



SOUTH CAMBRIDGESHIRE DISTRICT COUNCIL COUNCILLORS' BULLETIN – ISSUE DATE 1ST OCTOBER 2003

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IMPORTANT INFORMATION FOR COUNCILLORS

<u>COMMITTEE MEETINGS</u>			
FROM 6TH TO 10TH OCTOBER 2003			
	10 AM	RESOURCES & STAFFING PORTFOLIO HOLDERS MEETING	ROOM 132
TUESDAY 7TH OCTOBER 2003			
	10 AM	DEVELOPMENT AND CONSERVATION CONTROL COMMITTEE PROTOCOL AND COMPOSITION WORKING PARTY	COMMITTEE ROOM 2
THURSDAY 9TH OCTOBER 2003			

Training Courses:

The Local Government Information Unit (LGIU) have published their autumn events programme:

Name of Course	Description	Date and Venue
Changing Communities: Positive Ways of Tackling the Fear of Crime	Based on case studies proven to positively impact on people's fear of crime, this workshop will look at different ways local authorities have tackled this issue.	Tuesday 14 th October 2003 at 09:45 to 13:00 at LGIU offices in Central London
Achieving Sustainability: New Powers and Opportunities	Speakers will help examine the national picture and provide local examples, referring particularly to links between sustainable policies and community involvement. There will be two case studies from Leicester and Camden.	Thursday 16 th October 2003 at 09:45 to 13:00 at LGIU offices in Central London
Partnership working to improve health	This seminar focuses on how local Councils can improve residents' health through services such as education, housing, social services, environmental health and leisure & recreation.	Thursday 30 th October 2003 at 10:45 to 15:00 at LGIU offices in Central London
Neighbourhood Renewal: lessons on mainstreaming	The event will focus on how local authorities are mainstreaming their neighbourhood renewal strategies.	Thursday 6 th November 2003 at 10:45 to 15:00 at LGIU offices in Central London
LGIU/TENDHN Annual Conference: Pride in Public Service		Friday 14 th & Saturday 15 th November at Brighton & Hove.
Anti-Social Tenants: Positive Solutions		Tuesday 25 November 2003, 10:45 to 15:00 at LGIU offices in Central London
Promoting Well-Being: Making Use of Councils' New Freedom	Will examine how the New Political Structures can help local authorities to implement their community strategies.	Thursday 4 th December 2003, 09:45 to 13:00, central London

Achieving change through effective performance management	Will examine performance management frameworks and techniques by concentrating on practical tools for reporting on performance and ways in which to engaged councillors and officers without overloading them with information.	Tuesday 9 th December 2003, 09:45 to 13:00, central London
Councillor development initiatives: rewarding good practice	Will examine the changing nature of councillor development and some of the key themes that are emerging for councils and others who work in this area.	Thursday 11 th December 2003, 09:45 to 13:00, LGIU offices in central London.

More details on the above courses are available from LGIU who can be contacted on 020 7554 2800 (ask to speak to Estelle Whewell, Georgina Roudette or Emily Wong) or e-mail on events@lgiu.org.uk or visit their web site on www.lgiu.gov.uk

Name of Course	Description	Date and Venue
Working with the Voluntary Sector – new challenges for elected members	This seminar will focus on the changing relationships as seen by both local authorities, and by the Voluntary and Community Sector	13 th November 2003, Birmingham

More details on the above course can be found by contacting Patrick Adams, on (01223) 443408 or patrick.adams@scams.gov.uk

Call-In of Feasibility Study for Swimming Pool at Linton

Please note that Councillors SJ Agnew, Dr SA Harangozo, Dr JA Heap, Mrs JE Lockwood & Dr JPR Orme have requested that the following decision, taken by Cabinet on 19th September, be Called-in:

Councillor Collinson, seconded by Councillor Mrs Heazell, proposed that the Council agree to contribute up to £5,000 for a feasibility study, possibly dovetailed with the Haverhill study, subject to a financial contribution from Linton Parish Council.

*This proposal, on being put to a vote, was **LOST** by four votes to three.*

*Cabinet **AGREED** that no action be taken.*

Scrutiny Committee will discuss this call-in at its next meeting on 23rd October 2003 at 2pm.

Delivery of South Cambs Magazine and Key Issues

The Autumn 2003 editions of South Cambs Magazine and Key Issues are due to be delivered to all South Cambs residents and businesses from Saturday 5 October.

Delivery for this issue is being managed by a South Cambs based door-to-door delivery company, Sarah Lee and Co. The final delivery day is hoped to be Sunday 12 October.

If any members do NOT receive their copy of South Cambs Magazine by this date it would be helpful if they advised the Information Unit on (01223) 443262, email sally.carroll@scams.gov.uk

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 8th October 2003 at 5pm**. All decisions not called in by this date may be implemented on **Thursday 9th October 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.

SOUTH CAMBRIDGESHIRE DISTRICT COUNCIL

HOUSING PORTFOLIO HOLDER MEETING

At a meeting held at South Cambridgeshire Hall, Cambridge on
Tuesday 23rd September 2003 at 9.30am.

PRESENT:	Councillor Mrs EM Heazell (In the Chair)	Portfolio Holder for Housing
	Robin Carter	Commercial Services Director
	David Ellis	Director of Housing and Community Services
	Kari Greaves	Head of Shire Homes
	Gareth Jones	Deputy Planning Director
	Denise Lewis	Assistant Director (Housing Development and Strategic Housing)
	Councillor Mrs DSK Spink MBE	Leader of the Council
	Gwynn Thomas	Principal Accountant (Housing)
	Patrick Adams	Senior Democratic Services Officer

1. MINUTES OF PREVIOUS MEETING

- 1.1 Those present authorised the Portfolio Holder to sign, as a correct record, the Minutes of the meeting held on 4th August 2003.

2. MATTERS ARISING

- 2.1 Min. no. 7.2 (Response Repairs) – It was noted that the logistical problem with accurately representing the response repairs for the Southern Area had been resolved.
- 2.2 Min. no. 7.7 (Customer Satisfaction) – LH congratulated staff on the improvement in customer satisfaction, which was evident in the latest figures.
- 2.3 Min. no. 9.3 (Drainage) – KG agreed to contact David Rutland regarding the Haslingfield Drainage Programme. KG

3. SALE OF COUNCIL LAND: WHEELWRIGHT WAY, STOW-CUM-QUY

- 3.1 It was **AGREED** to offer the land for sale, subject to valuation and to any requirements covered by existing covenants, to the new owner of land to the rear of Wheelwright Way for use as an accessway.

4. SALE OF COUNCIL LAND: 23 & 25 WILFORD FURLONG, WILLINGHAM

- 4.1 Concern was expressed that the residents of number 23 might have difficulties in storing their wheeled bins if the land was sold. KG volunteered to investigate this issue. KG
- 4.2 It was **AGREED** that the land be offered for sale to the owners of 23 and 25 Wilford Furlong for garden land only, providing the sale could not prevent number 23 Wilford Furlong from receiving a wheeled bin service. The sale would also be subject to valuation and on condition that the tree is maintained in perpetuity by the purchaser of no. 23 and that the boundary hedge is maintained on their side by the respective purchasers.

5. SALE OF COUNCIL LAND ADJACENT TO 15 SLADWELL CLOSE GRANCHESTER

- 5.1 It was noted that the applicant was disabled and by allowing her to purchase land, on which she could build a garage that was adjacent to her property, her quality of life would be enhanced.
- 5.2 It was suggested that a garage built right up to the kerbside could be a hazard to road users and so it was agreed that a 1 metre strip should remain between the resident's property and the roadside.
- 5.3 It was noted that the Highways authorities had maps that would show whether there were any drains and pipes on this land.
- 5.4 It was **AGREED** that the land be offered for sale, subject to valuation, to the owner of 15 Shadwell close for the purpose of erecting a garage and extending the garden of the property. It was further agreed that a 1 metre strip should remain between the resident's property and the roadside.

6. VEHICULAR RIGHT OF WAY FROM CHASTON ROAD OVER COUNCIL VERGE ADJACENT CHASTON ROAD CAR PARK TO LAND REAR OF 15-19 HINTON WAY, GREAT SHELFORD

- 6.1 It was agreed that the residents of houses 10, 48, 50, 52, 66, 68 and 70 on Chaston Road should be consulted, before this proposal could be agreed.
- 6.2 Concern was expressed over the narrowing of the road.

7. VEHICULAR RIGHT OF WAY FROM AUDLEY WAY OVER COUNCIL VERGE TO 8 AUDLEY WAY, HORSEHEATH

- 7.1 It was agreed that a drop kerb was required before the offroad parking space was constructed. It was noted that drop kerbs required the permission of the County Council. Concern was expressed that other residents could be encouraged to park on their grass verges and it was suggested that a Neighbourhood Manager could send a letter to residents to prevent this from occurring.
- 7.2 It was **AGREED** that vehicular access be granted to 8 Audley Way with the following conditions:
- that a drop kerb be provided
 - that the access way over the grass verge is constructed by the grantee using "Grasscrete" blocks,
 - that the access way is maintained by the grantee
 - that no vehicles are parked on the access way

8. CONNECTION TO A SEWER THROUGH COUNCIL LAND FROM REAR OF 13 PIECES LANE, WATERBEACH

- 8.1 It was decided that an agreement was required that ensured that the Council would not be liable for any unexpected costs as a result of this work. It was also agreed that written evidence of contact with Anglian Water was also required.

- 8.2 It was **AGREED** to grant an easement, subject to valuation, for a sewer connection from 13 Pieces Lane to the foul sewer in Harley Close on the following conditions:
- That the applicant seeks ultimate adoption of the sewer by Anglian Water
 - That the applicant reimburses the Council with the full amount of garage rent suspended and any other costs
 - That works are programmed to enable the Council to give adequate notice to garage tenants
 - That all permanent reinstatements match existing concrete surfaces

9. DISPOSAL OF LAND FOR LESS THAN BEST CONSIDERATION

9.1 It was noted that these changes in the General Disposal Consents 2003 that allows Local Authorities to sell land at less than the market value would not affect land owned by this authority. However, it would affect land owned by the County Council within the District which this authority would be consulted on.

9.2 It was agreed that all Councillors should be made aware of this change.

DL

10. HOMELESSNESS FUNDING 2004/05 AND 2005/06

10.1 DL presented this report that outlined the Government's proposed homelessness funding arrangements for local authorities over the next two years. DL explained that the self-assessment return would be completed and submitted to the ODPM in order to claim the set allocation of £20,000 from the Homelessness Directorate in 2004/05 and 2005/06.

10.2 The report was **NOTED**.

11. PERFORMANCE INDICATORS

11.1 The meeting considered the performance indicators for July and August.

11.2 Surprise was expressed at the differences between the East and West areas on the number of urgent repairs completed on time for the month of August. It was noted that minor differences were to be expected between two different teams.

11.3 The improvement in Customer Satisfaction ratings were welcomed.

11.4 Councillor Mrs Heazell expressed her thanks to the Homelessness Section for the percentage of homelessness applications processed on time.

11.5 It was noted that the original target for the average stay in Bed & Breakfast Accommodation had been 14 days, but this had been altered to 3 weeks in view of the basis of calculation of the PI having recently been corrected by External Audit.

11.6 It was noted that the Bircham House scheme had been completed and was an asset to the District.

12. SUPPORTING PEOPLE STRATEGY 2003-2008

12.1 It was noted that Management Team supported this report and the joint working of local authorities in Cambridgeshire.

12.2 It was agreed that resident warden schemes improved the quality of life of its residents and should be sustained by including local residents in activities and promoting medical and other services based in the schemes.

12.3 It was noted that each District in the Strategy could be contributing £50,000 and the County £250,000 in order to meet the maximum shortfall in central funding.

13. BRIEFING PAPER: REGIONAL HOUSING BOARD INVESTMENT PRIORITIES

13.1 It was noted that the level of funding under the new grant regime was likely to be less than that received under the old LASHG and ADP grant regimes. Rural schemes were likely to be the most at risk from the new funding arrangements.

13.2 It was understood that the definition of small villages could be increased from 3,000 to 4,000 if recommendations by the LGA were accepted.

13.3 It was noted that 20% of the programme would be targeted at Key Worker Schemes and it was agreed that a clear government definition of a key worker was required.

14. DELIVERY OF AFFORDABLE HOUSING

14.1 DL presented this report on the delivery of affordable houses to new settlements, which would be going to Cabinet on the 2nd October.

14.2 The meeting agreed that it was important that the Council was well prepared for the delivery of affordable housing in new settlements and the joint appointment of a Partnership Projects Manager was the best way of achieving this.

14.3 It was agreed that Arbury was a more appropriate location for the post holder than the Council Offices and that the appointment should be made as soon as possible.

15. REDEVELOPMENT NORGETTS LANE, MELBOURN

15.1 DL presented this report seeking approval for the sale of two bungalows to Cambridge Housing Society.

15.2 It was understood that one of the bungalows was still occupied and would qualify for a home loss payment if they agreed to relocate to a suitable property elsewhere in the village should the bungalows be designated for redevelopment.

15.3 Concern was expressed regarding the lack of parking for such a development and it was suggested that the garden sizes could be reduced to provide extra parking spaces. DL advised the current plans were indicative only and would be revised to meet local planning requirements.

15.4 The portfolio holder **APPROVED** this proposal in principle.

16. PROGRAMME FOR PUBLIC CAR PARKS

16.1 It was understood that the budget for car parks was now under the auspices of the Housing portfolio holder.

16.2 The Programme was noted.

16.3 The Programmes for Estate Roads & Street Lighting Schemes and Parking Schemes were noted.

17. PLANNED MAINTENANCE & SPECIALISTS PROJECTS

- 17.1 KG explained that the budget for Improvement to Non Traditional Houses was overspent because the work had taken longer than expected but this amount had been covered.
- 17.2 It was noted that the estimate for Full Refurbishment was £2,000,000 not £2,300,000 and this meant that the total estimate decreased to £5,900,000.
- 17.3 It was understood that the technical work on the Whittlesford Sheltered Scheme would be completed next financial year. This meant there would be an underspend this year which would be spent in the following year.

18. ANY OTHER BUSINESS

Health and Safety Risk Assessment

- 18.1 RC reported that following a visit from the Health and Safety Executive certain issues were investigated relating to safe working practice, as a result work to hedges would be restricted to those up to 2 metres in height by Council employees. Those hedges over this height could either be cut down to height less than 2 metres by sub-contractors, or they could be left to grow. A further report would be presented at a later meeting.

Paying of Invoices in Time

- 18.2 DE reported that it had been agreed at Cabinet that the issue of paying invoices within 30 days of receipt should be raised at all the portfolio holder meetings. It was noted that the target did not apply if the invoice was put in dispute. It was stated that all staff needed to be made aware of the procedures to label invoices "in dispute". It was hoped that the move to Cambourne would make it easier to achieve this target in Sheltered Housing Services.

Farewell to Sarah Lyons

- 18.3 Councillor Mrs Heazell expressed her thanks to Sarah Lyons for her work for the Council and the Meeting joined Councillor Mrs Heazell in wishing her every success with her planned adoptions.

Farewell to David Ellis

- 18.4 Councillor Mrs Heazell expressed her gratitude to David Ellis for his work with Council stating that he had become the Housing Director in challenging circumstances and had succeeded in turning round the department. David thanked Councillor Mrs Heazell and stated that he appreciated the opportunities that the Council had given him.

19. DATE OF NEXT MEETING

- 19.1 The next meeting will be held on Friday 31st October at 9:30am.
- 19.2 RC gave his apologies for absence in advance.

DECISIONS MADE BY PORTFOLIO HOLDERS

Decision Made By Portfolio Holder For Resources & Staffing

Subject	Decision
Authorisation to Appear in Court on Behalf of the Council	To authorise M Lovelock to appear in Magistrates' and County courts, tribunals and inquiries on behalf of the Council, pursuant to the Local Government Act, 1972, the County Courts Act, 1994 and all other statutory provisions in that behalf.