



**SOUTH CAMBRIDGESHIRE DISTRICT COUNCIL  
COUNCILLORS' BULLETIN  
ISSUE DATE 10<sup>th</sup> December 2003**

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1. Minutes from 5<sup>th</sup> December 2003

## **IMPORTANT INFORMATION FOR COUNCILLORS**



### **COMMITTEE MEETINGS**

FROM 15<sup>th</sup> to 19<sup>th</sup> DECEMBER 2003



<b>MONDAY 15<sup>th</sup> DECEMBER 2003</b>	<b>2 pm</b>	<b>New Offices Working Group (NOWG)</b>	<b>Committee Room 1</b>
<b>TUESDAY 16<sup>th</sup> DECEMBER 2003</b>			
<b>WEDNESDAY 17<sup>th</sup> DECEMBER 2003</b>	<b>10 am</b>	<b>Audit Panel</b>	<b>Council Chamber</b>
<b>THURSDAY 18<sup>th</sup> DECEMBER 2003</b>	<b>10 am</b>	<b>Cabinet</b>	<b>Council Chamber</b>
	<b>2 pm</b>	<b>Cambourne DEG</b>	<b>Cambourne Project Office</b>
	<b>2 pm</b>	<b>Scrutiny Committee</b>	<b>Council Chamber</b>
<b>FRIDAY 19<sup>th</sup> DECEMBER 2003</b>			

### **INFORMATION ON HEReward HOUSING 'OPEN HOUSE': 11-12 BURNT CLOSE, GRANTCHESTER FRIDAY 12 DECEMBER, 12.30 - 1.30PM**

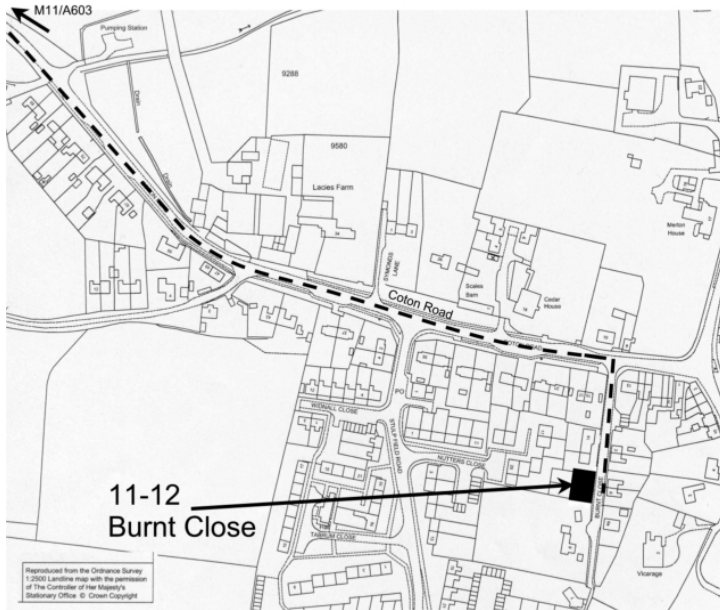
Hereward Housing's three new properties at Burnt Close, Grantchester are now complete. (House numbers still to be confirmed at time of writing!) Tenants will be picking up their keys on the afternoon of Friday 12 December. Before they do, Hereward staff will be at the houses for an hour between 12.30 and 1.30pm to show around anyone who would like to see them.

On this occasion it is just an 'open house' for you to call in and have a look and as such there will be no formalities.

Two disused council houses previously owned by South Cambridgeshire District Council originally stood on the site but due to foundation problems, they required demolition. Hereward bought the houses from the Council earlier in the year and has now built a terrace of 1 three bedroom and 2 two bedroom houses in their place. The District Council and Hereward have funded the development.

Just feel free to call in; we will be delighted to show you around. No reply is necessary.

**Caroline Welsh,**  
**Public Relations Manager**  
**Hereward Housing**  
**01353 652625**  
[caroline.welsh@herewardhousing.org.uk](mailto:caroline.welsh@herewardhousing.org.uk)



Hereward Housing, directions to Burnt Close

### **Directions**

From M11/A603 (J12) roundabout:  
M11 Southbound take second exit at roundabout, M11 Northbound take 3<sup>rd</sup> exit at roundabout onto Coton Road, leading into Grantchester. Burnt Close is 3<sup>rd</sup> turning on right. The properties are on the right hand side.

There are some parking spaces outside the properties but the road is very narrow so it may be easier to park on Coton Road and walk to the properties. Please park considerably.

## **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 Democratic Services Manager must be notified of any call in by **Wednesday 17<sup>th</sup> December 2003 at 5pm**. All decisions not called in by this date may be implemented on **Thursday 18<sup>th</sup> December 2003**.

*Any member considering calling in a decision made by Cabinet is requested to contact the Democratic Services 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.

## PLANNING AND ECONOMIC DEVELOPMENT PORTFOLIO HOLDER DECISIONS

### 1. Planning Policy Statement 7 - Sustainable Development in Rural Areas

#### Comments to the Office of the Deputy Prime Minister

##### General observations:

There is greater emphasis towards farm diversification and supporting a wide range of economic activity in rural areas, almost at any cost. This does not appear to be consistent with sustainability and transport aims (or the objectives and key principles). In contrast, the sections on housing, and community services and facilities have considered these issues. Therefore, there is an inconsistent approach in PPS7.

Countryside protection has been reduced, watering down “protect the countryside for its own sake” and the possible weakening of Green Belt policy. There is more leniency over building in the countryside, especially in more remote locations, which will be unsustainable.

##### Key principles:

***Criterion iv - watering down of previous statement “building in the open countryside should be strictly controlled” with “New development away from existing settlements...should be strictly controlled”.***

***Intentions are less clear-cut and could risk unprecedented new building in the countryside outside of, but potentially close to villages. Why has this been changed? What does “away from” mean? This could be abused to allow village expansion.***

***Would prefer the wording “New development outside existing settlements and outside areas allocated...”***

##### Business development and employment:

***There is a shift in emphasis towards farm diversification and supporting a wide range of economic activity in rural areas. This may encourage unsustainable new rural business? It raises the issue of what happens if the business is successful and wants to expand – it could bring semi-urban appearance into the environment.***

***Watering down of strict stance against inappropriate and unsustainable development in open countryside. May be allowing economic uses at the expense of the countryside?***

Inconsistent approach to employment uses when compared to that for housing / community services and facilities. Housing / community services and facilities take into consideration sustainability and transport issues, whilst employment doesn't – i.e. allows for development & expansion in sites which may be very remote and unsustainable.

This section is particularly geared to the parts of the country that are suffering rural decline and not suited to Cambridgeshire, which is a prosperous area where the increased flexibility may be used by landowners to secure business development in the countryside that would otherwise be restricted and has little to do with supporting farming. An area that is also suffering congestion. More account needs to be taken of the different circumstances in different areas of the country.

***The PPS does not address the issue that some of the rural business created through reuse of rural buildings are quite large concerns and that there can be significant cumulative effect where a number of such businesses come forward in a limited geographical area. In a prosperous area such as South Cambridgeshire this can have the effect of creating a “virtual” business park in the countryside, which is contrary to policy and to the principles of sustainable development.***

Community services and facilities:

Support the recognition that rural facilities and services are very important and the need to prevent their decline.

Housing:

**The removal of the policy exception allowing large, high quality houses to be built in the open countryside is to be welcomed as good design does not overcome the policy objection to introducing new housing development in an unsustainable location.**

Housing for “rural enterprise” may open up to potential abuse of system, although it still needs to meet the tests. There needs to be a tightening up of the definition / explanatory text around what is a suitable rural enterprise – for example, there has to be a direct relationship with the land / requires someone to live on the land.

Para 10, criterion ii – there should be strict control over all new house building in the countryside, regardless of whether they are “away from established settlements or from areas allocated for housing in development plans” (whatever that means). Exceptions to this rule are covered by PPG3 – i.e. exceptions sites adjacent to settlements to meet local needs. The second part of the sentence in criterion ii after “countryside” should be deleted.

Reuse of buildings within or adjacent to towns and villages:

Concerned about the approach being presented. The approach should be that within settlements there should be redevelopment (provided the building is not historic / worthy of retention) to make best use of previously developed land. Outside settlements buildings should be reused, otherwise there is too much potential for abuse allowing redevelopment outside the settlements.

PPS7 does not offer any guidance on derelict buildings in the countryside.

Design and character of rural settlements:

Clarify what Countryside Character and Village Plans are / what they mean? Are they Parish Plans?

Countryside protection and development in the countryside:

***Lost “protect the countryside for its own sake” and replaced with “protect the countryside for the sake of its intrinsic character and beauty, the diversity of its landscapes and wildlife and the wealth of natural resources.”***

***This appears to set a series of tests / a checklist against which to judge the quality of the landscape & implies councils will have to advance reasons under each aspect of this list of criteria to fend off unsuitable development. However, there are some areas of countryside which are valuable, but would fail to meet the tests. For example, an open, exposed landscape, when compared to other areas may have little “character***

***and beauty”, may not have a lot of wildlife etc due to intense farming practises and a lack of hedgerows, but which nevertheless have an important role. The recent move from designations such as Areas of Best Landscape to the holistic Landscape Character Areas as promoted by the Countryside Agency and supported by Local Plan Inspectors is inconsistent with this proposed approach. Therefore, the countryside should continue to be protected for its own sake.***

Reuse of buildings in the countryside:

***Watered down from “There should be no reason for preventing the conversion of rural buildings for business use...” to “the productive reuse of existing rural buildings is preferable to leaving the buildings underused, vacant or derelict.”- Although this change is better, there still remains a strong emphasis on reusing buildings which may be unsuitable, for example, an unsightly building, or one which may be situated in an unsustainable location. There should be a more conservative approach to reusing buildings in locations other than within and adjacent to towns and villages (covered by para 12).***

This section conflicts with key principles.

Support para 19 - rural residential conversions shouldn't be permitted in the countryside but have concerns about criteria ii and iii. Criterion ii – allowing someone to live with their carers – this is not a material planning consideration and should not be considered. Criterion iii – “less remote locations” – this could promote linear development in remoter locations along transport corridors, but with no local services and facilities. Residential conversions should only be permitted in locations adjacent to settlements, where there is access to services and facilities and not in the remote countryside.

Para 20, criterion iv – this takes no account of wider countryside issues and does not provide the right balance. The reuse of a large aggregate floor space in remote countryside will probably not be desirable / sustainable (and conflicts with the key principles).

Replacement of buildings in countryside:

Concerned that this has the potential to bring forward sites for business parks in inappropriate / unsustainable locations. For example, a cluster of 6 barns could be replaced by a couple of large R&D units. What about sustainability / transport implications? (not consistent with key principles).

Para 21, criterion iii – delete the first part of the criterion so that it starts “the replacement building would be...” – whether the original building was erected as permitted development or not is irrelevant.

Agree with the strict stance on replacement for housing being considered as new housing development and subject to financial and functional tests.

Designated areas:

What about other designated areas? Will nature conservation areas be covered by PPG9 and historic & archaeological covered by PPG15?

Whilst we agree there should be no major development within designated areas, the same approach should apply to all areas of countryside – which is why “protecting the countryside for its own sake” is important.

The countryside around cities and towns:

***There needs to be clarification that the sorts of uses that will be permitted are open recreational and not “built” uses, otherwise this could be the introduction of possible loopholes in otherwise strong protection for Green Belt land – “maximise beneficial uses of land” could override strict controls over damaging development.***

Agricultural development:

***General observation that farm diversification seems to be permitted at virtually any cost and with no regard to the circumstances of the individual agricultural concern.***

Best agricultural land:

Lost the requirement to seek the use of other sources of land before using the grades 1, 2 and 3a. i.e. PPG7 Annex B detailed the requirement for the consideration of opportunities to locate development elsewhere (e.g. Previously Developed Land, within built-up areas, poorer quality land) first. This was a more sustainable approach and is more in line with the sequential approach to development and reuse of brownfield land etc. in other guidance.

Who are planning authorities meant to get competent advice from?

Para 29 – suggests that planning authorities may want to protect specific areas of Best Agricultural Land from speculative development. However, if the countryside continued to be protected “for its own sake”, it would all be protected from speculative development, regardless of its Agricultural Land Classification. Therefore, there would be no need for additional protection policies, an approach which is contrary to the approach being proposed in para 25, which removes local designations.

Farm diversification:

This opens a can of worms - allowing new build in the countryside as well as reuse and redevelopment.

Para 30, criterion iii – potentially weakens / overrides the Green Belt policy.

Equine related activities:

No recognition of the problems associated with equine activities (this detail was provided in Annex F of PPG 7) – visual impact of jumps / removal when not in use, need to be near bridleways if not enough space on site otherwise could cause conflict with vehicles on rural roads etc. This detail should be incorporated into PPS7.

Tourism and leisure, Tourist and leisure facilities, Tourist accommodation:

There is no reference to the sequential test approach for accommodation. Para 37 allows hotels adjacent to villages - but they should be provided in towns/villages and only if there are no suitable locations, the countryside can be considered adjacent to settlements.

How does this overlap with PPG 17 for the recreational issues?

Please contact either [Councillor Dr Bard](#) or [Claire Spencer](#) (Senior Planning Officer) if you require more information.



## HOUSING PORTFOLIO HOLDER DECISIONS

Subject	Action Taken
<p>1. To allow the owner of 10 Waresley Road, Gamlingay to replace the Council's fence with a wall on the boundary between the above property and Robinson Court.</p> <p>The wall will provide effective screening between 10 Waresley Road and Robinson Court.</p> <p>The wall will seal the boundary between 10 Waresley Road and Robinson Court, preventing unlawful access in the future.</p>	<p>To allow the owner of 10 Waresley Road to remove the Council's fence and posts and erect a wall (as proposed design) on the boundary between 10 Waresley Road and Robinson Court, Gamlingay, with the following conditions:</p> <ol style="list-style-type: none"> <li>1. That the boundary posts remain at each end of the wall</li> <li>2. That the edge of the wall does not encroach Council land</li> <li>3. That the owner of 10 Waresley Road will be responsible for the wall's maintenance in perpetuity</li> <li>4. That the Council verge at the end of Robinson court is reinstated in a tidy condition</li> </ol>
<p>2. Sale of land at 4 School Lane, Conington</p>	<p><u>Decision:</u> To retain the land in Council ownership.</p> <p><u>Reason:</u> To keep open the Council's options for the future regarding this property.</p>
<p>3. Sale of land at 6 Macaulay Avenue, Great Shelford</p>	<p><u>Decision:</u> To retain the land in Council ownership.</p> <p><u>Reasons:</u> To prevent piecemeal development and to keep open the Council's options for the future.</p>
<p>4. Valuation of land and building in garden of 13 Victory Way, Cottenham</p>	<p><u>Decision:</u> To offer the land and building for sale to the owners of 13 Victory Way at the price of £4,000, for garden use only.</p> <p><u>Reasons:</u></p> <ol style="list-style-type: none"> <li>a) The valuation of 13 Victory Way at the time of purchase took into consideration the building in the garden leased at that time by the Electricity Board</li> <li>b) Purchase of the land and building from the Council will increase the value of the property</li> </ol>

## **HOUSING PORTFOLIO HOLDER DECISIONS CONTINUED**

<p>5. Agreed to grant fund the following organisations:</p> <p>Cambridge Women's Aid = £7,150</p> <p>Cambridge SOFA = £2,000</p> <p>Cambridge Cyrenians = £2,500</p> <p>Cambridge Women &amp; Homelessness Group = £3,270</p> <p>Cambridgeshire ACRE = £1,000</p> <p>Papworth Housing Advice Service = £4,000</p> <p>Cambridge Travellers Initiative, Orminston Trust = £2,500</p>	<p>Funding was granted on the basis of an annual 2.5% inflationary increase.</p> <p>The Orminston Trust had applied for a one-off grant to fund two workshops and the production of audio cassettes for Travellers relating to the planning process necessary to secure planning permission on privately owned land. This request was wholly supported as it would contribute towards the Council's Corporate Objectives and the Housing Aims and was also in line with the Homelessness Strategy in preventing homelessness.</p> <p>To be able to keep within the baseline figure of £22,450, it was further agreed that the request by Papworth Housing Advice Service for £5,500 be reduced to £4,000, giving consideration to the establishment of the Council's Home Improvement Agency.</p>
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## **RESOURCES AND STAFFING PORTFOLIO HOLDER DECISIONS**

Subject	Action Taken
<p><u>Rural Settlement List</u></p> <p>Authorities are required annually to review their list of Rural Settlements for the administration of the Village Shop Rate Relief scheme, and to publish them before the 31<sup>st</sup> of December each year, in accordance with section 42B of the Local Government and Rating Act 1997.</p>	<p>The Resources and Staffing Portfolio Holder confirms the list of Rural Settlements for the financial year commencing 1<sup>st</sup> April 2004, and authorises its publication</p>
Subject	Action Taken
<p><u>Pay and Grading Review</u></p> <p>Commitment as part of Pay and Grading review</p>	<p>That, as part of the Pay and Grading Review and subject to an overall cash limit of £505,000:</p> <ol style="list-style-type: none"> <li>a) Employees in post as at the 23<sup>rd</sup> December 2003 are awarded "ex-gratia" payments based on a percentage of their salary for the period 1<sup>st</sup> April 2002 – 31<sup>st</sup> March 2003</li> <li>b) Eligible employees should include those who are protected or in receipt of a market salary. These employees will be entitled to the standard percentage of their 02/03 salary or £500 which ever is lower</li> <li>c) Former employees who have been made redundant or who have retired and are in receipt of a local government pension should benefit from an ex-gratia payment calculated as above.</li> </ol>

## **COMMUNITY PORTFOLIO HOLDER DECISIONS**

Subject	Action Taken
<u>To review unclaimed and time-expired arts capital and revenue grants 1995 –2002:</u>	
1. To reallocate £1,000 from the fund allocated for Training and Lottery Feasibility Studies in 1995/6 to the 2003/4 capital budget.	Agree. No awards have been made from this fund.
2. To reallocate £2,000 offered to Cottenham Village College in 1997/8 to the 2003/4 capital budget.	Agree. The original award conditions can not be met.
3. To reallocate the £20,000 offered to Sawston Village College Arts Centre Project in 1997/8 to the 2003/4 capital budget.	Agree. The original award conditions cannot be met.
4. To reallocate the £8,000 offered to the Cambridge Arts Theatre in 2002/3 to the 2003/4 capital budget.	Agree. The project did not take place.
5. To vire the £500 Arts Partnership grant offered to the Junction/CDC in 2001/2 to the 2003/4 capital budget.	Agree. The event did not take place.
<p>6. To vire the following revenue grants to the Arts Capital budget:</p> <p>i) £2,000 offered to Arts Network 10 in 1999/0.</p> <p>ii) £115 offered to Comberton Community Education in 2001/2.</p> <p>iii) £1,000 offered to Fen Edge Arts in 2001/2.</p> <p>iv) £500 offered to Classworks Theatre in 2001/2.</p> <p>v) £250 offered to Linton Music Society in 2001/2.</p> <p>vi) £300 offered to Linton Music Society in 2002/3.</p> <p>vii) £1,000 offered to Cambourne Residents Association.</p> <p>viii) £59 offered to Opportunities Without Limits in 2002/3 towards workshops.</p> <p>ix) £50 offered to St Mary's Church in Hardwick towards an Art Exhibition.</p>	<p>Agree.</p> <p>Sum not listed in office records. Will not be claimed and is time-expired.</p> <p>Grant never claimed and is now time-expired.</p> <p>Grant towards feasibility study paid from another budget in error.</p> <p>Grant offered towards youth work has not been claimed and is now time-expired</p> <p>Grant never claimed and is now time-expired.</p> <p>Grant never claimed and is now time-expired.</p> <p>Grant never claimed and is now time-expired.</p> <p>Only £301 from a total grant of £360 has been claimed.</p> <p>Grant never claimed and is now time-expired.</p>

## **DECISIONS MADE BY OFFICERS**

Subject	Action Taken
<p data-bbox="150 309 794 474"><u>Sports Development Grants/Arts Project Funding</u> To provide dance and drama sessions of pupils during curriculum time leading up to a joint Christmas performances with pupils at Green Hedges School in December</p> <p data-bbox="150 510 794 631">Pupils with learning and physical disabilities will benefit from being involved with the project. The sessions will develop Students confidence and skills in the area of dance and drama.</p>	<p data-bbox="842 309 1315 371">Award £170 (£85 from Sports and £85 from Arts)</p>

# **MINUTES OF THE INFORMATION AND CUSTOMER SERVICES PORTFOLIO HOLDER MEETING REPORTED FOR INFORMATION**

Meeting held on the 10th November 2003 at 10.00 a.m.

**PRESENT:** Councillor JD Batchelor  
GJ Harlock J Fowler  
SC May M Wylie

## **1. APOLOGIES FOR ABSENCE**

JS Ballantyne

Sally Carroll

*[Councillor Mrs Spink subsequently discovered to be unwell]*

## **2. MATTERS ARISING FROM PREVIOUS MEETING**

There were no matters arising.

## **3. CASCADE UPDATE**

MW commented that his suggested amendments to the Scrutiny Committee minutes on this subject had not been incorporated.

**SM**

It was noted that calls about wheeled bins passed on to Environmental Health had been 39% in July, 35% in August and 28% in September. The long term aim was hand offs of no more than 20%. In general the hotline service was considered to be a success. There were no further developments to consider.

## **4. EEDA BROADBAND UPDATE**

It was noted that

- tender bids were to be opened the following Monday
- a public presentation was to be held on the 24th November, 7-9 p.m.
- Richard Jones' extended contract had been prepared and was being submitted to him that day for agreement

## **5. COMMUNICATIONS UPDATE**

5.1 JF circulated a progress report on communications issues.

### **5.2 Corporate Identity**

Five companies had submitted proposals for this project and JF had copies for JB to inspect. It was expected that the proposals would go to the NOW Group.

JB expressed his concern that other Members did not know about this project and that Member input was needed. It was noted that Members would be consulted once an appropriate company had been selected.

It was noted that the original intent had been to produce a design standard for the authority to adopt on all its publication materials, including the possibility of a 'modernised crest' and for templates to be locked into PCs. However, some companies were extending their proposals beyond this.

**AGREED** SC to discuss the next steps with JB.

5.3 Communications Strategy

Noted that the draft Communications Strategy should be ready by the end of the week and was due to be presented to Management Team on the 19th November. JB asked when he would see it.

**SC**

6. **CIPs**

6.1 Communications Unit

PI SX3 JF to check date of last survey in South Cambs Magazine

A lunch club had been suggested by John Ballantyne as a result of the peer review, and was a recommendation of the Best Value Review for Media, Information and Communications, to allow staff to learn from each other.

The grant directory was being prepared in conjunction with Community Services.

Postal voting tied in with Electoral Services

There was no request for additional staff next year

PI re readership of South Cambs Magazine – JF to check accuracy of figures

GH expressed surprise that some of the budget requests could not be found from existing budgets as they were relatively small, but JF pointed out that the budget had been cut this year.

6.2 Democratic Services

JB queried the relevance of some of the PIs, but it was agreed that they should remain unchanged at present.

Agreed that the resource request for Members' computers should be deleted and the remainder of the current year's budget rolled over in order to provide adequate funding.

6.3 Electoral Services

JB queried the relevance of the PIs as they showed no ambition, but accepted the CIP as no request was being made for additional money.

6.4 ICT

FMS achievement deleted as this was not ICT led and would be duplicated in other CIPs. **MW**

Requests for resources considered and MW outlined the reasoning for each. Issues arising included:

- Networking – ongoing costs to be raised with Paul Barnes **MW**
- DIP – the proposal was less expensive than indicated in the Finance and Policy Framework
- GIS – this was a continuation of the existing contract. Classification as revenue or capital to be confirmed. Some budget was to be pulled across from Planning for this **MW**
- CASCADE – the business analyst was a different post from the business support analyst at the Contact Centre. The post could be filled by contract or directly, but MW suggested that for this phase the Council should have direct control

GH expressed his opposition to the advice to allow salary for new posts only from July, but noted that this was the general advice. He also suggested that it would be useful to have an idea of the intended salary scale, while acknowledging that this might slow the process.

JB felt that members would be surprised at these extra items as it had been thought there was a five year programme, but it was explained that costs had been uncertain in some areas and that some projects, e.g. DIP, had been given an importance they had not originally had, because of the move to Cambourne.

An underspend with ITNET in 2003/4 was expected, and this would be vired to cover some of the Cambourne network costs. MW undertook to investigate whether there should be a downward revision for subsequent years. The reason for the underspend this year was that the number of servers had not grown as much as expected.

**MW**

Two PIs were noted where the current year target would not be met.

JB reported unsatisfactory experiences with the Helpdesk and MW undertook to follow up the possibility that ITNET at Birmingham might be able to take control of a PC remotely, as they could locally.

**MW**

On PI SF725, MW pointed out that ITNET did not provide all ICT services and suggested that a survey covering all the services should perhaps be carried out to give a meaningful measurement

**MW**

## **7. MEMBERS' ALLOWANCES**

Copies of papers sent to the independent panel noted. The panel was to meet on the 12th November.

Noted that at some stage an allowance for the monthly Broadband charge might be required.

**SM**

## **8. DEMOCRATIC REPRESENTATION BUDGET**

JB had no queries with the provisional budget.

## **9. FORWARD PROGRAMME**

As the last Scrutiny Committee had been adjourned, it would consider the Access to Services Best Value review on 20th November. It would then be considered by Cabinet on 27th November. At the time of the programme it was expected to have been considered in October.

## **10. ICT REQUIREMENTS FOR CAMBOURNE AND CAMBRIDGE OFFICE**

The report to the NOW Group was noted and GH outlined the reasons it was now thought preferable to install new equipment in the new offices rather than transferring it with the associated risks of failure. The whole cost was £180K, of which £80K could be vired within the ICT budget. If proposed virement between portfolios were accepted by Council the possibility existed of viring most of the rest of the money required from underspending elsewhere. Alternatively, a request would be made to Council for new money.

MW confirmed that he believed this was the best use of virement within ICT because of the significant reduction in risk on the move..

**11. EXPENDITURE/INCOME TO END SEPTEMBER 2003**

The report to Cabinet was noted and GH stated that he was reasonably confident on the outturn. The under-committed £100,000 referred to in paragraph 8 was being used largely for the CASCADE project.

**12. HR AND PAYROLL SYSTEM**

The confidential report to Cabinet was noted. GH reported that among the benefits of the new system would be the ability to produce meaningful HR figures

**13. ACCESS TO SERVICES BEST VALUE REVIEW**

JB stated that he only supported the review recommendations as long as the resources were there to carry them out.

**14. DIP PROJECT**

Progress was noted and that some departments had allowed budget for back-scanning, some had not. Back-scanning would be outsourced where possible. Each department scanned its own post at present, but this might be centralised eventually.

**15. CAMBRIDGE OFFICE**

GH reported progress on achieving shared accommodation with Cambridge City and JB undertook to follow this up in the political arena. **JB**

**16. OTHER ICT/ESD DEVELOPMENTS**

Nothing further to report.

**17. MEMBER PC REPLACEMENT PROGRAMME**

GH's opinion was that, given all-out elections in 2004, members' PCs should not be replaced at present except in exceptional circumstances; and that the remaining budget for this year should be rolled over.

MW reported the recommendation that laptops should be issued as standard so that there was one type to support and access would be easier. He suggested that desk top PCs should not be offered but could be investigated if the member was insistent. Support was given to the recommendation, but the additional cost of laptops was noted.

Disposal of older PCs was discussed. Their own were currently offered for sale to former members. Disposal to charities could be problematic both because of the time needed for administration and because they tended to require certain specifications. However, JB suggested that old machines could well be adequate for youth groups for games and that if there were sufficient numbers their disposal could be contracted out to an agency.

**18. ANY OTHER BUSINESS**



Tourism Web Site

Noted that the City Council was making new developments in the tourism area and that Cllr Collinson had suggested that South Cambs might do something similar. The Tourism Officer was preparing a CIP bid. The assumption was made that the costs would fall to tourism rather than ICT.

Community Access Points

The Head of Community Services was funding a temporary post to identify suitable locations for access points and was looking to put in a funding bid. The system would use the CC Network and creating the link and installing and supporting two PCs and a printer was within the costed programme. The Community Services issue was who would support users.

Homeworking Project

A report would be made to the next meeting.

**GH**

**19. DATES OF NEXT MEETINGS**

Wednesday 10th December at 10.00 a.m. (instead of 9th December)

Tuesday 13th January at 10.00 a.m.

Tuesday 10th February at 10.00 a.m.

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The meeting closed at 12.45 p.m.

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# **MINUTES OF THE PUBLIC ART POLICY WORKING GROUP MEETING** **5<sup>TH</sup> DECEMBER 2003 REPORTED FOR INFORMATION**

At the inaugural meeting of the Group, held at 1.00 pm on  
Friday, 5<sup>th</sup> December 2003.

PRESENT:	Councillor Mrs DP Roberts	Chairman and Community Development Portfolio Holder
	Councillor Dr DR Bard	Planning and Economic Development Portfolio Holder
	Jon Dixon	Senior Planning Officer (Economic Policy)
	Nick Grimshaw	Conservation Manager
	David Greck	Conservation and Design Officer
	Stephanie Hogger	Arts Project Officer
	Simon McIntosh	Head of Community Services
	Andy O'Hanlon	Arts Development Officer
	David Rush	Development Control Quality Manager
	Chris Taylor	Head of Legal Services
	Jane Thompson	Cultural Services Manager
	David Wright	Commissions East

## **1. Introductions and apologies**

Members of the Group introduced themselves. Apologies for absence were received from Councillor Mrs EM Heazell, Housing Portfolio Holder, and Councillor SGM Kindersley, Chairman of the Scrutiny Committee.

This meeting was convened following Cabinet's decision on 16<sup>th</sup> October to defer approval of the Public Art Policy pending further information. The agenda for the meeting aimed to address all the concerns raised by Cabinet. Councillor Mrs DP Roberts reported that the Chief Executive, who supported the Policy, had identified information from other authorities with such policies and had discussed them with the Director of Development Services.

## **2. Planning and the local development framework**

Jon Dixon outlined the timetable for the new Local Development Framework (LDF), which it was hoped would be adopted in early 2006. It was felt best that the Public Art Policy be a Supplementary Planning Document (SPD) backed up by core policy. There would need to be public consultation on the draft SPD, including the involvement of those affected by its content and it was recommended that the draft be published in spring 2004, to coincide with issues and options consultation on the LDF core policy. Responses could then be considered by the Council, and used to prepare a final draft SPD. The SPD would remain as a draft until the full LDF was adopted; following the consultation its content could still be implemented as material consideration, but the SPD would not carry full weight until a policy was adopted in 2006.

Nick Grimshaw explained that the Public Art Policy would be a relatively short paragraph in the LDF core strategy, with the SPD giving the full guidance.

## **3. Public art and South Cambridgeshire**

Andy O'Hanlon explained that there were at least 50 practising professional artists in South Cambridgeshire, many with experience of creating public art. The arts programmes at the Village Colleges; arts events, facilities and exhibition venues within the District and within

Cambridge City; visually literate population; and higher than average percentage levels of social classes A and B created a high degree of empathy for visual arts. Parish Councils recently had become engaged in small-scale works, but businesses or landlords had privately funded the majority of public art in the District. The Public Art Policy must accommodate a wide range of works, from small village signs to large-scale installations.

#### 4. Consideration of models of good practice

##### (a) Percent for Art

The suggested 1% developer contribution towards public art had been an issue of debate at Cabinet. Councillor Dr DR Bard noted that it would also be necessary to state a minimum development size, as a 1% contribution from a small development might not be sufficient to commission artwork and the Group **AGREED** that the Policy should not be applied to small-scale developments (10 houses or fewer).

The Policy would be used to encourage, rather than to require, developers to produce public art, and would be flexible enough to encompass a wide scale of development. It would emphasise that public art must be successful within its context and would be linked to Design Guidance.

The Supplementary Planning Document (SPD) would include a definition of “public art” and could include design elements such as boundary treatments or seating. Determining whether design elements could be considered public art would be a subject of discussion between developers and the planning authority. It was important to ensure that developers were aware of the need to provide public art from the development brief stage when it could be budgeted for and planned in accordance with the rest of the development.

Andy O’Hanlon, citing information from Teignbridge District Council, noted that the percentage for art was not an exact formula but a simple funding mechanism to help pay for public work and enhance the built environment. The Teignbridge pamphlet also explained that 1-5% was “often chosen” and this was felt to be a good basis from which to begin negotiations.

David Greck explained that the percentage for public art could be added to the expense the developer would already incur on some design elements, such as hiring an artist to add ironmongery detail to railings.

The Group **AGREED** that it would be useful to invite the selected artist or group of artists to produce an overall design scheme for large-scale developments, so all elements could be recognised as part of a cohesive whole.

Consultation with local people would be an important step in any public artwork. In the case of new developments, such as Northstowe, consultation would be extended to nearby villages to establish connections between the rural and more urban areas.

The Group **AGREED** to amend the current draft wording to: “The involvement of an artist or artists at an early stage in the planning and design of developments is actively encouraged. The Council would expect the elements of the development involving the artists’ input to constitute a significant part of the scheme; typically between 1% and 5% of the total budget. Precise plans and budgets will need to be agreed in association with the Council’s officers prior to planning approval.”

**(b) Social Housing**

At the Cabinet meeting on 16<sup>th</sup> October, the Housing Portfolio Holder had expressed concern about the effect a contribution for public art could have on development budgets for Housing Associations. Councillor Mrs Roberts had since made enquiries and found that some Housing Associations, such as Hereward, had previously employed artists on a number of schemes and had identified three distinct schemes, each requiring a different arts approach:

- a. "Larger schemes, such as extra care schemes, where an artist could be involved from an early stage in the planning, design, development and execution of a scheme through to the residents moving in;
- b. "Smaller housing schemes (less than 10 houses), which would need to be looked at individually in terms of achieving the policy; and
- c. "Schemes where the Housing Association may have very little control over the built environment, e.g. where section 106 agreements have been agreed with a developer..."

The Group felt that it was important to have Housing Associations and private developers work in partnership to ensure the same overall appearance between areas of social housing and areas of market housing.

The main concern from the Housing Associations was the amount of time their staff would spend selecting and working with an artist and the Group felt that the Housing Associations would probably appreciate a Public Art Policy to outline the District Council's expectations.

**(c) Maintenance Issues**

David Wright explained that developers must produce a maintenance plan for public art, to be considered as part of the planning application, especially if the ownership of the art is to be transferred to a Parish Council. Each maintenance plan would be considered on its own merits and needs.

It would be appropriate to expect the developers to provide a covenant of money for maintenance over a fixed period of time. Jane Thompson noted that this could be included with the commuted sums for the public realm. Housing Associations would also be aware of maintenance responsibilities through their involvement in the selection of an artist.

Councillor Dr Bard noted that the materials used in the art must also be considered during the planning application stage, as they would have an impact on the maintenance plan.

**(d) Ownership and De-commissioning**

It would be necessary to include within the artist's contract clear terms of reference for ownership of the artwork. David Wright explained that it was necessary to ensure there would be an allowance for de-commissioning the artwork. He also noted that, since art was often commissioned for a specific area, it was no longer the same piece if it were moved elsewhere; this could therefore become a moral, as well as legal, issue.

It would also be necessary to consider the transfer of ownership from one public body to another, for example, from the District Council to a Parish Council, and to determine if a new owner had the right to sell the artwork.

The Group **AGREED** to have further discussions with the Head of Legal Services about ownership.

**(e) Workload**

Government targets for local authority determination on major applications had placed an increased workload on staff in the Development Services Department, and there was concern expressed that considering public art applications would further augment this workload. It was felt that the Arts Development Officer should participate in negotiations with the developers and the Development Control Officers. Landscape Officers could also assist with advising on maintenance schemes and the siting of the work.

David Wright noted that Cambridge City Council had found it beneficial to schedule infrequent lunch presentations to Development Control Officers about what was happening in the art world.

Andy O'Hanlon drew the Group's attention to the Terms of Reference for the Public Art Advisory Group at Hastings, and recommended that a similar body be established for South Cambridgeshire. It would be necessary to establish which officers, members and representatives from outside organisations should be involved with the Advisory Group, and it was felt that meetings would only be scheduled as necessary, perhaps only 2-3 times a year. A Public Art Advisory Group could also be a useful point of contact for outside organisations, such as Parish Councils, which were investigating funding opportunities for their own schemes; it could further lead on professional development training on Public Art for officers and members through Wysing Arts, produce and maintain a database of artists, and could be involved in discussions with developers. Andy O'Hanlon and Nick Grimshaw **AGREED** to produce Terms of Reference for a Public Art Advisory Group.

**(f) Scope**

It was **AGREED** that the Public Art Policy would be applied district-wide, although it would not be compulsory for any village to have public art. The paragraph referring to the Policy in the Local Development Framework would have to be sufficiently robust to apply to all development in South Cambridgeshire.

David Rush queried whether a developer's contribution to public art could be transferred if the residents decided against having artwork. Councillor Mrs Roberts felt that the funds should stay within the village, as the intent of the Policy was to improve the quality of life in that particular settlement.

**(g) Community Involvement**

This had been previously discussed under (a), when the Group agreed that involvement of, and consultation with, the local community was an important element of the Policy.

**5. Agreeing solutions – facilitating a strategy**

The formation of a Public Art Advisory Group would facilitate the Policy. It would be beneficial to Parish Councils and other organisations if guidance were to be published on the recruitment and selection of artists. It was noted that any selection would not be limited to local artists: the selection process would be to identify an artist whose art was appropriate in context.

David Wright explained that Commissions East was publicly funded to assist with training developers and officers. Andy O'Hanlon noted that Shape Cambridge was also involved with best practice: art and design. He added that the Cambridgeshire County Council and Cambridge City Council had adopted art policies and it was necessary to consult with them so the South Cambridgeshire Policy would be linked. There could be scope for approaching the Highways Authority, as their large-scale works had a significant impact on the local environment.

Andy O'Hanlon noted that the Cambridgeshire County Council Arts Officer was looking for sites for the East of England Development Agency (EEDA) proposal for an iconic art installation similar in scale and impact to the "Angel of the North".

**6. Committing to a way forward**

Councillor Mrs Roberts emphasised that she did not want officers to feel under additional pressure by producing a draft Public Art Policy, but it was noted that the Policy must be agreed before the start of the Local Development Framework consultation. The Group **AGREED** to aim to present the draft Public Art Policy to Cabinet on Monday 16<sup>th</sup> February 2004; it was noted that the agenda deadline for that meeting was Monday 2<sup>nd</sup> February.

**7. Any other business**

It was noted that the "percentage for art" should be referred to as a function, not as a policy.

**8. Date of next meeting**

The next meeting would be scheduled by e-mail.

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The meeting ended at 14.40

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