



SOUTH CAMBRIDGESHIRE DISTRICT COUNCIL COUNCILLORS' BULLETIN – ISSUE DATE 14TH MAY 2003

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MINUTES OF WASTE MANAGEMENT ADVISORY GROUP 9TH MAY 2003

Decision Taken:

That no "Greening our Villages" type Grants be made from 2004/05 due to the new integrated recycling scheme

CABINET MINUTES 8TH MAY 2003

Recommendation to Council:

3. Cabinet / Portfolio / Management Team Roles – Implications of Comprehensive Performance Assessment


Decisions Taken:

4. **Hauxton** – Contaminated Land
5. Motions to the Local Government Association (LGA)

INFORMATION ITEMS

1. Call-in Arrangements

IMPORTANT INFORMATION FOR COUNCILLORS

<u>COMMITTEE MEETINGS</u>			
FROM 12 th – 16 th MAY 2003			
	MONDAY 19TH MAY 2003	AT 3 PM	COMMUNITY DEVELOPMENT PORTFOLIO HOLDER (Contact Officer Ian Senior)
			ROOM 317
	TUESDAY 20TH MAY 2003	AT 10 AM	RESOURCES AND STAFFING PORTFOLIO HOLDER
			ROOM 132
	THURSDAY 22ND MAY 2003	AT 10 AM	CABINET (Contact Officer Susan May)
		AT 2 PM	CAMBOURNE DEG
			COUNCIL CHAMBER
			CAMBOURNE

Training Courses

Name of Course	Description	Date and Venue
Standing on Your Own Two Feet	A Conference on Voluntary Sector Sustainability throughout the Eastern Region, aimed at helping both large and small voluntary and community groups throughout the East of England plan the long-term funding of their organisations.	Tuesday 17 th June 2003 at the Officers' Mess, Duxford Airbase

If you are interested in any of the above courses please contact Patrick Adams on (01223) 443408 or patrick.adams@scams.gov.uk

Planning Performance Criteria

QUARTERLY STATISTICS

In the fourth quarter of 2002 the number of applications received by South Cambridgeshire increased by 2% over the corresponding period in 2001. In England there was a 13% increase.

The percentage of all decisions taken within the eight week period in the District was 65% compared with 67% in England. The equivalent figure for householder development was 79% compared with the national figure of 77%.

The percentage of decisions delegated to officers in this quarter was 91%. There is no equivalent national figure but in Cambridgeshire the average figure was 91%. The Government has set a target of 90%.

The new Government targets are included in the Statistical Release. On the "excluding major and minor applications" where the Government target is 80% in eight weeks the Council achieved 74% whilst on the "minor" category where we are urged to decide 65% in eight weeks the Council achieved 42%. The difficult target is the Government's 60% in thirteen weeks for major applications i.e. things like the Wellcome Trust or the Northern

Fringe! Here the Council achieved 43% which is good compared to the neighbouring authorities.

The graphs, which accompany this report, illustrate the picture in Cambridgeshire for each of these development types during the year ending 31st December 2002 and the quarter October to December 2002.

ENFORCEMENT STATISTICS (Quarter ending March 2003)

Statistics for the previous quarter are in brackets.

Enforcement Notices	10	(1)
Stop Notices	2	(0)
Planning Contravention Notices	12	(8)
Breach of Condition Notices	1	(0)
Amenity Notices	0	(0)
Number of Complaints	96	(79)
Prosecutions	2	(1)

LANDSCAPING STATISTICS (Quarter ending March 2003)

Statistics for the previous quarter are in brackets.

Applications for work on Statutorily protected trees

(Tree Preservation Orders and Conservation Areas) Number of applications	110	(152)
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Landscaping

Number of landscaping conditions received from D.C.	65	(56)
Number of weekly actions	494	(366)
Number of schemes submitted	67	(58)
Number of schemes finalised and approved	28	(31)
Number of landscaping conditions currently active (excluding Cambourne work)	1041	(988)
Number of breach of condition notices served	1	(2)

LOCAL GOVERNMENT (ACCESS TO INFORMATION) ACT 1986

Background papers in respect of this report for the purposes of the above Act are available for inspections in accordance with the provision of that Act:

- a) Any planning application, including plans and any accompanying letter or document from the applicant.
- b) Any letter or representation received in connection with a matter reported.
- c) Any Structure Plan, Local Plan or Policy Document referred to in a report.
- d) Any agenda, report or minutes of a meeting of the Council referred to in a report.

e) Any other publication, document or report referred to in the report.

Files on individual items on the agenda are available as required from the following individuals:

Mr J Belcham	(01223) 443252
Mrs S King	(01223) 443169
Mr K Miles	(01223) 443181
Mr R Morgan	(01223) 443165
Mr D Rush	(01223) 443153
Mr P Sexton	(01223) 443255

D B HUSSELL
Planning Director

I&DeA Publication: A Councillor's Guide 2003/04

We have several copies of this publication, which is seen by many as a key source of information for newly elected councillors. It gives guidance on:

- How Local Government Works
- The Councillor's Role in Representing the Public
- Ethics and Standards
- Finance and the Budget
- Overview and Scrutiny
- Best Value and Performance Improvement
- Partnerships
- Comprehensive Performance Assessments

One copy has been placed in the library and the three new Members, who were elected this Month, have a copy in their pigeon hole.

Anybody who wishes to have a copy of this book can contact Susan May on (01223) 443016 or susan.may@scambs.gov.uk

County Council Agenda: 13th May 2003

The agenda for the meeting of the Cambridgeshire County Council is now available on the County Council web site:

<http://www2.cambridgeshire.gov.uk/db/reprack.nsf/e0c624b01b2e9ade80256b14004eb73b/386d71ef03d05d0e80256d1a0033699b?OpenDocument>

REPRESENTATION ON OUTSIDE BODIES – MEMBERS ANNUAL REPORT

Name of body	Contact details	Current representative(s)	Retirement	Approved for expenses?	Place of meeting	Previous reps	Description of Outside Bodies	Recent Achievements of Outside Body
Addenbrooke's Site Forum	Naomi Davidson, Cambridgeshire County Council, Shire Hall, Castle Hill, Cambridge CB3 0AP	Cllr MP Howell	2003					
		CR Nightingale	2006 (is willing to continue)					
		Mrs LM Sutherland	2004					
		JH Stewart (sub)	2003					
Arts in Cambridgeshire on Tour	Ms Kate Lawrance, Director, Arts in Cambs. On Tour, Manor Community College, Arbury Road, Cambridge, CB4 2JF - Email katelawrance@act.waitrose.com	Cllr Mrs GJ Smith	2004				Supports amateur promoters in villages in organising some of the best professional touring theatre, music and dance in village halls, schools and community centres. The board meets quarterly, in Cambridge and meetings usually start at 7.30pm. Members would have no voting rights at the meeting and would be attending as observers. Members would be consulted by the Arts Development Officer and asked to comment on /contribute to the six-monthly reviews.	Limited resources have been strained by the insistence of East of England Arts that an intermediate organisation through which future grants would be channelled. The executive Officer has succeeded in getting the support of an extra administrative member of staff from North Herts District Council. A customer survey will be carried out which should indicate how this body could be more effective in the District.
Age Concern	Cherry Trees Day Centre, St Matthew's Street, Cambridge, CB1 2LT County Office = 2 Victoria Street, Chatteris, Cambs, PE16 6AP (01354) 696650	Cllr Mrs DP Roberts	2003	yes		Liaison Committee = County Office		

Name of body	Contact details	Current representative(s)	Retirement	Approved for expenses?	Place of meeting	Previous reps	Description of Outside Bodies	Recent Achievements of Outside Body
Archives Advisory Group	Director of Finance and Administration, Cambridgeshire County Council, Shire Hall, Castle Hill, Cambridge, CB3 0AP	Cllr Mrs GJ Smith	2004	yes	Alternates between Wisbech, Huntingdon & Cambridge		Provides a channel between Districts and County on issues relating to the Public Records and Archives Services and a forum for discussion of common problems	Discussed Private Finance Initiative, which will deliver a custom, built Heritage Centre on the Arbury Camps site. The building will have proper environmental storage and state of the art access facilities for the county's historical records.
Association of Impington Action for Sport / Impington Village College	Mrs J Kearns, Warden, Impington Village College, New Road, Impington, Cambridge, CB4 4LX	Cllr NS Davies	2004			Cllr PD Gooden	Impington VC - Dual use appointment	Not known. This body has made no contact with the Council or its representative.
Bassingbourn Village College	South End, Bassingbourn, Royston, Herts, SG8 5NJ	Cllr NN Cathcart	2002	no				
Bottisham Village College Liaison Group	Liaison Group contact Mrs J Aves, Clerk to the Governors, c/o Bottisham Village College / Swimming Pool contact Mrs A Midgley, 45 Spring Lane, Bottisham, Cambridge, CB5 9BL	Cllr CC Barker	2004	No				
Cambridge Arts Theatre	Mr Ian Ross - General Mgr. Cambridge Arts Theatre, 6 St Edwards Passage, Cambridge, CB2 3PJ - Email ian.ross@pwprods.co.uk	Cllr A Muncey	2003				The board meet quarterly normally on a Monday or Tuesday, in Cambridge and meetings usually start at 4.00pm. - Members would have no voting rights at the meeting and would be attending as observers. Members would be consulted by the Arts Development Officer and asked to comment on/contribute to the six-monthly reviews.	

Name of body	Contact details	Current representative(s)	Retirement	Approved for expenses?	Place of meeting	Previous reps	Description of Outside Bodies	Recent Achievements of Outside Body
Camb Sport	Peter Jones, Head of Community Initiatives and Tourism, Huntingdonshire District Council, Pathfinder House, St Mary's Street, Huntingdon, Cambs, PE18 6TN	Portfolio holder for Community Development	N/A	Yes	Various Local Authority offices in Cambridgeshire			
Cambourne Management Liaison Committee	David Chare, Secretary to the Management Liaison Committee, Cambourne Project Office, 4 Monk Drive, Cambourne, Cambridge, CB3 8LD	Cllr Mrs DSK Spink	2003		Cambourne site office			
Cambridge Airport Consultative Committee	Mr T Holloway, The Marshall Group of Companies, The Airport, Cambridge, CB5 8RX	Cllr SJ Kime Chief EHO, Planning Director	Kime - 2003	Yes				
Cambridge and County Folk Museum - Council of Management	Cameron Hawke-Smith, Cambridge and County Folk Museum, Castle Hill, Cambridge, CB3 0AQ	Cllr SJ Agnew	2003	Yes	Folk Museum			
		Cllr Mrs MP Course	2003(wishes to continue)				To keep maintain their collection and ensure grants from the Council are spent sensibly.	Overseeing plans for the museum's expansion.

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Cambridge Film Consortium	Ms Trish Sheil, Film Education Officer, Cambridge Cinema Consortium, The Arts Picture House, 38-39 St Andrews Street, Cambridge CB2 3AR, t.sheil@anglia.ac.uk	ClIr RA Matthews					<ul style="list-style-type: none"> · Serving the needs of village arts promoters in South Cambridgeshire · Working in association with South Cambridgeshire District Council (SCDC) Arts Officers through established arts networks. · Training volunteers and supporting members of the community in promoting events. · Consulting local people regarding how to increase the number of arts events in villages. · Monitoring disability access at all venues used by Cambridge Film Consortium (CFC). 	
Cambridge City Centre Consultative Forum	Michelle Rowe, Resources Directorate, Legal & Democratic Services Division, Shire Hall, Castle Hill, Cambridge, CB3 OAP	ClIr SJ Kime	2003	Yes	One of the Cambridge Colleges or Guildhall	ClIr AW Wyatt		
Cambridge Community Health Council	Alan Eatwell, CHC & Complaints Manager, NHS Executive (Eastern), Department of Health, 6-12 Capital Drive, Linford Wood, Milton Keynes, MK14 6QP JA Padilla, 64 High Street, Harlton, Cambridge	ClIr REG Barrett ClIr R Hall	2006(willing to continue) 2004	No	5 Wellington Court, Cambridge		To follow up complaints from the general public and represent their interests in the NHS	Instigated a Delayed Discharge Project and food spot checks.

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Cambridge Core Traffic Scheme Steering Group	Richard Preston, Cambridge City Projects, Environment and Transport, Cambridgeshire County Council, Shire Hall, Cambridge, CB3 0AP	Cllr JD Batchelor	2006	Yes	Guildhall, Cambridge	Cllr Mrs VB Bishop		
Cambridge Enterprise Agency (appointment of governors)	71A Lensfield Road, Cambridge, CB2 1EN (01223) 323553	Cllrs SJ Kime & RT Summerfield	2003	Yes	Offices of Hewitson, Becke & Shaw		No substitutes recorded	
Cambridge Federation of Housing Associations	Mr Gardiner, Cambridge Housing Society, 1A Fortescue Road, Cambridge, CB4 2JS	Cllr MP Howell (N.B.not met for two years [6.2001])	2003	Yes		Cllr Mrs JM Healey	Councillor Mrs J Hughes (2003) = substitute	
Cambridge ITEC	1 Clifton Court, Clifton Road, Cambridge, CB1 1BR	Cllr SJ Agnew	2003	Yes	Offices of ITEC			
Cambridge Marriage Guidance Council (Relate)	RELATE, 3 Brooklands Avenue, Cambridge, CB2 2BB (01223) 357424	Cllr Mrs VM Trueman	2004	Yes				
Cambridge Sub-Regional Study Steering Group		Chairman of Development & Conservation Control Committee (with Vice-Chairman as substitute)	N/A					
Cambridge Women and Homelessness Group	Sue Knight, Corona House, 1 Corona Road, Cambridge, CB4 3EE	Cllr Mrs EM Heazell	2003					
Cambridgeshire Association of Youth Clubs	Paston Ridings Farm, Freston, Paston, Nr. Peterborough, PE4 6XB	Vacant	2003	Yes	Police HQ, Huntingdon		Councillor MP Howell resigned as SCDC rep 08/08/02; is now Chairman in his own right	

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Cambridgeshire ACRE - Local Agenda 21	32 Main Street, Littleport, Ely, Cambs CB6 1PJ, Tel: 01353 860850 Fax: 01353 862040 enquiries@cambsacre.org.uk	Cllr SS Ziaian-Gillan	2003	Yes				
Cambridgeshire Association of Local Councils - S.Cambs District	Mrs Jacquie Wilson - Office Manager, The Primrose Centre, Primrose Lane, Huntingdon PE29 1WG Tel: 01480 375629	Cllr WH Saberton	2006	Yes	South Cambridgeshire Hall, Cambridge		To support Parish Council with training and changes in Government legislation.	New Parish Councillors have received training and advice continues to be given.
Cambridgeshire Councils Association	Director of Finance and Administration, Cambridgeshire County Council, Shire Hall, Castle Hill, Cambridge, CB3 0AP	Cllrs Mrs DSK Spink, Mrs DP Roberts & RT Summerfield			Various council venues		Cllr Mrs EM Heazell as substitute.	
Cambridgeshire Councils Association Waste Forum	Clare Harris, Committee Section (Box 1102), Cambridgeshire County Council, Shire Hall, Cambridge, CB3 0AP	Portfolio holder for Environmental Health	N/A	Yes			Cllr JD Batchelor as substitute.	
Cambridgeshire Historic Churches Trust Advisory Council	14 Clay Street, Histon, Cambridge, CB4 4EY	Cllr RF Collinson	2004(willing to continue)	Yes			To help with funding for restoration work on historic churches of all denominations throughout Cambridgeshire by means of interest free loans and the administration of landfill tax credits.	A considerable number of churches in South Cambs helped with finance towards repairs by means of loans/grants. Details published in annual report submitted to Conservation Manager in October 2002. No grants awarded to this body from the Council and the Council has no part in the Trust's decision making process.

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Cambridgeshire Transport Forum Reference Group	Paul Staines, Resources Directorate, Legal & Democratic Services Division, Shire Hall, Castle Hill, Cambridge, CB3 OAP	Portfolio holder for Planning and Economic Development	N/A	Yes	Shire Hall, Cambridge			
Cambs Dance	Mr Paul Russ, Director, Cambs Dance, Lady Lodge Arts Centre, Orton Goldhay, Peterborough PE2 5JQ, paul@cambsdance.org.uk	Vacant					Cllr MP Howell interested- Serving the needs of village arts promoters in South Cambridgeshire- Working in association with South Cambridgeshire District Council (SCDC) Arts Officers through established arts networks- Training volunteers and supporting members of the dance community- Monitoring disability access at all venues in the district used by Cambs Dance	
Circle 33 Housing Trust Ltd- Area Cttee.	Tracey Spencer, East Anglia Manager, Circle 33, 1 St. Catherin's Square, Cambs, CB4 3XA (01223) 202700	Cllr SGM Kindersley	2006					
Citizens Advice Bureau (Cambridge)	72-74 Newmarket Road, Cambridge, CB5 8DT	Cllr CJ Gravatt	2004(willing to continue)	Yes			To provide free expert assistance to help people solve their problems in housing, pensions and benefits, employment rights, immigration, consumer, debt and family problems.	Necessary savings have been made by renegotiating a Legal services contract and reduction in management team. A new telephone system has been installed to improve the efficiency of the telephone advisory service.
Comberton Village College	Mrs R Clayton, Warden, The Village College, Comberton, Cambridge, CB3 7DU	Cllr JH Stewart	2003	Yes	Comberton Village College		Dual Use appointment	

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Cottenham Village College - Sports Centre Management Group	High Street, Cottenham, Cambridge, CB4 4UA	Cllr JA Nicholas	2006	Yes	Cottenham Village College		Dual use appointment	Continued monitoring by Committee of planning/design issues affecting Cottenham. Regular comments on planning applications submitted to SCDC Planning Department. Discussed proposed development of Oakington airfield.
Cottenham Village Design Group	Audrey Eyers, Secretary to Cottenham Village design group, 2 Denmark Road, Cottenham, Cambridge, CB4 4QS	Cllr RF Collinson	2004(willing to continue)	No	Group members' homes	Cllr Wotherspoon	Planning appointment. To promote Cottenham Village Design Statement and to ensure its continued application to the planning process. The Group comments on the planning applications for the village.	
County Council Bus Strategy Reference Group	Paul Staines, Resources Directorate, Cambridgeshire County Council, Shire Hall, Castle Court, Cambridge, CB3 OAP	Cllr JD Batchelor	2006	Yes	Shire Hall, Cambridge			
County Council Rail Policy (Service Advisory) Group	Paul Staines, Resources Directorate, Cambridgeshire County Council, Shire Hall, Castle Court, Cambridge, CB3 OAP	Cllr JD Batchelor	2006	Yes	Shire Hall, Cambridge			
County Museums Advisory Committee	Director of Finance and Administration, Cambridgeshire County Council, Shire Hall, Castle Hill, Cambridge, CB3 OAP	Cllr NN Cathcart	2006	Yes			To improve provision of museum services in Cambridge & Peterborough. Encourages all museum providers to work co-operatively, guided by an agreed County Museum Development Plan. Acts as focus for views and concerns of all parts of museum community and advises local authorities and managing bodies of museums and relevant agencies	

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Cross Border Arts	Ms Lorraine von Gehlen- Director, Cross Border Arts, Wysing Arts, Fox Road, Bourn, CB3 7TX gavin.cba@breathemail.net lorraine.cba@breathemail.net	Cllr Harangozo	2003				Cross Border Arts are an independent organisation consisting of three staff based at Wysing Arts in Bourn. They provide a range of specialist services and programmes relating to arts and disability across the county and the district and employ up to thirty artists, from different disciplines, each year. The board meets quarterly, in Bourn and meetings usually start at 4.30pm. · Members would have no voting rights at the meeting and would be attending as observers. Members would be consulted by the Arts Development Officer and asked to comment on or contribute to the six-monthly reviews.	
Crossroads (South and East Cambridgeshire Branch)		Cllr Mrs DSK Spink	2006	yes	Meadow Community Centre, Arbury			
Duxford Airfield Management Liaison Committee	Director of Finance and Administration, Cambridgeshire County Council, Shire Hall, Cambridge, CB3 OAP	Cllr RGR Smith	2003	yes	Duxford Airfield		Consults with Director of Duxford Airfield on operational and management practice as they reflect on the local community and make recommendations to Executive Panel to facilitate smooth running of the Airfield	

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East of England Tourist Council	Topplesfield Hall, Hadleigh, Suffolk, IP7 5DN	Cllr Mrs GJ Smith	2004 (NOT willing to continue)	yes	Varies		Government funded body to promote tourism in region.	Organisation has expanded from East Anglia to East of England. A strategic and Business Plan has been developed by the executive Board and agreed with EEDA. This organisation promotes "quiet countryside". There is a new promotion budget seeking to give a distinctive face to the region in which it will be to the advantage of our small and large tourist businesses to actively participate. Grading, training and awards are available and need publicising in South Cams. The representative believes that the portfolio holder should be the Council's representative on this body.
East of England Local Government Conference		Leader of Council	N/A					
Eastern Orchestral Board	Eastern Orchestral Board, 10 Stratford Place, London W1N 9AE	Cllr MR Ellwood	2003	yes	varies	Cllr Mrs JM Jones		
Eastern, Essex & Hertfordshire Regional Employers Organisation	Flempton House, Flempton, Bury St Edmunds, Suffolk, IP28 6EG	Cllr EW Bullman	2004	yes				
Emmaus Cambridge Council	The Secretary, Emmaus Cambridge Council, St John's Innovation Centre, Cowley Road, Cambridge, CB4 4WS	Cllr Mrs J Hughes	2003 (wishes to continue)	yes	Emmaus, Landbeach		To rehabilitate the homeless. Provide them with a home and teach them a trade if possible.	A soup kitchen is being provided for the homeless in the centre of Cambridge during the winter months. Financial support is given to Jimmy's night shelter and the food bank is given logistic support.

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Francis John Clear Almshouses, Melbourn	The Carlings, Melbourn, Royston, Herts, SG8 6DX	Cllr Mrs VM Trueman	2004	no				
Friends of Milton Country Park (+ co-option to Management Group)	Mr and Mrs T Siggs, 'Parkside', 1 Pearson Court, Milton, Cambridge	Cllr Mrs JA Muncey	2003	yes		Mrs RL Cannon		
Gamlingay Village College	Station Road, Gamlingay, Sandy, Beds, SG19 3HA	Cllr Mrs DSK Spink	2006	yes	Gamlingay Village College		Dual Use appointment	
Great Ouse Environment Group		Cllr J Shepperson	2003(NOT willing to continue)		Brampton		The Group consists of a wide range of waterway representatives and discusses the relevant environmental issues affecting the public with the Environment Agency	Exists mainly for information exchange and sub-groups are sometimes set up.
Kettles Yard House and Gallery Cambridge	Mr Michael Harrison-Director, Kettles Yard, Castle Street, Cambridge, CB3 0AQ sophie@kettlesyard.cam.ac.uk	Cllr Dr JA Heap	2003			Cllr TJ Wotherspoon	- The board meets quarterly, in Cambridge and meetings usually start at 5.00pm. - Members would have no voting rights at the meeting and would be attending as observers. Members would be consulted by the Arts Development Officer and asked to comment on or contribute to the six-monthly reviews.	
Linton Community Sports Centre (Linton Village College)	The Warden, Linton Village College, Cambridge Road, Linton, Cambs, CB1 6JB	Cllr Mrs GJ Smith	2004(willing to continue)	yes	Linton Village College		Dual use appointment. Managing on behalf of the community, the maintenance, improvement and activity programme of the sports facilities, part supported by SCDC Dual Use Funds.	Has prepared plans for the improvement and expansion of facilities to be part funded by SCDC's Dual Use Fund.

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Local Committee for Social Services (Not met since 2000)	18-20 Signet Court, Swann's Court, Cambridge, CB5 8LA or terri.mcgettigan@socserv.camcnty.gov.uk	Cllr SGM Kindersley	2002	yes	Cambridge Professional Development Centre	Cllr MP Howell		
Local Government Association: Annual Conference	26 Chapter Street, London, SW1P 4ND	Cllrs Mrs DSK Spink, Mrs DP Roberts & Mrs LM Sutherland		yes	varies		3 delegates to 2000 annual conference with Chief Executive?	
Local Government Association: East Anglian Region Policy and Strategy Forum, General Assembly, Rural Commission	26 Chapter Street, London, SW1P 4ND	Leader or Deputy-Leader of Council/Portfolio holders for Sustainability and Community Development	N/A	yes	varies		also with Chief Executive on the Rural Commission	
Local Government Arts Forum and Arts Forum for Cambridgeshire and Peterborough Steering Group	Local Government Arts Forum, c/o Eastern Arts Board, Cherry Hinton Hall, Cherry Hinton Rd, Cambridge, CB1 8DW But administered by: Steve Hollier, County Arts Officer, Cambs County Council, Shire Hall, Cambridge, CB3 0AP	Cllr MR Ellwood	2003	yes			LGA Forum: varies Steering Group: varies	
Magog Trust (nomination of a governor)	Jane Randall, Governor, Magog Trust, 43 Mingle Lane, Stapleford, Cambridge, CB2 5BG	Cllr G Elsbury	2004		Chairman's house			

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Melbourn Community Swimming Pool Association	Mrs V Tookey, Association Secretary, Melbourn Village College, The Moor, Melbourn, Royston, Herts, SG8 6EF	Cllr Mrs MP Course	2003(wishes to continue)	no	Melbourn Village College		To provide better facilities for the population of the surrounding villages including North Herts.	Have employed a new sports facility development manager who will be in overall charge of running and booking of various sports.
		Cllr Mrs VM Trueman	2004					
Melbourn Village College - Site Executive	Melbourn Village College, The Moor, Melbourn, Royston, Herts, SG8 6EF	Cllr Mrs MP Course / Cllr DALG Wherrell	Course - 2003 Wherrell - 2006		Melbourn Village College		To oversee the management of Melbourn Village College.	Setting up of Melbourn Community Sports Development in January 2004.
Mepal Outdoor Centre	42 Main Street, Soham, Ely, Cambs, CB7 5HE	Cllr SJ Agnew (trustee)	2003	yes	Mepal			
National Housing & Town Planning Council - Regional Executive Committee	Mr Ian M Edwards, Regional Secretary, NHTPC, 18 The Maze, Leigh on Sea, Essex, SS9 5RW	Cllr Mrs DSK Spink	2002	yes	varies between host councils			
National Society for Clean Air and Environmental Protection		Chief EHO or nominated representative	N/A					
Old West Internal Drainage Board	Mr R Bamford, Archer and Archer, DX 41002, Ely	Cllr LCA Manning	2006	yes	Ely			
		Cllr J Shepperson	2003(wishes to continue)				To manage an efficient drainage system within the area of the Old West Internal Drainage Board.	Approved work carried out during the year on the board's pumps and drains. Agreed a rate of 20p in the pound for the year 2003/04.
		Cllr AW Wyatt	2004(standing down in 2004)				To prevent flooding in an area below 20 foot contour.	Very successful, no recent flooding. New structure to amalgamate all the Drainage Boards within the Cam/Ouse catchment area. This will give

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								central administration with financial savings.
Over and Willingham Internal Drainage Board	Mr JS Whitmore, 16 Woodcock Close, Impington, Cambridge, CB4 4LD	CIlr EL Monks	2003	yes				
Royston Citizens Advice Bureau	Town Hall, Royston, Herts, SG8 7DA	CIlr Mrs VM Trueman	2004	yes				
Sawston Village College - Sports Users Committee (was Management Committee)	Sawston Village College, New Road, Sawston, Cambridge, CB2 4BP	CIlr RM Matthews	2004	yes		CIlr Mrs ES Upshaw	Dual use appointment	
South Cambridgeshire Primary Care Trust	Sally Hind, City PCT, Heron Court, Ida Darwin Hospital, Fulbourn CB1 5EE	CIlr LM Sutherland					Co-opted member of Board of PCT	
Standing Conference of East Anglian Local Authorities	St Helen Court, County Hall, Ipswich, Suffolk, IP4 2JS	Chairman of Development & Conservation Control Committee	N/A	yes	varies			
Swaffham Internal Drainage Board	Mr R Bamford, Archer and Archer, DX 41002, Ely	CIlr WH Saberton	2006(willing to continue)	yes	Archer House, Ely		To keep the District well drained and to ensure that money is properly spent.	In spite of having one of the wettest years on record, very few houses have been flooded.
Swavesey Byeways Advisory Committee		CIlr EW Bullman	2004					

Name of body	Contact details	Current representative(s)	Retirement	Approved for expenses?	Place of meeting	Previous reps	Description of Outside Bodies	Recent Achievements of Outside Body
		Cllr J Shepperson	2003(wishes to continue)				To recommend to the Council a suitable maintenance programme for the Swavesey Byeways. It reviews the maintenance work carried out during the past year, and assesses the current state of the Byways and the likely level of maintenance required for the following year.	At the meeting on 29/1/03 the Committee agreed to recommend to the District Council that a rate of 90p per hectare be levied for the year 2003. A contractor carried out work on Tipplers Byway. On most of the other Byways the District Council supplied suitable materials and volunteer charge payers using their own labour and plant carried out spreading.
Swavesey Internal Drainage Board	Middle Level, (01354) 653232 Mr RE Jones 42, Thornton Road, Girton, CB3 0NN (01223) 662203	Cllr J Shepperson	2003(wishes to continue)	yes	Memorial Hall, Swavesey		To manage an efficient drainage system of land in Swavesey and Longstanton under the control of the Swavesey Internal Drainage Board. The Board consists of seven members representing owners and occupiers of land within the district and two members appointed by South Cambs District Council.	A drainage rate of 63p in the pound for Area 1, a rate of 27p in the pound for Area 2, and a rate of 9p in the pound for Area 3 were agreed. A special levy of £3,209 is made on South Cambs District Council towards the Board's expenditure. The District Superintendent gave a report on the maintenance work carried out on drains, banks, pumps and pumping station. A list of planning applications in the board's area that may result in an increase discharge of surface water was presented to members.
Swavesey Village College	The Village College, Swavesey, Cambridge, CB4 5RS	Cllr R Hall	2004	yes		Cllr PW Nunn	Dual use appointment	
The Junction/CDC	Mr P Bogan, The Junction, Clifton Road, Cambridge, CB1 4GXcarrie@junction.co.uk	Cllr MP Howell	2003	yes	The Junction			

Name of body	Contact details	Current representative(s)	Retirement	Approved for expenses?	Place of meeting	Previous reps	Description of Outside Bodies	Recent Achievements of Outside Body
The River Cam Conservators	Mr R Bamford, Clerk to the Conservators of the River Cam, c/o Archer & Archer, Market Place, Ely, Cambs, CB7 4QH	Cllr WH Saberton	2003(wishes to continue)				To oversee the river Cam from the city to Bottisham lock, for the benefit of all its users.	The river has been cleaned and kept free of rubbish.
Waterbeach Level Internal Drainage Board	Mr R Bamford, Archer and Archer, DX 41002, Ely (01353) 662203 Mr BH Sanders, Cobwebs, 95 Bannold Road, Waterbeach, CB5 9LQ (01223) 860971	Cllr WH Saberton	2006(willing to continue)	yes	Archer House, Ely		To keep the District well drained and to ensure that money is properly spent.	In spite of having one of the wettest years on record, very few houses have been flooded.
		Cllr AW Wyatt	2004				Management of water/drainage flow in low lying area. Responsible for pumping and preventing flooding of property and agricultural land.	The Council makes a considerable payment annually on Properties in the drainage area. Councillors are able to keep a watchful eye on how this is spent and highlight any problems in the District.
Wysing Arts, Bourn	Mr Trystan Hawkins, Director, Wysing Arts, Fox Road, Bourn, Cambridge, CB3 7TX trystan@wysing.demom.co.uk	Cllr Mrs Spink	2006				Wysing Arts is a popular rural visual arts centre based in Bourn, drawing resident artists and visitors from across South Cambridgeshire and the region. The organisation has co-ordinated visual arts projects at Milton Country Park and across the district. The board meets quarterly in Bourn and meetings, mostly on Thursdays, usually start at 6.30pm. · Members would have no voting rights at the meeting and would be attending as observers. Members would be consulted by the Arts Development Officer and asked to comment on/contribute to the six-monthly reviews.	

Name of body	Contact details	Current representative(s)	Retirement	Approved for expenses?	Place of meeting	Previous reps	Description of Outside Bodies	Recent Achievements of Outside Body
Youth Action Cambridge	Victoria Marshall , Howard Mallet Centre, Sturton Street, Cambridge	Cllr JD Batchelor	2006	yes	St Phillip's Primary School, Vinery Way, Cambridge		Full voting member ex-officio member of the executive.	

SOUTH CAMBRIDGESHIRE DISTRICT COUNCIL

WASTE MANAGEMENT ADVISORY GROUP

Minutes of a meeting of the Waste Management Advisory Group held on
Friday 9th May 2003 at 10.00 am.

PRESENT: Councillor DALG Wherrell (Chairman)
Councillor NJ Scarr (Vice-Chairman)
Councillor CC Barker (Portfolio Holder)
Councillor JP Chatfield
Councillor WH Saberton

Councillors DJ Regan and Mrs LM Sutherland were in attendance, by invitation.

Also in attendance were the Chief Environmental Health Officer, the Communications Manager, the Recycling and Waste Minimisation Officer, the Environmental Health Officer (Prom and Campaigns) and the Environment Services Officer.

Apologies for absence were received from Councillors SA Harangozo and Mrs GJ Smith, the Strategic Development Officer and from Mr Bernard Warr, Waste Strategy Co-ordinator, Cambridgeshire & Peterborough Joint Waste Partnership.

1. MINUTES

The minutes of the meeting held on 11th February 2003 were confirmed as a correct record.

2. DECLARATIONS OF INTEREST

None.

3. COMMUNICATION STRATEGY – INTEGRATED WASTE AND RECYCLING COLLECTION SERVICE

The Environmental Health Officer (Prom and Campaigns) outlined the key implementation dates and communication issues for the introduction of the new waste and recycling collection arrangements, highlighting the main items for members to be aware of over the coming six months. The strategy was linked with the Cambridgeshire & Peterborough Joint Waste Partnership county-wide communication strategy. Although information about Waste Management Advisory Group meetings had been forwarded to the press, there had not yet been any major press coverage of the new scheme.

July 2003

The new scheme would feature on the cover of the July issue of South Cambs magazine and there would be an 8-page pull out in the centre, introducing the scheme and explaining how it worked. The article would include photos of the green bin team, the bins and green boxes, a list of collection dates and answers to frequently asked questions. There would also be an introduction of the bin deliverymen, who would not be employees of SCDC but who would carry identification and be accompanied by an SCDC employee when making deliveries. The new telephone hotline for residents would open at the same time and the number would be printed on every page of the magazine supplement. The hotline would also be publicised through parish councils and local members.

August 2003

The bin deliveries would begin in a phased programme over the next twelve weeks, with a press release before the deliveries started. It was proposed that collection dates for thirty-five villages be altered in August to align with the new services, although the phasing in of district-wide bin collection would not be complete until November. It was felt that this early change in collection dates would give residents and operators time to become accustomed to the schedule before the bin collections began. Green box collection dates would be moved to match the new service so that their collection would be on the same date as the green bins. The change in collection dates would be well-publicised and local members and clerks of Parish Councils in those villages affected would be advised as soon as the changes were confirmed. Bins would be delivered two weeks before the first collection and it was possible Swavesey would be the first village to receive them and start the scheme.

September and October 2003

The first collections would begin in some villages and bin deliveries to other villages would continue. Further information about collection timetables would be published in South Cambs magazine.

November 2003

The final bin deliveries would be made and the entire district would be on the new scheme.

December 2003

The hotline would be closed by the end of the year, although any questions about the scheme would be handled through the CASCADE call centre.

Throughout the next six months there would be publicity for the Cambridgeshire & Peterborough Joint Waste Partnership and the Reth!nk Rubbish scheme on Q103 radio, local newspapers, bus shelter posters and bus shell advertisements. Further radio coverage on BBC Radio Cambridgeshire could be possible through news items, but advertising space could not be purchased on that station. There would also be a series of roadshows in South Cambridgeshire villages with members and officers introducing the scheme and answering questions from residents. The Communications Manager confirmed that it would be possible to print the pull out section of South Cambs separately and local members would be asked to leave free copies at their village shops or other public places to ensure all residents had access to the information.

Members reported that, throughout the election period and at annual Parish Council meetings, they had heard questions from residents about the new scheme which they had been able to answer from the Frequently Asked Questions circulated in February. Members felt that residents had been anxious rather than upset about the scheme and had been reassured by the answers given. The questions being asked had stemmed from a lack of information and it was noted some Parish Councils had not circulated the FAQ to their Members.

Some residents had been concerned about keeping bins clean. It would be acceptable to include plastic sacks in the black bins, but these sacks would contaminate the green bins and such bins would not be collected. This would be explained in the "bin rules" in the magazine article and also on the stickers inside the bin lids. Cornstarch liners could be used in the green bins and the South Cambs magazine article could list locations where they could be purchased. The back cover of the magazine would also list companies which provided bin cleaning services.

Explanatory stickers would be affixed to bin lids at the time of delivery and would be in a standard format for all the members of the Partnership. The Chief Environmental Health Officer noted that the green bins would have raised dots on their lids so the

visually impaired could easily distinguish between bins. This would also be publicised in South Cambs magazine.

The Advisory Group discussed the best way to publicise the changes in collection dates for the thirty-five villages. Parish Councils and local members would be informed as soon as the changes were confirmed and would be issued with follow-up reminders closer to the date, in addition to articles and schedules in South Cambs magazine.

The Recycling and Waste Minimisation Officer explained that he had been visiting each sheltered housing scheme in person, speaking with wardens and determining the best practical solution for each scheme. The same assessment criteria was being applied to sheltered housing schemes as to other premises in the district and the Advisory Group agreed it should be made clear that there were not different standards for different residents.

The roadshows would include events at local supermarkets and would tie in with the Slim Your Bin roadshows. If facilities were available, there could be visits to smaller villages, although it would not be practical to have more than one event each day.

There was discussion about the inclusion of stencils in the bins so all the house numbers could be done in a uniform manner. The cost of plastic stencils was outside the budget and thick paper number stencils would not be useful to those residents who lived in houses with names rather than numbers. Councillor Mrs LM Sutherland noted that the Boy Scouts of Great Shelford would be visiting houses offering to stencil numbers onto bins as a fundraising exercise. Councillor JP Chatfield suggested the South Cambs magazine article advise residents of the preferred placement and size of house numbers on the bins and that it was considered acceptable to use number plate stickers as an alternative.

The Environmental Health Officer (Prom and Campaigns) was researching the plans to incorporate "Kill Your Speed" stickers. The Chairman recommended discussing this with the Community Development Portfolio Holder as this could be part-funded from the community safety budget. The Chief Environmental Health Officer referred to the new Best Value Review of Waste Management and that partnership work between Environmental Health and Community Development could be considered as part of the budget process for the next financial year.

The Advisory Group **NOTED** the communication strategy and they and the other members present volunteered to help at the roadshows.

4. EFFECT OF THE GREEN WASTE AND CARDBOARD RECYCLING AND RESIDUAL WASTE SCHEME ON THE BOURN VALLEY COMMUNITY COMPOSTING SCHEME

The Bourn Valley Community Composting Scheme, known as "Greening Our Villages", was established in 1999/2000 to collect household garden waste from Bourn and surrounding villages. The waste was taken to the Wysing Arts Centre at Bourne for composting and the compost sold back to members of the scheme. Members of the scheme paid a small membership fee to organisers to help defray the operating costs and the District Council provided an annual grant of £4,000.

The Chairman of the scheme had acknowledged in writing that the operations would be concluding in 2003/04 and that the scheme members understood that the Council would not be in a position to make further grants available. The Chairman also acknowledged the group members would be able to dispose of their garden waste through the new green waste and cardboard recycling scheme at no cost, thus saving their membership fee.

The Group advised the Portfolio Holder for Environmental Health that no further grants be made to "Greening Our Villages" or any other Community Composting Scheme from 2004/05 onwards and agreed that the Waste Minimisation & Recycling Officer would write to the Group commending them on their successful scheme and thanking them for their work over the past years.

5. INTEGRATED WASTE AND RECYCLING COLLECTION SERVICE: CONSULTATION RESULTS

The District Council had commissioned Bostock Marketing Group (BMG) to conduct 500 telephone interviews and three focus groups with residents of South Cambridgeshire to gauge views on the new arrangements for waste collection and recycling. The work had been carried out in January and February of this year and the results were presented to the Advisory Group. The small sample of residents who participated in the focus group meant that the results provided an overview of the perception of the new scheme rather than a statistical sample.

The Advisory Group noted the following results from the consultation:

- Opinion was evenly divided between the choice of having refuse collected in a black sack or a wheeled bin, with 43% favouring each;
- Nearly three quarters (74%) of respondents felt the scheme would be easy or very easy to use and 89% felt that they would adapt to the new arrangements quickly;
- All focus groups were keen to receive further information from the District Council;
- Issues of concern included holiday collection schedules, smells, bin cleaning, contamination of recyclables and assisted collection for elderly and disabled people;
- Opinions were more neutral than in opposition to the scheme and no significant objections were received, even amongst those who expressed a preference for sack-based collections;
- There was support for increased amounts of recycling and the Green Box scheme had already been successful in increasing awareness of its importance.

The communication strategy would be vital to answering questions and addressing concerns about the scheme. Many of the operational aspects had already been explained in the Frequently Asked Questions circulated to members. The Chief Environmental Health Officer noted that other authorities had found that alternate weekly collections resulted in an increase in the amount of paper collected, as residents would have to use all the receptacles provided. This could have an impact on the current Green Box scheme and was being discussed with the contractors for that service.

The Advisory Group **RESOLVED** that under Section 100(A)(4) of the Local Government Act 1972, the public be excluded from the meeting for the remainder of this item on the grounds that it involved the likely disclosure of exempt information as defined in paragraph 9 of Part 1 of Schedule 12A of the Act.

The Chief Environmental Health Officer updated members on the current contract for the Green Box scheme, the budget, future options available and their implications. A full report would be brought to the next meeting of the Advisory Group.

The meeting then became open.

The Advisory Group **NOTED** the results of the consultation survey.

6. DATE OF NEXT MEETING

The next meeting of the Waste Management Advisory Group will be scheduled by e-mail.

The meeting ended at 11.45

PORTFOLIO HOLDER'S DECISION

The Portfolio Holder for Environmental Health **AGREED** that no further grants be made to "Greening Our Villages" or any other Community Composting Scheme from 2004/05 onwards due to the introduction of the Council's new Integrated Refuse and Recycling Service.

CABINET MEETING

At a meeting of the Cabinet held on
8th May 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 and Deputy Planning and Economic
Development Portfolio Holder
Mrs DP Roberts Community Development Portfolio Holder

Councillors RF Bryant, NN Cathcart, G Elsbury, R Hall, Mrs SA Hatton, Mrs JM Healey, SGM Kindersley, Mrs JE Lockwood, Dr JPR Orme, J Shepperson and Mrs BE Waters 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 April 2003 as a correct record, subject to the addition of Councillor Dr JPR Orme to the attendance list.

Corporate Strategy 2003/04- 2007/08 (Minute 3)

The Chief Executive confirmed that sustainability should not suffer from the lack of increased overhead expenditure since sustainability would be an inherent aspect of all services.

2. DECLARATIONS OF INTEREST

Councillor Dr JPR Orme declared a non-prejudicial interest in item 3, Hauxton – Contaminated Land, as a former employee of one of the predecessor companies to Bayer CropScience.

Recommendation to Council

3. CABINET / PORTFOLIO / MANAGEMENT TEAM ROLES – IMPLICATIONS OF COMPREHENSIVE PERFORMANCE ASSESSMENT

The Chief Executive introduced two items.

Protocol on Councillor/Officer Relations

This section in the constitution was yet to be filled and Councillors Batchelor and Bryant and a member of Management Team had been delegated to produce a protocol, which was now presented and appeared on the next Council agenda. The Members involved were satisfied that the protocol as presented included their recommendations and commended it to all Members.

The protocol was generally welcomed except for the implication that “back bench” Members could only seek a confidential briefing from a Chief Officer with the

agreement of their group leader (paragraph 6.1), when the issue might relate to their ward.

Concern was also expressed about paragraph 12.2 and the possible need to apportion blame in certain circumstances. Attention was drawn to the use of the word “solely” in this context and the Chief Executive gave an assurance that the protocol was not intended to prevent action if problems required it, but that any action should be proportionate, the first response should be to learn from the problem, and that disciplinary action (if appropriate) would be a separate matter. It was accepted that Cabinet should consider any serious problems, but that matters concerning individuals should be considered in private session.

Cabinet

RECOMMEND TO COUNCIL that the Protocol on Councillor/Officer Relations be adopted, with the following amendments to paragraph 6.1:

First sentence to read: “Any councillor may request a private and confidential briefing...”

Last sentence: delete

Cabinet and Management Team Roles

The Chief Executive reported that discussions on the respective roles of Cabinet and Management Team had arisen from the work on the protocol and from the requirements of the Comprehensive Performance Assessment (CPA) and the comments of the External Auditor at the last Audit Panel meeting. Local authorities were now being measured by a different yardstick. He had consequently prepared some slides intended to promote discussion on how Cabinet could best give a lead to the Council and how senior officer time could be released to deal with the major projects facing the Council and for service improvement. The paper should be regarded as work in progress and not necessarily for wider distribution at this point. If the general approach were acceptable, a formal report would be produced.

The slides covered

- the Government’s expectations of Cabinets (high level and outward facing);
- improvements that could be achieved to meet those expectations (to move away from a way of working still based much on the committee system);
- attributes and responsibilities of Cabinet and Management Team;
- imperatives;
- key CPA questions:
 - on leadership – any councillor might be asked for their views of Council direction and strategy;
 - community engagement - there was a need for Cabinet as a whole to be more positive in leading consultation; and
 - performance management – there was a need for this to be developed;
- recommended principles for determining roles and focus;
- Cabinet focus (re the CPA key questions); and
- the implications for working practices – a change in the format of Cabinet meetings, a reduction in the number of routine meetings.

The Chairman of Council stated that he felt many of the attributes and responsibilities applied to all councillors and asked that the important role of the “back benchers” should not be overlooked. He suggested that it was necessary to get the change in

ways of working across to them and that the initiative to be involved must come from them; and asked that a similar document might be produced on councillor roles in general. The Chief Executive agreed that the attributes could be applied to all Members, but pointed out that Cabinet had particular responsibilities. Further discussion ensued on the comparative roles of Cabinet and non-executive councillors, including the value of work in the ward, and on the value of holding more full Council meetings and some twilight meetings, especially for training. The Chief Executive commended more informal meetings of Council to discuss particular major policy initiatives rather than more formal meetings.

On the suggestion that Portfolio Holders should take more decisions now taken by Cabinet, the tendency for Portfolio Holders to meet in private was raised as a possible problem in being open and enabling the scrutiny function to operate. Councillor SGM Kindersley suggested that all Portfolio Holders should consider having the minutes of their meetings published rather than just the decision records. The Leader pointed out that much of the discussion in these meetings was not relevant to a wider audience, but felt that the issue might be looked at in policy discussions. It was not possible to maintain fortnightly Cabinet meetings and free senior officers for the big issues, particularly with the increasing number of meetings around partnership initiatives.

The Chief Executive stated that the Scrutiny Committee had not been included in this exercise as it was a separate issue.

As the way to take the matter forward, Members were asked to read the document presented and feed in their comments to the Chief Executive. He would then try to prepare a report reflecting those comments.

Decisions made by the Cabinet and reported for information

4. HAUXTON – CONTAMINATED LAND

The Environmental Health Portfolio Holder advised Cabinet of the progress made with respect to investigations of land at Hauxton. Robert Long Consultancy Ltd (RLCL), hired by South Cambridgeshire District Council, had carried out an extensive survey to establish if Packhouse and Church Meadow Fields could be determined as contaminated land. RLCL had presented their findings in the presence of the landowner and Bayer CropScience, formerly Aventis.

The Leader noted a fax sent to Cabinet members from the landowner. The landowner agreed with the recommendations in the Cabinet report but felt that the two fields should be determined as contaminated land under Part IIA of the Environmental Protection Act 1990.

Under the current legislation, land could only be determined as contaminated if a link (pathway) could be found between a source (contaminated groundwater) and a receptor (crops). The RLCL investigation had been unable to establish such a link. Consultation with the Environment Agency and DEFRA supported the view that this issue should be tackled as a groundwater contamination issue. The Environmental Health Portfolio Holder explained that the Council would have to accept the experts' opinion that the evidence did not support a determination of contaminated land at Packhouse and Church Meadow Fields.

Under the same legislation, the Bayer CropScience site could be determined as contaminated land. Bayer had volunteered to remediate the site. The timescale of the remediation works was not known and it was therefore not possible to establish when

effects to the groundwater in the surrounding area would be seen. Councillor Barker suggested an addition to the recommendation in the report to instruct the Council's Environmental Health Department to play a watchdog role to ensure that the Environment Agency progressed this matter.

Councillor Mrs JE Lockwood, as local member for Hauxton, expressed her approval of the action taken by the Council to address the long-standing issues of pollution and congratulated the officers on the result of determining the Bayer site as contaminated. She stated her belief that there was something wrong with the fields, as shown by the state of the crops the previous summer. but accepted that proof of the linkage required by legislation, if possible, would be very expensive. Councillor Mrs Lockwood noted that the aim should be to return the land to its original usage and hoped that this would result from cleaning the Bayer factory site. If it did not, she asked that the Council should investigate further and look to determine the fields as contaminated land. She expressed herself happy with Councillor Barker's addition to the recommendation.

Susan Walford and Dr Lewis were welcomed to the meeting to answer technical questions. They and the Chief Environmental Health Officer agreed that, although there was a possibility that the contaminated groundwater was affecting the crops, this had not been proven and the problem could have other causes. Starting remediation action now at the factory site would effectively mitigate any impact on the surrounding areas. Members accepted the solution proposed, but had concerns about the length of time it might take to know whether the polluted groundwater under Packhouse and Church Meadow Fields had been alleviated. It was

RESOLVED that

- (a) the Bayer CropScience site, as outlined on the plan at Appendix 2 to the report, be determined as Contaminated Land and the area be designated as a Special Site;
- (b) the Environmental Health Department of South Cambridgeshire District Council be instructed to play a watchdog role to ensure that the Environment Agency progresses this matter, and refer back to Cabinet as and when substantive matters affecting the surrounding area are observed.

5. MOTIONS TO THE LOCAL GOVERNMENT ASSOCIATION (LGA)

Cabinet, commenting on resource problems for this Council's LSP,

AGREED to support a motion from Harlow Borough Council to the LGA General Assembly seeking a lobby for core funding from the Government to support the work of all Local Strategic Partnerships.

The Leader read the proposed wording of the motion from this Council agreed at the last meeting (Minute 9), which was **APPROVED** as:

"To enable local authorities to focus all their energies and resources into the improvement of services and quality of life for the communities they represent, the Conference urges the Office of the Deputy Prime Minister and the Audit Commission to express their support for a "bureaucracy-free" culture and greater stability and long-term thinking in the requirements imposed on local government."

Information Item

6. THE PARISH PLANNING PACK

Cabinet was advised of the completion of “The Parish Planning Pack”, designed to provide guidance to parish councils and others on various aspects of planning, and the associated training initiatives. It was to be launched that afternoon. Councillors would each receive one copy and parish councils two, with more available on demand. The Planning Director undertook to ensure that the pack would be available on the Council’s web site. Thanks were expressed to Mr John Koch for his work in this matter.

A summary of responses from parish councils to indicative content was presented, and the respective local Members reported that Haslingfield and Girton were also believed to have responded. The Leader suggested that the comments of parish councils should be sought once they had received the pack.

Standing Items

7. MATTERS REFERRED BY SCRUTINY COMMITTEE

None.

8. RELOCATION OF OFFICES TO CAMBOURNE

Nothing new to report.

9. REVIEW OF THE COUNCIL BY CONSULTANTS

The process was continuing and the Chief Executive had a meeting with the consultants that afternoon.

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 paragraph 11 of Part 1 of Schedule 12A of the Act.

All Officers except the Chief Executive also left the meeting.

Confidential Item

10. IMPLEMENTATION OF THE NEW ORGANISATION STRUCTURE APPROVED BY COUNCIL – PROCESS AND CONSIDERATIONS

The Chief Executive outlined a number of considerations that were likely to arise in the transition to the new structure. Cabinet was not asked to make any decisions at this point but to note the issues and possible options.

The meeting ended at 1.25 p.m.

GENERAL INFORMATION ITEMS

Grant Agreed by Community Development Partnerships Manager

Applicant	Description	Reasons
Histon Parish Council	A £300 Community Safety Grant (CS07) to assist the Parish Council in providing fencing for a public recreation facility within the school grounds	<ul style="list-style-type: none">• Security for the people using the play equipment• Reduce the amount of vandalism

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 **Wednesday 21st 5pm May 2003**. All decisions not called in by this date may be implemented on **Thursday 22nd May 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.