



SOUTH CAMBRIDGESHIRE DISTRICT COUNCIL COUNCILLORS' BULLETIN – ISSUE DATE 19TH MARCH 2003

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DECISION MADE BY PORTFOLIO HOLDER FOR COMMUNITY DEVELOPMENT

1. The Awarding of the Following Voluntary Grants:
 - £530 to Cambridge St Raphael Club
 - £2,200 to Cambridge Joint Playschemes
 - £2,000 to 'Good Night' Child Sitting Service
 - £2,050 to Cambridge Rehabilitation Club for the Visually Handicapped
 - £500 to Winged Fellowship Trust
 - £900 to Cambridge Family and Divorce Centre
 - £730 to Cambridge CRUSE Bereavement Care
 - £1,750 to the Cogwheel Trust
 - £3,500 to Cambridge Relate
 - £1,000 to Home-Start Royston and South Cambridgeshire
 - £1,100 to Lone Parent Service
 - £2,750 to Cambridge and District Community Mediation Service
 - £2,100 to Cambridge Council for Voluntary Service
 - £1,750 to Cambridge Volunteer Centre
 - £3,550 to Directions Plus
 - £780 to Royston and District Volunteer Bureau
 - £6,100 to Crossroads – Caring for Carers
 - £2,500 to the Hot Meal Support Group
 - £2,000 to Age Concern

- £2,625 to Cambridgeshire Association of Youth Clubs
- £4,525 to the Connections Bus Project
- £2,100 to Youth Action Cambridge
- £2,625 to Centre 33
- £4,200 to Cambridge Dial-a-Ride Limited
- £1,000 to Royston Community Transport
- £2,000 to Cambridgeshire Association of Local Councils
- £1,000 to Friends of Fulbourn Hospital
- £115 to RoSPA – Water and Leisure
- £110 to National Playing Fields Association

DECISION MADE BY PORTFOLIO HOLDER FOR CONSERVATION

1. To Offer a Grant of £6,244 for repairing Grade II Listed Barn, at 31 Station Road, **Melbourn**

DECISIONS MADE BY PORTFOLIO HOLDER FOR PLANNING AND ECONOMIC DEVELOPMENT

1. Awarding a £3,000 Economic Development Grant

DECISIONS MADE BY PORTFOLIO HOLDER FOR RESOURCES AND STAFFING

1. To Set the Fuel Reimbursement Rate for Contract Hire Users at 12.2p per mile
2. To Set the Employee Subsistence Allowances
3. To Set the Fees and charges

INFORMATION ITEMS

1. Call-in Arrangements

IMPORTANT INFORMATION FOR COUNCILLORS

<u>COMMITTEE MEETINGS</u>			
FROM 24th – 28th MARCH 2003			
MONDAY 24TH MARCH 2003	AT 2 PM	HOUSING PORTFOLIO HOLDER MEETING	ROOM 317
	AT 2:30 PM	LICENSING PANEL	COMMITTEE ROOM 2
TUESDAY 25TH MARCH 2003	AT 10 AM	ELECTORAL ARRANGEMENTS COMMITTEE (Contact Officer Holly McKenzie)	COMMITTEE ROOM 2
	AT 2 PM	CONSERVATION ADVISORY GROUP (Contact Officer Ian Senior)	COMMITTEE ROOM 1
WEDNESDAY 26TH MARCH 2003	AT 10 AM	SUSTAINABILITY PORTFOLIO HOLDER MEETING (Contact Officer Maggie Jennings)	COMMITTEE ROOM 1
THURSDAY 27TH MARCH 2003	AT 10 AM	CABINET (Contact Officer Susan May)	COUNCIL CHAMBER

Council Representative Required for Cambsdance

A vacancy has arisen for a Council representative on Cambsdance.

This Organisation:

- Services the needs of village arts promoters in South Cambridgeshire.
- Works in association with South Cambridgeshire District Council (SCDC) Arts Officers through established arts networks.
- Trains volunteers and supporting members of the dance community
Monitoring disability access at all venues in the district used by Cambs Dance.

Cambsdance was also mentioned at the last Cabinet meeting, when it was noted that the Community Development Portfolio Holder had given it a Professional Arts Organisation Partnership Grant of £5,000 on 21st February. It was also mentioned at Cabinet that Cambsdance held regular sessions at Over Community Centre and Melbourn Village College and were having considerable success interesting youth, particularly boys, in dance. They have attracted a lot of support from village colleges and parishes.

The next general meeting of Cambsdance will take place on 26th March 2003 at 7:30pm at Pathfinder House, Huntingdonshire District Council Offices.

Agenda for Cambridgeshire County Council on 25th March 2003

The agenda for the full Council meeting of Cambridgeshire County Council on 25th March 2003 is now available on the County Council web site and can be accessed by viewing the Cambridgeshire County Council web site: <http://www.cambridgeshire.gov.uk>

Consultation: Draft South Cambridgeshire Economic Development Strategy

The draft Economic Development Strategy is released for consultation on Monday 24th March. The Strategy sets out the Council's commitments and objectives to economic development. It follows a successful conference in October 2002, which gathered views from businesses on the strategy's direction.

While it focuses on the great successes of the economy in the area and the 'Cambridge Phenomenon', it also examines factors, which may hinder growth, and looks for potential solutions. South Cambridgeshire is an area of great environmental quality, and the strategy details how the Council is aiming to achieve economic development sustainably.

It examines how plans for the area, including the new Cambridgeshire Structure Plan, will affect development. It also looks at how the Council will work with partner organisations, including EEDA, and the Greater Cambridge Partnership, to promote and support the economy.

The consultation asks how the Council can best support new and existing businesses. It raises questions including should the Council be supporting training of construction workers, an area of skills shortages, of particular importance given the growth taking place in the area.

With a small new town expected to be located at Oakington / Longstanton, the consultation asks how employment areas should be developed, and if lessons can be learned from other areas.

The consultation period runs until Friday 18th April. Responses will be reported to cabinet, when the strategy is considered for adoption.

The strategy is available to view on the Council's website www.scambs.gov.uk or for a hard copy contact Jonathan Dixon, senior planning officer (economic development) on (01223) 443194, email jonathan.dixon@scambs.gov.uk

Bassingbourn Post Office Re-opening

The Bassingbourn Post Office has been closed since May 2002. The Post Office have just appointed a new agent and the branch will be re-opening at 41-43 High Street Bassingbourn on 12th April 2003.

The Opening times will be:

Monday – Friday: 09:00 – 17:30
Saturday: 09:00 – 12:30

Cambridge City Airport Consultative Committee

The minutes of the Cambridge City Airport Consultative Committee held on 27th February 2003, are available in the Library. The following matters were discussed:

- Review of Membership of the Cambridge City Airport Consultative Committee and its work
- Planning Application for the replacement Airport Terminal Building for Cambridge City Airport
- Review of Cambridge City Airport Operations
- Review of Marshall Planning Applications

- Review of Aircraft Noise Complaints
- Review of non aviation complaints
- Report from Marshall of Cambridge

The next meetings were arranged for:

- Thursday 29th May 2003
- Thursday 4th September 2003

SOUTH CAMBRIDGESHIRE ENVIRONMENT & TRANSPORT AREA JOINT COMMITTEE

Monday, 10th March 2003

2.30 p.m.

**Council Chamber
South Cambridgeshire Hall
Hills Road
Cambridge**

Decision Summary

1. MINUTES – 9TH DECEMBER 2002

Agreed:

- to confirm as a correct record the minutes of the meeting held on 9th December 2002.

ACTION BY:

Michelle Rowe
(01223) 717293
michelle.rowe@cambridgeshire.gov.uk

2. PETITIONS

No petitions were received.

Michelle Rowe
(01223) 717293
michelle.rowe@cambridgeshire.gov.uk

3. PETITIONS UPDATE:

Parking, Village Shop & Post Office, Hardwick; Road Safety, High Street, Linton; and Parking, Royston Road, Duxford

Agreed to:

- i) note the serious safety concerns and high cost involved with providing parking facilities on Cambridge Road, Hardwick;
- ii) note the concerns of residents regarding the traffic situation in Linton and the difficulties in finding acceptable solutions;
- i) note the apparent increased parking on Royston Road, Duxford and the need to continue to monitor the situation; and
- ii) inform the petitioners accordingly.

Philip Sharp
(01223) 833717
philip.sharp@cambridgeshire.gov.uk

4. A14 CORRIDOR TRAFFIC CALMING

Agreed:

- i) the proposed management organisation for delivering the £4.56m traffic calming schemes on the A14 Corridor;
- ii) the recommended sequence of village participation;
- iii) that where a draft traffic calming scheme was supported by the Parish Council and local County and District Members, the scheme need not be referred to the Area

David Brace
(01480) 37566
david.brace@cambridgeshire.gov.uk

Joint Committee prior to commencing public consultations;
and

- iv) to note the importance of securing an additional £2.56m for next year.

5. ADDITIONAL JOINTLY FUNDED MINOR HIGHWAY IMPROVEMENT SCHEMES 2003/2004

Philip Sharp
(01223) 833717
philip.sharp@cambridgeshire.gov.uk

Agreed to:

- i) note the intention that the Jointly Funded Minor Highways Improvement schemes for Willingham and Longstanton be funded from the A14 corridor funds;
- ii) approve the following additional schemes for implementation this financial year;
 - a) a grant of £15,000 towards the completion of a new footway network in Bar Hill;
 - b) an interactive sign on Station Road, Melbourn; and
 - c) a length of new, planning footway on the A603 at Orwell.
- iii) inform all relevant Parish Councils accordingly.

6. A505/M11 JUNCTION 10 ROUNDABOUT ACCIDENT REDUCTION SCHEME

Malcolm Mugridge
(01223) 717566
malcolm.mugridge@cambridgeshire.gov.uk

Agreed:

- the construction of the accident reduction road improvements on the approaches and circulatory area of the A505/M11 roundabout (junction 10).

7. SPONSORED ROUNDABOUTS IN CAMBRIDGESHIRE

Mark Kemp
01223 833717
mark.kemp@cambridgeshire.gov.uk

Agreed:

- (i) to note the new arrangements for sponsored roundabouts in Cambridgeshire;
- (ii) to note the resolution of South Cambridgeshire District Council's Cabinet in support of sponsored roundabouts; and
- (iii) the landscape design for the roundabouts should be agreed between Cambridgeshire County Council and South Cambridgeshire District Council.

8. AGENDA PLAN

Michelle Rowe
(01223) 717293
michelle.rowe@cambridgeshire.gov.uk

Agreed:

- to note the Agenda Plan for the South Cambridgeshire Environment and Transport Area Joint Committee.

For more information contact: Michelle Rowe at the County Council's Democratic Services on telephone (01223) 717293 or e-mail:michelle.rowe@cambridgeshire.gov.uk

CABINET MEETING

At a meeting of the Cabinet held on
13th March 2003 at 10.00 a.m.

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

Councillors RF Bryant, R Hall, Mrs J Hughes, SGM Kindersley and Dr JPR Orme were also in attendance, by invitation.

Procedural Items

1. MINUTES AND MATTERS ARISING

The Leader was authorised to sign the Minutes of the meeting held on 24th February 2003 as a correct record, subject to the following amendments:

Local Authority Social Housing Grant (LASHG) (item 12, third paragraph)

“...and discovered they had been unaware of the proposed arrangements at that point.”

Consultation on Financial Strategies (item 4, tenth paragraph)

“...in general, this kind of consultation strategy subverted the political process as taxpayers expressed their opinions through their votes, electing 55 residents as members.”

Council Stock Condition, Decent Homes Report and Stock Options Appraisal (Minute 7)

The Housing Portfolio Holder and Housing and Community Services Director updated Cabinet on the Stock Options Appraisal. The original expected cost of the appraisal, £20,000, would have to be revised upwards as government requirements had been changed, details of which would be issued in the next two months and would include the appointment of an independent tenants' adviser and a consultation period. It was recommended the stock options appraisal be delayed until at least May.

Waste Management Scheme (Minute 8)

Councillor RT Summerfield queried part of the scheme, noting he had believed it to mean sack collection would continue for those households which were unable to store bins in their rear gardens. Following a conversation with the Chief Environmental Health Officer, he had learned approximately 4,000 homes in the district were considered to have sufficient storage space in their front gardens and would not qualify for sack collection.

The Environmental Health Portfolio Holder confirmed that those unable to accommodate bins would remain on a sack collection, but noted that those households with sufficient space would be expected to store bins in the front garden if necessary. He felt it important that Cabinet maintain the policy agreed at the last meeting and noted the difficulties experienced by other authorities which had not set and followed strict qualifications criteria. Councillor Mrs EM Heazell noted that Cabinet had not previously considered storing bins in the front garden.

There was discussion about the response from residents and the visual impact of bins stored in the front garden. The Chief Environmental Health Officer noted the original report to the Waste Management Advisory Group had referred to front garden storage areas and that each case would be considered by officers on its individual merits. Councillor SJ Kime confirmed that the Planning Director had instructed all Development and Conservation Control teams to make provision for bin storage in new developments through negotiations with developers and were working to include bin storage as a requirement in the Local Plan Framework and Supplementary Planning Guidance. Special dispensation under the General Development Order could be granted to residents of existing houses so bin storage structures would not require planning permission.

Councillor CC Barker and the Chief Environmental Health Officer agreed to consider the issues raised, in particular small gardens, and report back to Cabinet at a later date.

Local Authority Social Housing Grant (LASHG) (Minute12)

The Housing Portfolio Holder reported that, because of protests, LASHG would, under certain circumstances, still be allowable until 30th June 2003. The references to 1st April in the reports on the Cambridge Northern Fringe Affordable Housing Strategy and the Cambridge Sub-Regional Housing Strategy could now be changed.

2. DECLARATIONS OF INTEREST

None.

Recommendation to Council

3. CAMBRIDGE NORTHERN FRINGE (WEST) AFFORDABLE HOUSING STRATEGY

Cabinet considered four options for the delivery of the affordable housing provided for in the Local Plan (No. 2) for the Cambridge Northern Fringe (West). The Housing Portfolio Holder highlighted the most significant sections of the report and recommended option 3, pursuing a partnership approach with Cambridge City Council covering urban expansions over an area wider than the Northern Fringe and over the period up to 2016. This would ensure that affordable housing became available at a steady rate, was evenly distributed throughout the edge of City developments, and offer more areas of choice to potential residents.

It was generally accepted that partnership was the best way forward, in terms of logistics and making best use of available funding. Councillor JD Batchelor asked that the Local Strategic Partnership be considered as a mechanism for this partnership.

The Housing and Community Services Director advised that the wording in paragraph 37 concerning funding under the Sustainable Communities Plan was

taken from official government sources. Such projects usually allowed local authorities additional borrowing approvals plus some top-up grant.

Cabinet

RECOMMENDED TO COUNCIL that

- (a) in principle a partnership between this Authority and Cambridge City Council be pursued for the provision of affordable housing on the Cambridge Northern Fringe (West) and other edge of City sites and the proposed New Town; and
- (b) officers be authorised to enter into formal negotiations with Cambridge City Council on the exact terms of the Partnership Agreement with a view to a draft Agreement being brought to a subsequent meeting for consideration.

Decisions Made by Cabinet and reported for information

4. EMPTY HOMES STRATEGY

The Housing Portfolio Holder presented the draft Empty Homes Strategy for adoption. This strategy was required as part of the Council's strategic housing role and, although the percentage of empty homes in the district was below the national target, bringing back into use any empty properties would be good.

Concern was expressed about references to compulsion, but Members were assured that the present intention was to use encouragement but not compulsion. Nevertheless, the powers available had to be recognised in the strategy. In the unlikely event of compulsory purchase being considered, no action could be taken without Cabinet approval. Similarly, any proposals for compulsory leasing would be decided by Cabinet.

It was confirmed that the figures presented did include properties already on the market and could consequently fluctuate with the housing market, although this should not have a huge effect. Officers were more concerned to look at the reasons behind a property standing empty in order to offer appropriate encouragement, and were analysing the data.

Cabinet

RESOLVED that the Empty Homes Strategy presented to the meeting be adopted.

5. CAMBRIDGE SUB-REGIONAL HOUSING STRATEGY 2003-2006

The Housing Portfolio Holder presented the draft sub-regional housing strategy, prepared by the 8 district authorities falling wholly or partly within the sub-region, for the purposes of influencing both the implementation of the RPG6 planning strategy and investment decisions for affordable housing. She commented that funding for the level of affordable housing needed was an imponderable at this stage, but that authorities must act in partnership to attract sufficient resources.

It was noted that the Government proposed to set up Regional Housing Boards, in advance of the Regional Assemblies Bill, to ensure delivery of policies set out in *Sustainable Communities: Building for the Future*. The Regional Boards would take over responsibility for the preparation of a Regional Housing Strategy and would comprise representatives of various agencies but not, apparently, local housing

authorities. Members were concerned that there must be local authority representation since they were the bodies which had to implement the strategies. The Housing Portfolio Holder suggested that a group similar to that working on *Supporting People* might be appropriate. Concerns were also expressed about growing regionalisation and about the apparent push towards forcing local authorities to dispose of their housing stock both of which, it was suggested, should be debated at an early date.

Several members urged the inclusion of definitions of “affordable housing” and “key workers”, some suggesting that priority for affordable housing could be determined only on income. The Housing and Community Services Director advised that the Council should take advantage of any Government funding for housing the key workers, falling into defined categories, while retaining its own view.

Cabinet

RESOLVED

- (a) that the draft Sub-Regional Housing Strategy be accepted as presented, subject to future versions making much clearer the different definitions of the geographical extent of the Sub-Region and the implications of this for the strategy, and the classification of key workers;
- (b) that representations be made for local authorities to be involved with the Regional Housing Board; and
- (c) that partner authorities be advised of these representations.

6. LONDON TO SOUTH MIDLANDS MULTI MODAL STUDY FINAL REPORT

Cabinet was invited to determine the Council’s response to the Government Office for the East of England on this Study and its recommendations for a long-term strategy to meet passenger and freight transport needs. The Planning and Economic Development Portfolio Holder generally welcomed the proposals and presented suggested comments. Of particular concern were the suggestions that a rail link could be built in the A428 corridor (with the consequent confusion as to what route this might take) and the assumption that there was little land available for development in the south part of the Study area.

Councillor SGM Kindersley asked that comments be added on the tendency for the areas between existing built up areas and new bypasses to be regarded as ripe for infill, and the need for decent homes to be built. It was noted that planning policies were for the relevant planning authority, but that a comment could be added that a bypass should not be seen as the building line. Councillor Kindersley suggested that this comment should be made with particular reference to the Sandy A1 Bypass proposal since this would pass very close to the District boundary.

It was noted that long-term temporary roadworks affected capacity, but were not generally taken into account.

Noting that the recommended comments were broadly similar to those being made by the County Council and other District Councils and that it was hoped a joint statement could be submitted, Cabinet

RESOLVED

- (a) that the comments set out in paragraph 10 of the Planning Director’s report with the addition agreed at the meeting be approved as the formal response of the District Council to the London to South Midlands Multi Modal Study, in summary:

- supporting the east-west rail link subject to recognition of use for passengers and freight, but doubting the feasibility of the A428 “combined corridor”; the proposed Chesterton Station should be included
- supporting the capacity improvements to the A14; the Cambridge to Huntingdon section must be the priority
- supporting improvements to the A428/A421; dualling between Hardwick and Caxton Gibbet must be completed as soon as possible, upgrading of the entire route to dual carriageway essential
- supporting widening M11 between junctions 8 (Stansted) and 14 (Girton), but careful consideration of impact on landscaping and adjacent communities essential
- raising no objection to Dunstable/Luton A505 bypasses
- strongly objecting to the assumption that land availability is limited in the southern half of the Study area
- commenting that, for environmental reasons, bypasses should not automatically be seen as new building lines

(b) that the Planning and Economic Development Portfolio Holder be authorised to agree a joint statement with neighbouring authorities.

7. A428 IMPROVEMENT CAXTON TO HARDWICK – PROPOSED SCHEME

Cabinet considered the response to be made to the details of this scheme published by the Highways Agency, noting that, broadly, the Agency’s preferred scheme was in line with that suggested by the Council. There were, however, concerns about the section close to Cambourne, and the Planning and Economic Development Portfolio Holder emphasised the need to ensure that the reservations were forcefully put forward without triggering a public inquiry with the delays that would cause.

Cabinet

RESOLVED that the Highways Agency be advised that the Council

- (a) supports the Proposed Scheme for improvement of the A428 from Caxton to Hardwick; and
- (b) expresses concern that there will be adverse impacts of the proposals, particularly in the Cambourne area, which will need careful consideration and development of adequate mitigation measures; and that there will be a need for the District Council to be involved in the further design of the scheme including the drawing up of detailed landscaping proposals.

8. LOCAL DEVELOPMENT FRAMEWORK

The Planning and Economic Development Portfolio Holder provided a further update on the advantages of using the new system for introducing new development plans. GO-East had now clarified that policies could be delayed until the new system had been introduced, thus policies which would have been deposited in the summer of 2003 would be delayed to spring / summer 2004. Unlike the previous system, where policies were considered for each individual village, there would still be district-wide policies but details would be considered only in areas where developments were proposed.

There were financial advantages to delaying and the money saved could be used towards informal consultation in the areas where development was expected, with

formal consultation beginning once the plans were deposited. The exact savings would be considered in the estimates in September.

The Planning and Economic Development Portfolio Holder clarified that there were indications that the Cambridgeshire County Council did not support all the recommendations of the Examination in Public Panel, in particular for development west of Trumpington Road and in northwest Cambridge. All the proposals together would fulfil the requirement in the Regional Planning Guidance for 8,000 houses to be built on the Green Belt. Lack of support for any of the recommendations would necessitate moving to the next stage in the sequential approach: the additional houses being accommodated in the rural centres, including Cambourne. Although authorities were being encouraged to speed up the planning process through the introduction of the new system, development plans would be slowed if the County Council went against the EiP recommendations. However, good planning reasons would be needed to go against the EiP report.

It was clarified that the new development at Oakington / Longstanton would be a town rather than a village, and was referred to as such in the Regional Planning Guidance.

Cabinet **AGREED** that

- (a) the Planning Policy Team focus its work on producing a new-style Local Development Framework with the intention of having the Local Development Framework ready for Deposit in Spring 2004; and
- (b) informal pre-deposit consultation be focussed on the major development areas and policy changes proposed in the Cambridgeshire Structure Plan (as proposed for modification following the Examination in Public).

9. SPORTS GRANT FOR OAKINGTON AND WESTWICK PARISH COUNCIL

The Community Development Portfolio Holder introduced the report of a grant request from the Oakington and Westwick Parish Council to construct a new sports pavilion on Oakington recreation ground. Local members Councillors TJ Flanagan and R Hall both supported the proposal and the Parish Council had consulted with the Sports Development Officer while preparing the application for Lottery Grant funding. The Assistant Director of Housing and Community Services noted that a Lottery Grant application could take until at least October, a longer timescale than was originally hoped. Cabinet

AGREED that Oakington and Westwick Parish Council be awarded a grant of £75,000 towards the construction of a sports pavilion on Oakington recreation ground.

10. CHRISTMAS CLOSING ARRANGEMENTS

Cabinet considered the closing arrangements during the Christmas and New Year period for 2003/04 and

AGREED that

- (a) the office remain closed on Friday 2nd January 2004 and that staff be advised to preserve the "extra statutory day" for that purpose;
- (b) arrangements for emergency services be the same as in previous years; and
- (c) the Resources and Staffing Portfolio Holder be granted delegated powers to make this decision when similar circumstances arose in future years.

11. STAFF AWARD SCHEME

Cabinet considered the proposal to enable managers to give recognition to staff for exceptional short-term performance. It was recommended the value of the reward be raised to £75. Councillor Mrs EM Heazell requested that recipients be given the choice of an alternative to a meal for two, such as a garden centre voucher. The HR Department would be involved initially to create consistency across the organisation. Management Team would consider the details of the scheme and would make the awards. Officers could make recommendations to Management Team. Members referred to recent work undertaken by an officer of the Housing and Community Services Directorate and agreed she should be the first recipient.

Cabinet

APPROVED the Staff Award Scheme as discussed, Management Team to decide on recipients, and agreed to allocate a sum from the Cabinet Contingency budget to fund it

Standing Items

12. MATTERS REFERRED BY SCRUTINY COMMITTEE

None.

13. RE-LOCATION OF OFFICES TO CAMBOURNE

Building construction was on target.

14. REVIEW OF THE COUNCIL BY CONSULTANTS

The evaluation of posts for the purpose of job evaluation was continuing and the Chief Executive would be meeting with the consultants to ensure a consistency of approach across the Council. It was hoped a report would be brought to Cabinet in April.

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 items on the grounds that they involve the likely disclosure of exempt information as defined in paragraphs 7 (item 17) and 9 (item 16) of Part 1 of Schedule 12A of the Act.

Confidential Items

16. PROFESSIONAL ARTS ORGANISATION PARTNERSHIP GRANTS 2003/04

Cabinet received a list of professional arts organisations supported by this Council, for whom grants had already been made by the Community Development Portfolio Holder. Grant applications for the Cambridge Arts Theatre and The Junction / CDC were brought to Cabinet as the amounts proposed exceeded the thresholds allowing for approval by the Portfolio Holder. The Arts Development Officer explained that the

reduction in The Junction grant reflected capital spend as The Junction would be closed for one month for building works.

It was noted that The Junction did community outreach work including assistance with the Youth Festival at Melbourn Village College and the birthday celebrations at Milton Country Park. The Community Development Portfolio Holder agreed to discuss with The Junction the timing of weekend events, some of which began too early for youth from rural areas to attend.

The change in funding for some organisations was based on the amount of work they did within the district. Cambs Dance held regular sessions at Over Community Centre and Melbourn Village College. Kettles Yard had not had an education officer at the time their grant application was made, but one had since been appointed. The Arts Development Officer would be discussing with the education officer how the organisation saw its work within the district and villages.

A grant request had been received from the Fitzwilliam Museum and would be brought to the next Cabinet meeting for discussion.

Cabinet **APPROVED** the following Arts Partnership Grants for 2003/04:

- (a) Cambridge Arts Theatre - £33,000, to be paid in two six-monthly instalments; and
- (b) The Junction / CDC - £45,000.

17. SALE OF OAKINGTON DEPOT

The Resources and Staffing Portfolio Holder reminded Cabinet that officers had been granted delegated powers to make the sale by full Council in February of 2002. The process had taken longer than expected but resulted in a good sale price. It was confirmed that there was no conflict of interests between the financial aspects of the sale and planning aspects of the housing development of the site and that it was unnecessary to publish a change of use planning notification. The Planning Department had been consulted during the negotiations.

Cabinet **NOTED** the report.

The meeting ended at 12.45

DECISIONS MADE BY PORTFOLIO HOLDERS

Decisions Made By Portfolio Holder For Community Development

Subject	Grant Awarded and Description of the Activities of the Voluntary Organisation
Cambridge St Raphael Club	£530 awarded. The charity offers interests, opportunities and activities for the physically disabled. The grant would go towards covering transport costs so South Cambs residents can attend the club.
Cambridge Joint Playschemes	£2,200 awarded. The applicant provides holiday play schemes for young people with learning or physical disabilities. A grant would support transport costs and increase the number of available places.
'Good Night' Child Sitting Service	£2,000 awarded. The charity trains and supports volunteers to provide a sitting service for carers of children with learning or physical disabilities. A grant would go towards recruitment and the cost of training volunteers.
Cambridge Rehabilitation Club for the Visually Handicapped	£2,050 awarded. The organisation helps people who are visually handicapped develop skills through outings and talks. A grant would be used towards training and publicity costs.
Winged Fellowship Trust	£500 awarded. The Trust provides breaks for disabled people and their carers. A grant would be used to subsidise the cost of providing this service.
Cambridge Family and Divorce Centre	£900 awarded. The Centre provides information to couples undergoing or considering separation or divorce. A grant would contribute to free counselling for children, the cost of subsidising mediation and developing the adult counselling service.
Cambridge CRUSE Bereavement Care	£730 awarded. CRUSE works with anyone who has been bereaved through a help line and counselling. A grant would go towards the daily help line and staff training.
The Cogwheel Trust	£1,750 awarded. The Trust provides counselling services on a range of problems such as abuse, bereavement, disability, employment issues. A grant would go towards the Bursary Scheme to help disadvantaged families in South Cambs receive counselling.
Cambridge Relate	£3,500 awarded. The applicant aims to support and counsel individuals, couples and families suffering from relationship problems. A grant would go towards the cost of subsidising counselling sessions.
Home-Start Royston and South Cambridgeshire	£1,000 awarded. Home-Start provides support for families under stress, prevent cruelty to children, relieve poverty and preserve the mental and physical health of parents and children. A grant would go towards the cost of running the Family Support Group.
Lone Parent Service	£1,100 awarded. The Service provides legal, financial and social advice to one-parent families and those experiencing relationship breakdown. A grant would go towards the core running costs.
Cambridge and District Community Mediation Service	£2,750 awarded. The Service practices mediation in local disputes involving individuals, groups and organisations. A grant would be used towards core funding and staffing costs.
Cambridge Council for Voluntary Service	£2,100 awarded. The service supports and represents the interests of voluntary organisations. Provides technical and low cost services to allow vol. orgs. to develop. Grant would go towards core staffing and running costs.

Cambridge Volunteer Centre	£1,750 awarded. The centre provides information, advice, support and a matching referral service for volunteers. A grant would go towards core funding.
Directions Plus	£3,550 awarded. Directions Plus provides a one-stop advice and information service for disabled people and their carers. A grant would go towards core running costs.
Royston and District Volunteer Bureau	£780 awarded. It encourages, supports, develops and promotes voluntary activity amongst all sections of the community of Royston and the surrounding villages of South Cambridgeshire. A grant would go towards core funding.
Crossroads – Caring for Carers	£6,100 awarded. Crossroads offers practical and emotional support to people who care at home for someone with a physical disability, chronic illness or learning difficulty. A grant would be used to continue the 800 care hours per month currently provided for South Cambs.
The Hot Meal Support Group	£2,500 awarded. The Group supports financially and advisorally, the partner organisation Camms Ltd, which is a non-profit making limited company with the sole aim of supplying a daily hot meal (and personal visit) at affordable prices for the elderly. A grant would go towards employing a manager in the Sawston branch
Age Concern	£2,000 awarded. Age Concern improves the quality of life for older people in Cambridgeshire through day centres and information and advice. A grant would go towards general running costs.
Cambridgeshire Association of Youth Clubs	£2,625 awarded. CAYC promotes the development of quality opportunities for young people through the active support of community-based groups. A grant would go towards core costs.
The Connections Bus Project	£4,525 awarded. This Project advances the education and training of persons in rural South Cambridgeshire who are in need and unlikely to gain employment. A grant would go towards staffing costs.
Youth Action Cambridge	£2,100 awarded. Youth Action Cambridge promotes the personal and social development of young people aged 14-25 through their participation in voluntary community work. A grant would go towards core and project costs.
Centre 33	£2,625 awarded. Centre 33 supports young people in choices and decisions, to raise young people's awareness, to raise awareness about young people's needs and to promote respect of young people. A grant would go towards general running costs.
Cambridge Dial-a-Ride Limited	£4,200 awarded. This service alleviates social exclusion by offering a door-to-door affordable and accessible transport service for residents unable to use conventional public transport. A grant would go towards transport costs.
Royston Community Transport	£1,000 awarded. This service promotes and develops a co-ordinated voluntary social car service for those who cannot use public transport due to disability or poverty. It is proposed a grant would be used to meet the difference between income and expenditure.
Cambridgeshire Association of Local Councils	£2,000 awarded. CALC assists Parish and Town Councils in the performance of their duties and to promote, protect and develop the social, cultural and recreational life of parishes. Funding would be used towards staffing costs.
Friends of Fulbourn Hospital	£1,000 awarded. This service supports the care, welfare, rehabilitation and re-integration of those suffering from mental illness together with their carers. The grant would be used to purchase Christmas presents.
RoSPA – Water and Leisure	£115
National Playing Fields Association	£110

Decisions Made By Portfolio Holder For Conservation

Subject	Decision	Reason
Grade II Listed Barn at 31 Station Road, Melbourn	To offer a grant of £6,244 towards the cost of repairing the timber frame, reboarding and re-roofing the listed barn in accordance with the approved grant policy	A grant would meet the aims of the grant policy and will extend the life of this listed building, restore its appearance and also enhance the Conservation Area and setting of the adjacent listed cottage.

Decisions Made By Portfolio Holder For Planning and Economic Development

Subject	Decision	Reason
Economic Development Grant Applications	To award a grant of £3,000	Set out in Economic Development Grant Application for 2002/03 Report.

Decisions Made By Portfolio Holder For Resources and Staffing

Subject	Decision
Fuel Reimbursement For Contract Hire Users	To continue the mileage rate for Contract Hire users of 12.2p per mile with effect from 1 st April 2003.

Subject	Decision	Reason
Employee Subsistence Allowances	The following revised rates (an increase of 3.4%) were agreed: Breakfast: £5.39 Lunch: £7.45 Tea: £2.94 Evening Meal: £9.21 The payment of these rates are subject to the submission of detailed receipts showing exactly what has been purchased, when and where and to the qualification guidelines previously agreed. If no receipt can be produced, the maximum allowance is £2.00 .	The Council's Policy is to adopt the formula based Allowances issued as guidance by the Regional Employers Organisation since the removal of these Allowances from the National Agreement in 1998. The Allowances now agreed reflect that guidance. The Allowances agreed also include a locally set rate for a sandwich allowance, where no receipt can be produced.

Subject	Decision	Reason
Fees and Charges	Detailed on the next two pages	The Fees and Charges were due for annual review to keep them in line regarding cost recovery or other agreed Policies. The Fees and Charges for this Portfolio cover Land Charges, private usage of Council facilities by staff, charges to outside bodies for payroll administration, Data Protection enquiries, Freedom of Information Act enquiries, and hiring of rooms at South Cambridgeshire Hall.

The Following Fees and Charges were Agreed by the Portfolio Holder for Resources and Staffing:

A. LAND CHARGES

Policy = To cover the cost of providing the service. Fees are set in line with the recommendations of the Local Government Association.

Type of Fee/Charge	Current Amount (excluding VAT) £	Proposed Amount from 1 st April 2003
Ordinary Search Fee	75	Unchanged
Part II Questions	8 each	Unchanged
Additional Written Questions	12 each	Unchanged
Extra Parcels of land	12 each	Unchanged
LLC1 Certificate of Search	5 (Statutory)	Unchanged
CON29 Part 1 Enquiries	70	Unchanged
Personal Search	10	Unchanged
Duplicate of Search (copy)	Half of original fee paid	Unchanged
Photocopy of Documents as part of Search	£12 per item (up to 30 sides) Charge in line with the Planning Department	Unchanged

B. PRIVATE USAGE BY STAFF

Policy = To recover costs incurred by the Authority

Type of Fee/Charge	Current Amount	Proposed amount from 1 st April 2003
Private use of telephones	Actual cost per call logger (plus VAT)	Unchanged
Private use of Mobile 'phones	Actual cost (plus VAT)	Unchanged
Private use of facsimile	Actual cost of facsimile line per call logger (plus VAT)	Unchanged
Photocopying	A4 – 10 pence A3 – 15 pence (inclusive of VAT)	Unchanged

C. PAYROLL

Policy = To provide a service to the local organisations at an acceptable cost

Type of Fee/Charge	Current Fee	Proposed Fee	Effective Date
Administration Fee			
- Farmland Museum	£76 per annum	£78 per annum	1 st April 2003
- Sawston Parish Council	£222 per annum	£228 per annum	1 st April 2003

D. DATA PROTECTION

Policy = To comply with legislation and make information accessible while deterring frivolous enquiries.

	Current Fee	Proposed Fee	Effective Date
Access to information held	£20.00	£20.00	1 st April 2003

E. FREEDOM OF INFORMATION

Policy = To comply with legislation and make information accessible whilst deterring frivolous enquiries.

	Current Fee	Proposed Fee	Effective Date
Access to information held	N/A. New Policy agreed by Cabinet 12.12.02.	No fee proposed but a charge may be made for photocopies sought and administrative time taken.	1 st April 2003

F HIRING OF ROOMS

Policy = To cover the cost of providing the facility

Type of Fee/Charge	Current Fee			Proposed Fee	Effective Date
a) Monday - Friday Council Chamber	Free £250 £130			Unchanged	1 st April 2003
b) Saturdays/Evenings (per session)	A	B	C	Unchanged	1 st April 2003
- Council Chamber	£ 60	£ 150	£ 195		
- Committee Room 1	50	65	90		
- Committee Room 2	45	50	65		

Where:

- A Organisations where the Council has a particular involvement.
- B Organisations that provide facilities, support or advice for the benefit of South Cambridgeshire District Council.
- C Other organisations.

GENERAL INFORMATION ITEMS

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 26th March 2003**. All decisions not called in by this date may be implemented on Thursday 27th 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.