collections from flats:
 - i. where provision could be made for wheeled bins, communal or individual bins be provided for both residual and green waste;
 - ii. in exceptional circumstances where provision could not be made for wheeled bins, sacks be provided and collected as outlined in recommendation (g) above; and
 - iii. every effort be made to include facilities for the storage of waste for recycling and disposal in new developments;
- (i) the initial publicity regarding the scheme include a section publicising an option for a householder to apply for inclusion on the assisted collection list,

with all such applications being considered on their merit in accordance with the current criteria for determining such applications. 180L bins could be offered to such households as an alternative if it would make management on the bins easier for the household;

- (j)
 - i. the bins remain in the ownership of the Authority; and
 - ii. the considerations regarding bin ownership be publicised in the initial information leaflet;
- (k)
 - i. bins are replaced at no charge to the householder should the Authority damage them in any way; and
 - ii. householders whose bins were lost, stolen or damaged beyond repair could purchase replacement bins at a cost of £25 (including VAT);
- (l) contaminated bins not be collected and householders be advised of the reason for non-collection by the use of suitable stickers and letters;
- (m) the Authority does not immediately provide a bin cleaning service but refer householders to contact bin cleaning companies that operate in the area without recommending specific companies;
- (n) householders be encouraged to paint only their house number (or house name) on both the bins issued to their property, to enable bins to be easily identified visually and returned to the correct collection point;
- (o) the green waste and residual waste collections rounds be structured to mirror the green box collections;
- (p) the collection point for both residual waste and green waste bins be the edge of curtilage (except for agreed assisted collections or where a footway or highway would be unreasonably obstructed, in which case officers would visit to determine a suitable collection point) to accord with the current services; and
- (q) Parish Councils receive recycling credit payments for the green waste taken for composting, the level of this payment being set at the difference between the recycling credit paid to the Authority less the gate fee up to a maximum of £5.85.

Cabinet **NOTED** that:

- (r) procurement of the wheeled bins required for the integrated green waste recycling scheme and the residual waste collection scheme was by the JMWS Partnership through the contract with ESPO (Eastern Shires Purchasing Organisation) and subject to satisfactory quality and method statements being obtained from the successful tenderer(s); and
- (s) the specification for the wheeled bins was to the EN840 standard.

Cabinet further **AGREED** to visit the new depot at Landbeach.

9. **SPONSORED TRAFFIC ROUNDABOUTS**

The Planning and Economic Development Portfolio Holder advised Cabinet that the current policy of refusing sponsorship of roundabouts in South Cambridgeshire had been made by the Conservation and Planning Policy Committees in 1997-98. The final decision on allowing sponsorship remained with Cambridgeshire County Council and reviewing the SCDC policy would allow the Council the opportunity to be pro-

active in allowing the approval of designs and ensuring maintenance. Guidelines would be established for layout design, colour scheme, size of advertisements, etc., as appropriate for a rural area.

There was general support for sponsored roundabouts and Councillor Dr Bard recommended the additional consideration of triangles of land at junctions. It was felt unnecessary to involve the Conservation Advisory Group and Development and Conservation Control Committee in the design of each individual roundabout.

Cabinet, by 7 votes to 1,

AGREED

- (a) that the Council rescind its previous rejection of sponsored traffic roundabouts and advise the County Council that it now supports such a move;
- (b) that the Trees and Landscape Officer be asked to prepare design guidelines to be submitted to the Development and Conservation Control Committee and the County Council for consideration, after which any applications for sponsorship of traffic roundabouts or triangles of land at junctions would be submitted to the Trees and Landscape Officer for approval.

10. CAMBRIDGE CORE TRAFFIC SCHEME – STAGE 3

The Planning and Economic Development Portfolio Holder reminded Cabinet that the previous support for the proposals of the County Council on 20th June 2002 had been in principle and had supported the part-time closure of Silver Street with a tidal-flow into the city in the morning peak and out of the city in the evening peak. Detailed proposals were now before members. Councillor Kime himself still favoured the tidal-flow system; the Principal Planning Policy Officer (Transport) reported that officers considered that the potential for driver confusion was too high and did not now recommend supporting this scheme but instead a part-time closure with two-way traffic flow.

Cabinet considered the proposals but rejected the two-way traffic flow, noting that the proposed widening of the pavements along Silver Street would further restrict the lanes, making two-way traffic impossible. Councillor Mrs Spink recommended the use of gates rather than bollards to regulate entry to Silver Street.

Cabinet also considered the issue of tourist coaches dropping off and picking up passengers on Queen's Road. It was felt that a ten-minute limit could be appropriate for dropping off passengers but more time was needed when picking them up. Ample space would be required along Queen's Road to accommodate the number of tourist coaches and the effect on traffic was queried if coaches used both sides of the road. A separate shuttle bus service for tourists from the Park and Ride sites at Trumpington and Madingley Roads was suggested. An alternative was tourist coach parking along Newnham Road, which was less congested, would not block the views of the Backs and should not inconvenience residents.

The Principal Planning Policy Officer (Transport) advised members of the traffic recommendations of the Structure Plan EiP panel, who had noted that traffic would increase as a result of the growth proposed. The Panel concurred with the recommendations from the CHUMMS study that there would be a need for continued traffic management in Cambridge; at the least the eventual removal of all through traffic from the historic core of Cambridge as in the County Council's original plan. Cambridge in 2016 would be 40% larger than its current size and it was necessary to achieve a better modal split between private and public transportation.

Cabinet **AGREED** to

- (a) support the part-time closure of Silver Street with tidal flow into the city in the morning peak and out of the city in the evening peak;
- (b) support the use of gates instead of bollards to regulate traffic on Silver Street;
- (c) give general support for the inner ring road proposals;
- (d) welcome the decision to retain the mini-roundabouts at the Royal Cambridge junctions for the time being;
- (e) urge that the greatest care be taken to reduce the unnecessary adverse impact of signing;
- (f) express concern about to the coach drop off / pick up facility proposed for the summer tourist period and consider that the provision should be limited to that proposed for all-year use and that monitoring of the situation should take place over a twelve month period and that there is rigorous enforcement of the time limit allowed for coaches to drop off / pick up tourists; and
- (g) emphasise that the impact of the proposals should be carefully monitored and the scheme adapted as necessary having considered the results, perhaps with the involvement of the Cambridge Core Traffic Scheme Steering Group.

11. MUSEUM GRANT SUPPORT FOR LOCAL MUSEUMS IN 2003/04

The Community Development Portfolio Holder presented the report, detailing museums with which the Council has had dealings in previous years, and conveyed a telephone message she had received from Councillor AW Wyatt, asking Cabinet to consider funding museums located within the South Cambridgeshire District rather than Cambridge City. It was noted that Cabinet had been invited to visit the Fitzwilliam Museum on 28th February to discuss the outreach programmes.

Cabinet **AGREED** to support the proposed 2003-2004 Museum Grant funding arrangement as follows:

Museum	2003/04	Notes
Farmland Museum and Denny Abbey	£26,000	Inflation increase
Cambridge and County Folk Museum	£31,000	Including £10,000 towards the on-going development works due to complete 2004/05
Other Museum Grants	£5,000	Funding to be prioritised to support packages for specific development projects
1. Fitzwilliam Museum		
2. Farmland Museum (Interpretation)		
3. Museum of Technology		
Total Museum Grants 2003/04	£62,000	Total for 2002/03 plus 2.5% allowance for inflation

12. LOCAL AUTHORITY SOCIAL HOUSING GRANT (LASHG)

The Housing Portfolio Holder presented the letter from the Director of Housing and Community Services to GO-East regarding the transition arrangements for the Local Authority Social Housing Grant (LASHG). The potential impact of the abolition of LASHG a year earlier than anticipated would leave many schemes uncertain over funding and possibly prejudice their success in delivering affordable housing to meet the needs of the District and the wider Sub-Region. South Cambridgeshire was not

the only District affected by the proposals. No response had yet been received to the letter and Councillor Mrs Heazell recommended that a letter of direct protest signed by herself and the Leader be sent to the ODPM, asking that any action be postponed to April 2004 as originally planned.

In response to queries about the possibility of legal action, the Housing and Community Services Director reported that a Capital Receipts group, involving this Council as well as other local authorities, were investigating the possibilities. South Cambridgeshire was helping fund the legal work through its membership in this group.

Councillor Mrs Heazell noted that she had spoken to the Liberal Democrat LGA office and discovered they had been unaware of the proposed arrangements. She suggested members contact their political groups to ensure awareness of the proposals.

Cabinet AGREED

- (a) that the Housing Department draft a letter to the ODPM as a direct protest against the proposed transitional arrangements for debt-free authorities, to be signed by Councillors Mrs Heazell and Spink;
- (b) that a copy of this letter and the original letter of the Housing and Community Services Director be sent to the local MPs; and
- (c) to encourage members to speak to their political groups about the proposals.

13. DRAFT PROGRAMME OF MEETINGS

The draft programme of meetings for 2003/04 were presented and it was noted that a suggestion was being made to Council on 27th February that an additional meeting of full Council could be held on 29th April 2004.

Cabinet **CONFIRMED** the draft programme of meetings as it affects Cabinet meetings.

14. REFERENDUM ON REGIONAL ASSEMBLIES

(Late item accepted by the Leader in view of the deadline for responses)

Cabinet was asked to consider the Council's response to Government soundings on the level of interest in each region in holding a referendum on establishing an elected regional assembly. Members acknowledged that the region was not a priority for a regional assembly, although holding a referendum could conclude the matter.

Cabinet, by five votes to three,

AGREED to express to the Office of the Deputy Prime Minister (ODPM) the view that this Council is not in favour of holding a referendum on regional assemblies.

Information Items

15. MONITORING OF COUNCIL PRIORITIES 2002/03 – THIRD QUARTER

The Chief Executive presented the third quarter report representing the progress made on Council priorities as of the end of December 2002. The following amendments were noted:

- there was no longer a Steering Group to manage the organisation review process (Council Priority 2, Item 3);
- the adoption of Local Plan No. 2 was in May 2003 (Service Priority 2, Item 3); and
- the absence management policy and procedure was already developed and implemented (Priority Performance Indicator 12).

Cabinet **NOTED** the schedule of progress on Council Priorities.

16. PRESENTATION ON PANEL REPORT ON THE EXAMINATION IN PUBLIC (EIP) OF LOCAL PLAN NO. 3

(Additional Item presented with the consent of the Leader)

The Planning Director presented the findings of the EiP panel on the County Structure Plan, which had supported the South Cambridgeshire District Council strategy that Cambridge continue as a compact dynamic city with a thriving historic core and green belt. He highlighted the following results, which agreed with the SDCDC recommendations:

- All Green Belt sites proposed for development had been accepted up to 2016, including Cambridge Airport, development would start with brownfield land;
- the eastward expansion of Cambridge to Teversham and Fulbourn was rejected;
- Longstanton / Oakington was agreed as the best site for a new town development; and
- improvements to the A14 and a rapid transit system were supported.

The panel considered Waterbeach as the most likely site for a second new town development should one be required if the current level of growth in the region continued beyond 2016. Despite media reports to the contrary, this site was not definite and the transport problems it would present were acknowledged.

The EiP panel had advised the Council that proposals for the expansion of Cambourne would need to be reconsidered in the future.

Cambridgeshire County Council was very likely to accept the Structure Plan as proposed in mid-March. If so, there would be a brief consultation followed by publication with modifications in June and the final Plan adopted in September or October.

Cabinet congratulated Councillor Kime, the Planning officers and the Council's consultants for their work with and on behalf of the Council and thanked them for their work with the Residents Against Village Extinction (RAVE) group. Councillor Kime added his congratulations to the Planning officers for their passionate and successful argument against the eastern expansion of Cambridge and the excellent results of the EiP.

17. FORWARD PROGRAMME

Cabinet **NOTED** the forward programme from 3rd March 2003.

Standing Items

18. MATTERS REFERRED BY SCRUTINY COMMITTEE

None.

19. RE-LOCATION OF OFFICES TO CAMBOURNE

Nothing to report.

20. REVIEW OF THE COUNCIL BY CONSULTANTS

See item 6 (Consultation on Financial Strategy).

21. 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 item on the grounds that it involves the likely disclosure of exempt information as defined in paragraphs 3, 4 and 7 of Part 1 of Schedule 12A of the Act.

Confidential Item

22. IRRECOVERABLE DEBTS

The Finance and Resources Portfolio Holder gave Cabinet the details of the irrecoverable debts and noted that any amounts written off in respect of National Non-Domestic Rates would not have a direct financial impact on this authority.

The Director of Finance and Resources agreed to provide Councillor Mrs Heazell with the details on the duration of the outstanding business rate debt accumulated in one case. Councillor Mrs DP Roberts reported potential information on one case and was asked to provide further details to the Director of Finance and Resources.

Cabinet

RESOLVED to give authority for £64,390.98 in respect of Non-Domestic Rates, £4,453.18 in respect of Rent and £7,613.88 in respect of Sundry Debtors to be written off as irrecoverable.

The meeting ended at 2 pm

CONSERVATION ADVISORY GROUP

At a meeting of the Committee
held on 30th January 2003 at 2.00pm

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

Councillors: Councillor RF Collinson Councillor Dr JPR Orme
Councillor Dr JA Heap Councillor AW Wyatt

Councillors Mrs JM Healey, SGM Kindersley, Mrs DSK Spink (Portfolio Holder for Conservation) and JH Stewart attended the meeting by invitation.

Councillors Mrs MP Course (co-opted Member) and RGR Smith sent their apologies for absence.

1. DECLARATIONS OF INTEREST

In connection with Minute no. 7 (Historic Resource and Cultural Centre), Councillor NN Cathcart declared a personal interest as a Trustee of the Farmland Museum.

In connection with Minute no. 12 (St Denis Church, East Hatley), Councillor SGM Kindersley, who was present at this stage of the meeting, declared a personal interest, but did not take part in the discussion.

2. MINUTES

The Group authorised the Chairman to sign, as a correct record, the Minutes of the meeting held on 27th November 2002 subject to the substitution of the word "Primary" for the word "Nursery" in the second line of the fourth bullet point in Minute no. 8 (Proposed enhancement of the pond at Histon Green).

Relating to that same Minute, the Conservation Manager assured Councillor AW Wyatt that a variety of options for the enhancement would be explored, including those which reflected Councillor Wyatt's concern that value for money should be a prime consideration.

Members noted progress being made with the Design Guide.

3. GIRTON COLLEGE

Mr Allies and Ms H Thomas from Allies and Morrison, Architects, made a presentation to the Advisory Group of revised plans for a new archive and special collections library at Girton College. They emphasised the scheme's simplicity and informality, but highlighted the importance of the quality of detail. They distributed sets of drawings and illustrative photographs to enhance their presentation. Members also had before them a copy of a report prepared by the Council's Historic Buildings Officer.

Due to difficulties over funding, the original scheme had not proceeded.

Councillor Mrs JM Healey (a local Member for Girton) expressed delight at the new proposals.

Councillor RF Collinson was impressed by the apparent change in direction in not trying to replicate the style of existing buildings. He commented that the proposed structure would allow those existing buildings to “make a statement” around it.

Councillor AW Wyatt welcomed the new plans, saying that the materials and colours to be used would blend in well with surrounding buildings.

However, the Vice-Chairman said he would have preferred a greater degree of harmony with the existing buildings, and was concerned that the predominance of straight lines in the plan would in fact make it difficult for the new structure ever to mellow. Councillor Dr JA Heap tended to agree, fearing that it was “too different”.

Councillor JH Stewart said that the current proposal was significantly better than the previous one, being simpler in design and less domineering.

Councillor Mrs Healey, as Chairman of the Development and Conservation Control Committee, reminded Members of the Advisory Group that the new building already had planning consent.

The Conservation Advisory Group **RECOMMENDED** to the Portfolio Holder for Conservation that the revised design proposed as Scheme C be supported and that the Advisory Group’s comments be reflected in the relevant reports presented to the Development and Conservation Control Committee in due course.

4. TREE AND HEDGEROW PACK SCHEME

The Trees and Landscape Officer presented a report, summarising the main aspects of the Tree and Hedgerow (and Pond Rescue) schemes operated by South Cambridgeshire District Council in partnership with Cambridgeshire County Council.

Mr. Philip Clark, Senior Countryside Officer with the County Council, gave a presentation of the scheme. His presentation focused on the following:

- Scheme goals
- Relationship to other projects
- Advice and resources available
- Operation of the scheme
- Targets

Currently, trees were sourced from around the UK but, in due course, the County Council would explore the potential for identifying and supplying local stock.

During the subsequent discussion, the following points were made:

- the scheme should embrace a programme of “future management” or education
- it was disappointing that financial support for this partnership was declining
- other districts should be urged to reinvest in the scheme
- the County Council should explore as wide a spectrum of funding sources as possible
- the scheme should recognise the diverse needs and environments of the various parts of the county
- resources should be focussed on those parts of the County with the most pressing need for new tree planting
- there was a desire to reintroduce elm trees
- there was a need to encourage under-cover growth

The Chairman hoped it would be possible to quantify the scheme’s performance in future years.

The Conservation Advisory Group **AGREED** to monitor the effectiveness of the scheme in 2003/04 and advise the Portfolio Holder and Trees and Landscape Officer about potential targets for action within the financial year.

The Conservation Advisory Group **RECOMMENDED** to the Portfolio Holder that support for the funding of the Tree and Hedge Pack Partnership Scheme be continued at the current rate of £12,300 within 2003/04.

5. **BUILDING PRESERVATION NOTICES (“BPNS”) – RECENT ACTION**

The Advisory Group considered a report detailing the results of recent action to secure historic buildings in South Cambridgeshire, and attain their listing as buildings of Special Architectural or Historic Interest. In particular, the report highlighted the following:

- Park House, Harston
- Imperial War Museum, Duxford (Building nos. 45, 147 and 46)
- Worts Farm Granary, Landbeach
- Brook Cottage, Great Eversden
- The Cottage, Fowlmere Road, Newton
- De Freville Farm Buildings, Great Shelford

In addressing concerns raised about the retrospective nature of BPNS, the Conservation Manager assured Members that the purpose of such Notices was to give local authorities an opportunity to monitor and learn more about buildings to determine whether or not they were worthy of being statutorily listed: the purpose was certainly not to prevent any form of alterations from taking place.

The Conservation Manager said that a future report to the Advisory Group would show the relationship between the historic buildings’ register and the use of BPNS.

The Conservation Advisory Group asked the Conservation Manager to clarify the results of the consultation exercise at Duxford and report back to the next meeting.

The Conservation Advisory Group **NOTED** the report and **RECOMMENDED** that the Portfolio Holder for Conservation continue support for the spot listing of individual buildings, and the service of Building Preservation Notices, where appropriate, in order to secure the future and proper planning of the historic environment.

6. HISTORIC BUILDING GRANTS 2002-2003

The Advisory Group considered a report examining the impact and effectiveness of the Historic Building Grants programme in 2002-2003.

The Vice-Chairman commented that the programme represented very good value for money.

Noting the financial implications contained in paragraphs 3.3 and 4.1 of the report, Councillor RF Collinson proposed, seconded by Councillor NN Cathcart, that the budget be maintained at the 2002-2003 level.

The Conservation Advisory Group **RECOMMENDED** to the Portfolio Holder that support for the proposed allocation of funding of £85,000 for the Historic Buildings and Conservation Area Enhancement Scheme Grants be confirmed for 2003/04, with an additional £10,000 allocated to the War Memorials' initiative; and

The Conservation Advisory Group asked the Conservation Manager to prepare a further report early in 2003/04 to outline potential targets for grant support while retaining the existing responsiveness to applications.

7. PROPOSED HISTORIC RESOURCE AND CULTURAL CENTRE

The Advisory Group **NOTED** a report outlining the implications of proposals from Cambridgeshire County Council to develop a Historic Resource and Cultural Centre within South Cambridgeshire.

Updating the report, the Historic Buildings Officer said that the County Council had now submitted a planning application. Members asked that conservation concerns play a significant part in determining that application.

During discussion, the following points were made:

- biological records were also important
- the proposed Centre should be seen as a back-up, rather than a replacement, for existing museums in the County
- the County Council should endeavour to avoid duplication with the proposed Resource facility at Arbury Camps
- South Cambridgeshire District Council had an interest in this proposal, given its own storage difficulties

The Conservation Advisory Group **NOTED** the report and expressed its support, in principle, for the concept of the scheme.

8. WILLOW POLLARDING

Further to the meeting of the Advisory Group held on 16th October 2002 (Minute no. 8 refers), the Ecology Officer presented a further report on the Willow pollarding project. He would prepare progress reports at appropriate stages during the coming financial year.

Councillor JH Stewart initiated a discussion about the financial implications of the scheme.

The Conservation Advisory Group **RECOMMENDED** that the Portfolio Holder:

- (1) endorse Option (iii) in the report, and cancel the Willow Pollarding Course in 2002/03;
- (2) encourage interested members of the Cambridge Agricultural Training Group or suitable landowners to initiate the course, or an appropriate alternative (such as Meadow Management), in 2003/04 with a reduced budget of £5,000;
- (3) support the continuation of the Willow pollarding project in an amended form in 2003/04 with an initial allocation of £5,000 from the Heritage Initiatives budget.

9. ARCHAEOLOGICAL INITIATIVES AND THE MONUMENT MANAGEMENT PROJECT IN SOUTH CAMBRIDGESHIRE - 2002/03 AND 2003/04

The Chairman withdrew this item from the agenda.

10. BABRAHAM HALL, BABRAHAM: PROPOSED DEVELOPMENT IN THE GROUNDS OF THE HALL FOR RESEARCH AND DEVELOPMENT – AMENDMENTS TO OUTLINE APPLICATION AND SUBMISSION OF RESERVED MATTERS PLANNING APPLICATIONS FOR TWO BUILDINGS. (PLANNING APPLICATION: S/2330/01/O AND S/2220/02/RM)

Following their site visit on 3rd January 2003, Members considered a report on this application, and endorsed the measures set out therein.

The Advisory Group requested that conservation concerns play a significant part in determining the planning application.

The Conservation Advisory Group **RECOMMENDED** that the Portfolio Holder seek an appropriate Master Plan for the Babraham Hall site and the contents of this be reported to the Advisory Group once received.

11. CHURCH OF ST. DENIS, EAST HATLEY

The Conservation Manager reported verbally that the Church Commissioners had visited the site that day, and that a formal progress report would be

presented to Members at the next meeting of the Conservation Advisory Group.

12. FUTURE THEMATIC PRESENTATIONS

Members considered a report on suggested topics for Powerpoint or other presentation, and authorised the Conservation Manager to determine a priority, and make all necessary arrangements.

13. DATE OF NEXT MEETING

The next meeting of the Conservation Advisory Group was arranged to take place on Tuesday 25th March 2003 in Committee Room 1, beginning at 2.00pm.

The meeting closed at 5.22pm

SOUTH CAMBRIDGESHIRE DISTRICT COUNCIL

MILTON COUNTRY PARK ADVISORY GROUP

At a meeting of the Advisory Group
held on 10th February 2003 at 10.00am

PRESENT: Councillor PL Stroude – Chairman
Mrs JA Muncey – Vice-Chairman

and Councillors MR Ellwood, TJ Flanagan and RT Summerfield. Also in attendance were S Bennett (Friends of Milton Country Park) and R Day, Milton Parish Council.

Apologies for absence were received from Mrs MP Course, R Hall and Mrs DP Roberts.

1. DECLARATIONS OF INTEREST

1.1 None were received.

2. MINUTES OF THE PREVIOUS MEETING

2.1 The Minutes of the meeting held on 14th October 2002 were approved as a correct record.

3. MATTERS ARISING

Min 6.7 - Access/Park Improvements

3.1 Members noted that some of the trees abutting the viewing platform had been pruned to open up the view from the balcony, however Councillor Ellwood requested that further pruning be carried out to the willow trees in that area. The Group

AGREED that more of the trees abutting the viewing platform are pollarded to the level of the barrier and the bramble in the same area also be reduced. The amount of work required was to be assessed by the Ranger.

Min 7.2 – Re-surfacing Work

3.2 The Group

RECOMMENDS to the Community Development Portfolio Holder that the estimate of £15-20,000 for re-surfacing the car park be brought forward for inclusion in the 2002/03 budgets; should it not be possible to complete the work before the end of March 2003, a request to roll forward the monies allocated for this work may need to be considered.

4. MATTERS ARISING FROM THE LAST MEETING REPORT

Lorries outside the park entrance

4.1 The contents of the report were noted, together with the information provided by the Ranger that he was waiting for written confirmation from the County Council concerning a meeting of all interested parties. It was **AGREED** that the matter be considered again at the next meeting of the Group.

Fishing

4.2 The Group noted the following information:

- Contacting the Manderson Trust had been unsuccessful, however further investigation would continue, minute 5.6 of the last meeting refers.
- A letter had been received from the Histon & District Angling Society following a letter from an angler concerned by an increase in the number of cormorants at the Park. Following earlier comments from fishermen about cormorants, work had already begun and three of the floating islands had been relocated closer to the bank to reduce roosting opportunities.

4.3 Three fisheries management companies had provided quotes in respect of surveying the water and assessing fish stocks and the Group

RECOMMENDS to the Community Development Portfolio Holder that Pond and Lake Management be requested to undertake survey work. The costs not to exceed £2000.

Litter

4.4 The Group noted that some of the litter bins removed from the park had been placed in the shallow water at the Northern end of Dickersons Pit in order that an additional natural habitat could be formed for mussels and other freshwater invertebrates.

4.5 A specification was being prepared for the removal of litter and dog waste from bins in the park on a regular basis. An order had been placed with contractors for the supply and installation of new litter bins.

Opening Hours 2003

4.6 The Group noted the information provided in the report and inspected the information provided by the data logger recently installed on the access route to the car park. The graphs circulated at the meeting indicated the average vehicle movements by hour of the day, total weekly vehicular movements and, average vehicle movements by day of week. It was also noted that there was the possibility that over-recording of the data may have occurred in circumstances where motorists had exited the park through the entrance route.

4.7 Members of the Group discussed the possibility of expanding the service provided by the café and the subsequent potential increase in the number of visitors to the park. The Assistant Housing & Community Services Director had discussed the possibility of expansion with the proprietors of the café and it had been recognised that in order to expand, additional space would be required. It was suggested that the café could be located upstairs in the Visitor Centre, however it was noted that a considerable amount of building work would be required should the café be relocated.

4.8 Councillor RT Summerfield declared an interest during consideration of the expansion of the café and took no part in the discussion.

On Call System

4.9 The Group noted that an on call system was now in operation and was working satisfactorily. However the system would be reviewed if an automatic barrier, currently under investigation for the main park exit, was installed.

Tenth Anniversary of the Park Opening

4.10 Members noted the events planned for the anniversary of the park opening and

AGREED that the Mayor of Cambridge, the Leader of the County Council, all SCDC Members, appropriate former SCDC Members including Mrs Roberta Cannon, Milton Parish Council and the Friends of Milton Country Park be invited to attend the event to commemorate the tenth anniversary of the park.

Visitor Centre Usage

- 4.11 Members considered other groups using the visitor centre and potential charging for its use. It was noted that a system of voluntary contributions was currently in operation and that not all groups made a donation towards the running costs of the centre. The Group, having considered various options **AGREED**
- (a) that groups be allowed to use the centre at the discretion of the Ranger or Assistant Director of Housing and Community Services. Such groups should have links to the countryside, the environment or the wider community,
 - (b) a donation be made to the Friends of Milton Country Park by groups using the centre,
 - (c) no parties for over 16's groups be allowed
 - (d) a further report on usage of the centre be made to the first meeting of the Advisory Group in 2004.
- 4.12 Councillor Summerfield undertook to provide the Ranger with a copy of the charges, effective from 1st April 2003, made by Milton Parish Council for use of the Community Centre.

Friends of Milton Country Park

- 4.13 Mr S Bennett informed the meeting that the Friends were investigating the possibility of providing a publication leaflet in conjunction with the Rangers that would be targeted at park users in general. The Friends were also producing an updated nature trail guide for users of the park. The Friends also prepared appropriate articles for inclusion in each publication of the 'Milton Village View', which was printed by the Cambridge Evening News and circulated to all households in the Parish.

5. RANGERS REPORT

- 5.1 The contents of the Rangers Report were noted.

6. RISK MANAGEMENT AT THE PARK

- 6.1 Following the high winds in October and the number of affected trees at the park, risk management at the park was being investigated. The issue of risk management at the park was discussed at great length by Members of the Group and it was particularly noted that a risk management strategy would be completed in the near future. The strategy would include how the different risks, such as high wind and ice, were managed. It was noted that an inspection regime was also necessary for trees at the park to assess their safety and condition.

7. ANY OTHER BUSINESS

Honey Fungus

- 7.1 In response to a question raised by Mr R Day, it was noted that Honey Fungus had affected two trees during the previous year and both had been felled.

8. DATE OF NEXT MEETING

- 8.1 The next meeting would be arranged in June once the programme of meetings for 2003/04 had been finalised.

The meeting closed at 11.50am

DECISIONS MADE BY PORTFOLIO HOLDERS

Decisions Made By Portfolio Holder For Conservation

Subject	Decision	Reason
Reinstatement of water reed thatch at 10 High Street, Cottenham	To offer a historic building grant of £12,340 (50%) to Ms. V Swarbrick and Mr C Morris of 10 High Street, Cottenham to support the reinstatement of water reed thatch in accordance with the approved grant policy	A grant would meet the aims of the grant policy, encourage the use of sustainable materials, and enhance the appearance of this historic building and the conservation area

Decisions Made By Portfolio Holder For Community Development

Subject	Decision	Reason
Caldecote Parish Council	To award a Youth Sport Initiative Grant (YSI060) of £18,100	To purchase and install a multi-use hard court arena.

Subject	Decision	Reason
To award a Grant to Voluntary Organisations:	£500 to Cambridge Joint Play schemes £600 to Good Night Sitting Service	Towards core costs. Towards core costs.

Subject	Decision	Reason
To award the following Arts Partnership Grants:	APG01: £5,000 to Arts in Cambs on Tour APG02: £3,000 to Cambridge Film Consortium APG03: £5,000 to Cambs Dance APG04: £6,500 to Cross Border Arts APG05: £7,000 to Kettles Yard APG06: £16,000 to Wysing Arts	To maintain the high number of shows being organised. To cover costs of planned activities. Towards the cost of dance development work and to enable them to continue the current dance programme. To cover the costs of current and future programmes. To continue work in the District. Towards the year round programme of activities.

Subject	Decision	Reason
To award the following Dual Use Operational Grants:	DU01: £8,500 to Bottisham Village College	Towards the cost of employing a full-time Gym Instructor and Sports Manager.
	DU02: £13,476 to Comberton Village College.	Towards the cost of employing a full-time Sports Centre Manager.
	DU03: £6,923 to Cottenham Village College.	Towards the cost of employing a part-time Deputy Manager and Fitness Coordinator, implementing a computerised booking system and fitness equipment.
	DU04: £7,675 to Impington Village College.	To employ an additional Duty Manager, replace lifesaving training equipment and a concession swimming scheme.
	DU05: £7,175 to Linton Village College.	Towards the cost of employing a Sports Development Assistant, buying fitness equipment, promotional material and new fire doors.
	DU06: £7,140 to Sawston Village College.	To employ a full-time Trainee Supervisor, purchase fitness equipment and a trampoline.
	DU07: £7,266 to Swavesey Village College	Towards the cost of purchasing fitness equipment, sports coaching courses, taster sessions and a concession scheme. Also improvements to signage and lighting.

Grants Agreed by Community Development Partnerships Manager

Applicant	Description	Benefits
Pupils of Comberton Village College	To award a Talented Young Persons grant (TYP6) of £500 towards an excursion to South Africa as volunteer teaching assistants.	The trip will provide an opportunity for the pupils to learn from a different culture and pass on their skills.
Thomas Digney (Cottenham)	To award a Talented Young Sports Persons' Grant (TYSP16) of £500 for disability swimming.	Funding towards travelling and accommodation for gala's and competitions
Ruth Horrell (Haslingfield)	To award a Talented Young Sports Persons' Grant (TYSP17) of £500 for gymnastics	Funding towards travelling and accommodation additional coaching competitions

Grants Agreed by Assistant Director of Housing & Community Services

Applicant	Description	Benefits
Foxton Recreation ground Trust	To award a Sports and Recreation Grant (SR16) of £1,500 to purchase 1.6 acres of land for recreational purposes.	Increased opportunity for Cricket Club to develop by providing cricket space for training nets.

Grant Agreed by Conservation Manager

Applicant	Description	Benefits
Mr D. Bannister, Maple Way, Royston	A Conservation Grant of £279 for the re-pollarding of two ancient willows adjacent to the Hoffer Brook in Harston.	The award will be taken from the Heritage Initiatives, "Willow Pollarding" budget. The management of pollard willows contributes to a wide range of biodiversity action plan targets. Further details please contact the Ecology Officer, Rob Mungovan (01223 443402

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 5th March 2003**. All decisions not called in by this date may be implemented on Thursday 6th March 2003.

Any member considering calling in a decision made by Cabinet is requested to contact the Committee 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 Committee Procedure Rules', paragraph 12.