



**SOUTH CAMBRIDGESHIRE DISTRICT COUNCIL**  
**COUNCILLORS' BULLETIN**  
**ISSUE DATE 18<sup>th</sup> February 2004**

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## IMPORTANT INFORMATION FOR COUNCILLORS

<b><u>COMMITTEE MEETINGS</u></b>			
<b>FROM 23<sup>rd</sup> February to 27<sup>h</sup> February 2004</b>			
<b>MONDAY 23<sup>rd</sup> FEBRUARY 2004</b>	<b>2 pm</b>	<b>NOWG</b>	<b>Committee room 1</b>
	<b>12 pm</b>	<b><u>Lunch Club Seminar</u> What will it be like to work for South Cambs in 2008?</b>	<b>Council Chamber</b>
<b>TUESDAY 24<sup>th</sup> FEBRUARY 2004</b>	<b>9 am</b>	<b>Standards Committee Training</b>	<b>Council Chamber</b>
<b>WEDNESDAY 25<sup>h</sup> FEBRUARY 2004</b>	<b>10 am</b>	<b>Member Training Advisory Group</b>	<b>Committee room 1</b>
	<b>2 pm</b>	<b>Crime and Disorder Partnership</b>	<b>Committee room 1</b>
	<b>2 pm</b>	<b>Northstowe Member Steering Group</b>	<b>Council Chamber</b>
<b>THURSDAY 26<sup>th</sup> FEBRUARY 2004</b>	<b>2 pm</b>	<b>Council</b>	<b>Council Chamber</b>
<b>FRIDAY 27<sup>th</sup> FEBRUARY 2004</b>	<b>2 pm</b>	<b>Constitution Review Working Party</b>	<b>Council Chamber</b>

## **INFORMATION ON LUNCH TIME SEMINARS**

### **FANCY SOMETHING DIFFERENT FOR LUNCH?**

Try a South Cambs Lunch Club Seminar!

Enjoy a good lunch, chat with your colleagues and learn a bit more about South Cambs at an informal presentation, followed by questions and answers.

### **What will it be like to work for South Cambs in 2008?**

12pm, Monday 23 February, The Council Chamber

### **What do residents really, really want? Understanding our community strategy.**

12pm, Monday 8 March, The Council Chamber

### **Cascade, CRM, GIS, DIP?!?**

### **ICT decoded, and making a difference. Everything explained!!**

12pm, Thursday 25 March, The Council Chamber

### **Changing Rooms.**

### **New location, new office, new furniture and new travel plans.**

12pm, Monday 5 April, The Council Chamber

### **Sprucing up our image.**

### **Introducing our new corporate identity.**

12pm, Monday 19 April, The Council Chamber

*ALL staff and councillors are invited. Places are available on a first come, first served basis. Each presentation will last a maximum of half an hour, followed by questions and answers and then lunch.*

*To reserve your seats call Jackie Tindill on Ext. 3025 or email [jackie.tindill@scambs.gov.uk](mailto:jackie.tindill@scambs.gov.uk)*

## INFORMATION ON BOARD VACCANCIES FOR EEMPLAC

# Be a Champion for museums, libraries and archives

**EEMPLAC**, the East of England Museums, Libraries and Archives Council, is searching for a dynamic person to take the Chair and for non executive directors to join the newly established Board.

**EEMPLAC** is a strategic and development agency working to benefit the cultural, social and economic life of the region.

**EEMPLAC** champions lifelong learning, economic and social regeneration, improved standards of service, and increased public access to the collections of over 700 museums, libraries and archives in the East of England.

**EEMPLAC** is a charitable company with limited liability. As a Board Director you would also be a Trustee of the Charity. The posts are not remunerated but expenses are payable.

The Board needs people with varied skills and experience relevant to running a charitable company, including financial, legal and other business skills, and an understanding of the cultural, social and economic life of the region and the contribution of museums, libraries and archives to this. Board members will be advocates of **EEMPLAC** and the Sector.

For an information pack please contact the Administration Unit at **EEMPLAC**, 110 Northgate Street, Bury St Edmunds, IP33 1HP.

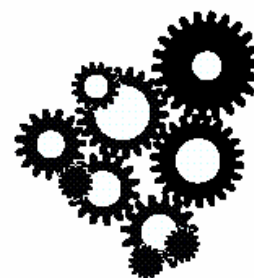
T 01284 723100      F 01284 701394

E info@eemlac.org.uk    W www.eemlac.org.uk

**The closing date for applications is 26 February 2004.**

**Shortlisting will take place in the week beginning 1 March 2004.**

**Interviews are scheduled for the week beginning 22 March 2004.**



**East of England  
MUSEUMS  
LIBRARIES  
ARCHIVES  
COUNCIL**

**EEMPLAC** is working towards Equal Opportunities.

**EEMPLAC** is supported and core funded by Resource:  
The Council for Museums Archives and Libraries.

## TRAINING COURSES/SEMINARS/CONFERENCES

Name of Course	Description	Date and Venue
<u>Constructing Trust:</u> economic, psychological and practical insights into working relations between politicians and officers.	<ul style="list-style-type: none"> <li>Recommended for all members and officers seeking to build trust in order to increase the efficiency of local service delivery and to provide a more rewarding working environment.</li> </ul>	<u>30<sup>th</sup> March 2004</u>  University of Birmingham, School of Public Policy  9.45 am – 4 pm
<u>Scrutinizing Finance</u>	<ul style="list-style-type: none"> <li>For members with an interest in finance but equally suitable for officers working in finance or in support of the scrutiny function</li> </ul>	<u>22<sup>nd</sup> April 2004</u>  University of Birmingham, School of Public Policy  10 am – 4 pm
<u>Cabinet Responsibility for Finance</u>	<ul style="list-style-type: none"> <li>Tailored particularly for Cabinet members with a finance portfolio. Also suitable for senior officers responsible for shaping and implementing financial policy.</li> </ul>	<u>29<sup>th</sup> April 2004</u>  University of Birmingham, School of Public Policy  9.45 am – 4 pm
<u>Centre for Public Scrutiny – In the spotlight road show</u> (Hosted by EERA)	Aim of this key event is to provide focussed support for local government elected members and officers engaged in the scrutiny function.	<u>25<sup>th</sup> May 2004</u>  Robinson College, Cambridge  9.45 am – 2.45 pm

## 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 25<sup>th</sup> February 2004 at 5pm**. All decisions not called in by this date may be implemented on **Thursday 26<sup>th</sup> February 2004**.

*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.

## DECISIONS MADE BY THE HOUSING PORTFOLIO HOLDER

Subject	Action Taken
<p><u>Proposed exchange of land at 21 and 23 Cambridge Road, Girton</u> Approval for an exchange of land, without financial adjustment, with the Trustees of the Cotton Hall Foundation. Discussions have taken place with the Trustees and it has been provisionally agreed that the Council will transfer 6 metres from the front gardens of the cottages situated at 21 and 23 Cambridge Road, Girton to the Trustees in return for the grant of a permanent, non-chargeable, vehicular right of way.</p>	<p>The Housing Portfolio Holder agreed that the Council should proceed with the exchange as outlined in the report.</p>
<p><u>Purchase of land at Elm Court, Over</u> Approval for the purchase of land at Elm Court, Over mistakenly included within the development. The owners of 26 The Lanes recently applied for planning consent for redevelopment with two detached houses. During site survey and legal investigations, the agents for the owners discovered that the rear boundary of Elm Court had been incorrectly established and the scheme included land which had not been purchased.</p>	<p>The Housing Portfolio Holder <b>agreed</b> that the Council should proceed with purchase of the land at a maximum cost of £15,000</p>

## DECISIONS MADE BY OFFICERS

Subject	Action Taken
<p><u>Community Development</u> The Milton Morris Men; the group will raise local awareness across the district of local traditions as well as developing new skills in the community.</p>	<p>Award a grant of £500 to aid in providing free community activities to celebrate the Group's 21<sup>st</sup> Birthday. This will include workshops for children and charitable organisations, work with people with special needs and teaching sessions.</p>
<p><u>Arts Capital Grant Aid</u> This will provide the group (Cross Border Arts) and their users with equipment needed to prepare work professionally and safely. It will be used to help document the Arts and Health project happening at Fulbourn with frail and elderly people and patients with Alzheimer's</p>	<p>Award a grant of £678 towards the cost of display and presentation equipment</p>

## DECISIONS MADE BY OFFICERS continued

<p><u>Talented Young Sports Person Grant</u> To assist Emma Lucie Rusher with her cricket development. Emma has recently been selected for the South East region cricket squad based at Lords Cricket Ground</p>	<p>Award of £470 to assist with travel expenses to competitions and training sessions around the country.</p>
<p><u>Talented Young Sports Person Grant</u> For Laura Oates who has shown excellent Skill and technique development and has increased her tennis rating. Laura is competing in Regional and National events</p>	<p>Award of £500 used to fund the tournament entry fees. Laura travels all around the country for County, Regional and National tennis events. The funding will help towards travel costs.</p>

## CABINET

At a meeting of the Cabinet held on  
16<sup>th</sup> February 2004

PRESENT: Councillor Mrs DSK Spink Leader and Conservation Portfolio Holder  
Councillor RT Summerfield Deputy Leader and Resources and Staffing  
Portfolio Holder

Councillors:	Dr DR Bard	Planning	and	Economic Development Portfolio Holder
	CC Barker			Environmental Health Portfolio Holder
	JD Batchelor			Information and Customer Services Portfolio Holder
	RF Collinson			Sustainability and Community Planning Portfolio Holder
	Mrs EM Heazell			Housing Portfolio Holder
	Mrs DP Roberts			Community Development Portfolio Holder

Councillors RF Bryant, G Elsbury, Mrs J Hughes, CR Nightingale and Mrs BE Waters were in attendance, by invitation.

Apologies for absence were received from Councillor SGM Kindersley.

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### Procedural Items

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#### 1. Minutes and Matters Arising

The Leader was authorised to sign as a correct record the minutes of the meetings held on 22<sup>nd</sup> and 29<sup>th</sup> January 2004, subject to the following amendments:

**Priorities and Spending Plans 2004/05 – 2006/07** (Minute 3, 22<sup>nd</sup> January 2004):

Deletion of fifth bullet point ("Capital and General Fund reserves could not be used for revenue expenditure").

**Priorities and Spending Plans 2004/05 – 2006/07** (Minute 2, 29<sup>th</sup> January 2004)

Amendment of sixth bullet point to begin: "Restricting the new spend to £446,000 would allow only..."

With regard to collective Cabinet responsibility (Minute 9, 22<sup>nd</sup> January 2004), it was confirmed that legal advice was still pending, but it was hoped that a response would be available before the next Council meeting.

The Information and Customer Services Portfolio Holder updated members on the status of the expected Electronic Services Delivery (ESD) grants (Minute 2, 29<sup>th</sup> January 2004): the government had confirmed that the 2004/05 grant would be £350,000 rather than £200,000, with a further £150,000 for 2005/06.



## 2. Declarations of Interest

None declared.

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### Recommendations to Council

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## 3. Capital and Revenue Estimates and Council Tax

The Resources and Staffing Portfolio Holder presented the recommendations, drawing attention to the proposed use of housing capital receipts for affordable housing, the projected spending of the 2003/04 budget, and the new prudential indicators which had to be set even though they were not particularly relevant to this Council as a debt-free authority. He pointed out that the percentages in the first table in paragraph 33 should be in brackets.

The Finance and Resources Director reported that paragraph 11 of the report should read "...to ensure that other housing capital receipts are not subject to pooling."

The Finance and Resources Director asked that the delegated authority given to the Resources and Staffing Portfolio Holder to approve expenditure on precautionary items for 2003/04 should be extended for future years. He also noted some precautionary items approved in 2003/04 which had not been rolled forward and perhaps should be. The relevant portfolio holders agreed with the assessment and asked that the items should be included for 2004/05 if other provision had not been made. The Chief Executive added a request that provision should also be included at the same level as this year for a contribution to the Infrastructure Partnership as it was not certain whether district councils would still be required to contribute, but it was essential to be involved.

The Environmental Health Portfolio Holder asked that the level of precautionary expenditure for the joint waste management PFI bid should be increased to £20,000

The Community Development Portfolio Holder asked how costs in relation to travellers were to be dealt with and suggested that the precautionary item for legal costs should be increased to £100,000. This met with agreement, in the knowledge that the actual costs could not be estimated at this stage. The Development Services Director reported on joint discussions between all those involved.

Cabinet

### RESOLVED

(1) that the precautionary items listed in Appendix C to the report be approved for inclusion in 2004/05, with the addition of:

Planning – Legal costs	£100,000
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Planning – Local inquiry	£139,000	
Employment Committee	£ 44,000	
Car parks	£ 7,000	
Implementation of changes in housing legislation	£ 30,000	
Contribution to Infrastructure Deficit Project	£ 30,000	
Contribution to joint waste management PFI bid	£	5,000 (total £20,000)

- (2) that delegated authority be given to the Resources and Staffing Portfolio Holder and the Finance and Resources Director for 2004/05 and future years to approve expenditure on precautionary items (to be met from reserves) up to the level indicated for the relevant year.

In relation to the capital estimates, the Finance and Resources Director confirmed that the 25% residual Right to Buy capital receipts were useable for projects other than affordable housing and that the definition of affordable housing was quite wide, including expenditure on the Council's own housing stock and improvement grants.

#### **RECOMMEND TO COUNCIL**

- (a) that the capital programme up to the year ending 31<sup>st</sup> March 2007 be approved as submitted, including the sum of £34.189 million to be spent on affordable housing for the years from 2004-05 to 2006-07;
- (b) that the revised revenue estimates for the year 2003-04 and the revenue estimates for 2004-05 be approved as submitted;
- (c) that the District Council demand for general expenses for 2004-05 be £3.821 millions;
- (d) that the Council sets the amount of Council Tax for each of the relevant categories of dwelling in accordance with Section 30(2) of the Local Government Finance Act 1992 on the basis of a District Council Tax for general expenses on a Band D property of £70 plus the relevant amounts required by the precepts of Parish Councils, Cambridgeshire County Council and the Cambridgeshire Police and Fire Authorities, details of those precepts and their effect to be circulated with the formal resolution required at the Council meeting; and
- (e) that the prudential indicators from the Prudential Code for Capital Finance in Local Authorities be approved.

#### **4. Housing Revenue Account, Rents and Charges**

An amended page G1 of the estimate book, reflecting additional recharges from the General Fund, was distributed.

##### **Rents**

The Housing Portfolio Holder outlined the recommendation for a variation in housing rents of up to £0.50 a week towards the phasing in of rent restructuring. Extensive debate ensued on the reasons for this small (1%)

variation and the penalty the Council would pay to the Government on a higher increase.

Following a deferral of consideration to allow figures to be verified, the position was indicated to be:

- the Government sets guideline rent limits and imposes a financial penalty on the HRA if rents are set above the limitation figure
- the Council's rents have for some years been above this level, but while housing benefits were funded from the HRA and the authority was not in receipt of housing subsidy, this was not an issue
- however, as housing benefits will be transferred to the General Fund and subsidised by the Government, the Council will be penalised if it fails to abide by the guideline rent
- the Government has also set target rents for all social housing with the aim of being reached by 2012; most of the targets are above current charges
- in this Council's case the two government policies are in conflict
- in the 6% increase in the guideline level the Government has allowed a 2.46% inflation increase and +/- £2 per week for rent equalisation towards target rents.
- a variation of £0.50 would not attract any rent rebate penalty and is the amount considered to be required to meet expenditure

Cabinet's attention was drawn to Council's opposition to being forced to put up rents to meet the Government's target rent.

To keep rents for 2005/06 at around the Government guideline rent, it was expected that a reduction in operational revenue funded expenditure of about £1m would be required in that year. The Head of Shire Homes was confident that savings could be made to cover that loss, possibly by extending the decent homes standard programme. The Finance and Resources Director emphasised that the £1m reduction in revenue expenditure would need to be on a permanent basis.

Members had the choice of increasing rents further for 2004/05 and paying approximately one half of the additional income generated to the Government as a penalty, but phasing rent increases; or making an increase of £0.50 only in 2004/05 with the likelihood of a higher increase in the following year, in line with the Government's recommendations. The Housing Portfolio Holder warned of a possible underspend if rents were increased too much.

A proposal was made to increase rents in 2004/05 by £1.25 per week and received an equality of votes (3 either way).

Before decided on her casting vote, the Leader proposed an amendment of an increase of £0.75 a week. This was **LOST** by 2 votes to 5 with one abstention.

The Leader then made her casting vote, and Cabinet

#### **RECOMMEND TO COUNCIL**

- (a) that the Housing Revenue Account revised revenue estimates for 2003/04 and estimates 2004/05 be approved;

- (b) that the HRA rents for 2004/05 be increased by £1.25 per week (i.e. this means a maximum plus or minus variation of £1.25 per week)

### **Charges**

It was noted that the proposed sheltered housing services and facilities charges to equity shareholders were not in accordance with Council's decision arising from the Equity Share Advisory Group but that further work by the Housing and Environmental Services Department was needed on the practicalities of implementing that decision. The recommended charges were therefore based on the existing formula and Cabinet was asked to endorse these, while recognising that they might have to be revisited during the year.

### **RECOMMEND TO COUNCIL**

- (c) that the following proposed charges be adopted:

#### **Services and Facilities – Charges to Tenants**

<b>Service or Facility</b>	<b>Current charge per week £.p</b>	<b>Proposed charge per week £.p</b>
<b>Sheltered Housing Service Charge for Tenants</b>		
• support element		
those in residence prior to 01/04/03	7.92	8.12
other tenants	14.42	14.78
• other (communal facilities etc)	5.50	5.64
<b>Garage Rents</b>		
• up to two garages rented to a Council house tenant		5.50
	5.64	
• other garages rented to a Council house tenant	5.50 +VAT	5.64 +VAT
• garages not rented to a Council house tenant	6.50 +VAT	6.66 +VAT
Rent reduction for tied accommodation occupied by wardens, deputy wardens or rangers	(12.13)	(12.43)

#### **Services and Facilities – Sheltered Housing Service Charges to Equity Shareholders**

<b>Service or Facility</b>	<b>Current charge per week £.p</b>	<b>Proposed charge per week £.p</b>
<b>Sheltered Housing Service Charge for Shareholders</b>		
• schemes with all facilities		
those in residence prior to 1/04/03	16.20	16.61
other shareholders	22.70	23.27
• schemes without a common room		
those in residence prior to 1/04/03	10.70	10.97

other shareholders

17.20

17.63

- (d) that the Portfolio Holder for Housing be given delegated authority to vary any charges that qualify for aid from the Supporting People Pot in order to bring such charges in line with the level of financial assistance available in 2004-05.

## **5. Investment Strategy (Treasury Management)**

From 1<sup>st</sup> April 2004 local authorities had the power to invest for the purposes of prudent management of their financial affairs. The Council's Investment Strategy was an update of the previous Treasury Management Policy Statement, taking account of the latest requirements including the prudential indicators for external debt and treasury management. The Strategy continued to restrict investment to the same groups of organisations as before and with the same maximum investment limits with any one organisation.

**RECOMMEND TO COUNCIL** that the investment strategy be approved.

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### **Decisions made and reported for information**

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## **6. Corporate Identity**

The Information and Customer Services Portfolio Holder explained that the Council's forthcoming move to Cambourne made it an appropriate time to re-address the corporate identity. Consultation with focus groups had demonstrated low public awareness of the Council's crest or logo. 2g Ltd, a local design agency from Fulbourn, had been selected to create a new corporate identity and the two designs preferred by the corporate identity sub-group were presented to Cabinet. The first was a modern stylised 'S'; the second was a more classic design incorporating the Council's crest. 2g Ltd also displayed a complete stationery suite for each logo, explaining that departments would be identified through use of different colours. Staff would receive a set of style guidelines explaining the use of the preferred logo and colours to ensure consistent usage. A new font, Gill Sans, as used by the BBC, would be adopted as part of the new identity.

Members noted that the overall cost of the exercise was little more than the cost of reprinting all Council stationery with the new office address.

A lengthy discussion ensued as Members considered the two logos:

### **Modern Logo**

- Had greater clarity than the crest;
- The crest was old-fashioned
- Would have greater longevity than the crest;
- Focussed attention on the Council name and address;
- Demonstrated that the Council was a modern authority and reflected the significant changes which had been undertaken in recent years;
- Would be recognised if used consistently.

### **Crest**

- The modern logo was very similar to that used by other companies and did not convey anything about the Council;
- Unlike the modern logo, was clearly linked with the Council;
- Many organisations were returning to traditional crests as modern logos went out of fashion;
- Had gravitas and authority;
- Would be displayed on the new building.

### **Font**

The Gills Sans font was preferred to Times New Roman, but Members asked that the size of the Council's address be increased on the new letterhead.

Members expressed disappointment that more designs had not been presented, but the Chief Executive explained that it was felt a wider range would have made a decision more difficult. He explained that, regardless of the final decision, it would be appropriate to retain the full-colour crest for the Chairman's letterhead.

Councillor RF Collinson proposed that the consultants design a modern logo incorporating the crest, elements of the crest, or the new office and to return to Cabinet. Although there was sympathy for this proposal, Members were conscious of the time constraints to introduce the new corporate identity in time for the move to Cambourne, and the proposal was not seconded.

Cabinet, with three in favour, two against and three abstentions,

**AGREED** that the modern logo be approved.

## **7. Housing Strategy and Business Plan consultation draft**

The Housing Portfolio Holder presented the two draft documents for approval for submission to GO-East and others for consultation, drawing attention to the possibility of an Advisory Group being established to review sheltered accommodation; potential changes to Supporting People; and the consultation event already held.

### **Housing Strategy 2004-2007**

It was agreed that the reference to travellers' sites in Chapter 4 should be corrected to reflect the actual number of authorised sites. The preference list for new housing in the Cambridge sub region was, however, taken from the current Regional Planning Guidance (RPG6) and could not be adjusted.

### **HRA Business Plan 2004/5-2034/5**

In answer to queries, the Head of Shire Homes advised that

- the reference to a failure in management systems (Completion of Works on Time, page 26) should have been to management information systems
- in the planned maintenance table on page 28, the actuals shown under 2003/04 should be under 2002/03
- the timetable for meeting the decent homes standard in the action plan on page 37 should state 2010

Councillor Summerfield asked for the wording of the 2<sup>nd</sup> paragraph on page 34, relating to the equity share scheme and capital receipts to be clarified. The Housing Portfolio Holder asked that the last sentence on page 14 be rephrased to delete the words after "bathroom" and to indicate that only one of the properties surveyed had failed the kitchen and bathroom element of the decent homes standard.

Discussion then centred on tenant participation and the increase in the budget ascribed to it (page 14). The Housing Portfolio Holder outlined the budgets transferred from elsewhere: internal painting from the planned maintenance budget; and the new budget provision: stock options appraisal (with compulsory independent tenant advisor), annual report to tenants and tenants handbook. Officers added that good practice encouraged the involvement of tenants in decisions affecting them. Repositioning some existing budgets under the heading of tenant participation to give tenants more influence over how money was spent was one way of demonstrating that involvement. The "other" capital schemes budget mainly related to the Melbourn sheltered scheme communal room, which was on hold while tenants considered if proposals were what they wanted. It was thought that the budget for tenant participation groups might need to increase slightly as more villages took part, but not to a great extent. Recharges were largely salary costs.

Concern was expressed about financial information still to be included in both the Strategy and the Business Plan and the Housing Portfolio Holder explained more work would be required following today's meeting. She suggested and it was

- AGREED**
- (a) to approve the Housing Strategy and Business Plan as consultation drafts;
  - (b) that the Leader and Deputy Leader be authorised to approve any missing information, including financial information, and additions to the Action Plan, in conjunction with the Head of Housing Strategic Services and the Head of Shire Homes, so long as those changes did not constitute new policy; and
  - (c) that the Housing Strategy and Business Plan be submitted to GO-EAST and other consultees without further reference to Cabinet.

## **8 Waterbeach – Development brief for land at Bannold road**

The Development Brief had been prepared to help housing developers draw up proposals for land lying north of Bannold Road, Waterbeach. This site was allocated in Local Plan 2004. The Planning and Economic Development Portfolio Holder confirmed that the site would have 25 units of affordable housing.

The Sustainability and Community Planning Portfolio Holder noted that the development brief included guidance on sustainable homes and expressed his hope that developers would incorporate solar panels and rainwater harvesting as much as possible.

Members queried whether approval for similar schemes could be delegated to the Planning and Economic Development Portfolio Holder. The Principal Planning Policy Officer (Transport) reminded Members of the distinction between local Supplementary Planning Guidance and Supplementary Planning Guidance which affected the District as a whole.

Cabinet

**NOTED** the results of the consultation as set out in the consultant's report and

**AGREED** (a) to adopt the Bannold Road, Waterbeach Development Brief with the changes recommended as Supplementary Planning Guidance; and

(b) to delegate authority to approve local Supplementary Planning Guidance to the Planning and Economic Development Portfolio Holder.

## 9. **Great Shelford Village Design Statement**

*Urgent item with permission of the Leader.*

Residents of Great Shelford had followed the successful example of Gamlingay in the production of its Village Design Statement, only to be informed upon its submission to GO-EAST that the requirements had been changed. Members were disappointed by the delay caused by GO-EAST in the adoption of the Village Design Statement, which had jeopardised project funding the village had received from Awards For All. Councillor CR Nightingale, local member, commended the project and spoke of the strong local support.

Cabinet

**AGREED** to adopt the Great Shelford Village Design Statement as Supplementary Planning Guidance.

## 10 **Public Art Policy**

Cabinet, at its meeting of 16<sup>th</sup> October 2003, had deferred a decision on a Public Art Policy pending the establishment of a Working Party to investigate many of the points raised during discussion. The Community Development Portfolio Holder explained that it had been a worthwhile exercise to delay the decision and commended the efforts of the Working Party and, in particular, the Chief Executive for his valuable investigations into similar policies already established by other authorities.

The Arts Development Officer explained that, although the contribution of 1-5% of the associated construction costs of a capital project was recognised as good practice, the exact percent for art would be negotiated as part of a section 106 agreement. He confirmed that the figure of 1-5% was not prescriptive, but a guideline. Members asked that the reference to site area under the eligibility criteria for residential developments of ten or more dwellings and other developments with a floor space of over 1000m<sup>2</sup> (paragraph 23 of guide) be deleted.



Cabinet

- AGREED**
- (a) to approve the Draft Public Art Policy as set out in paragraph 6 of the report; and
  - (b) to the publication and distribution of Guidance to Developers regarding the inclusion of Public Art in new developments (with amendments requested above), such guidance to serve as informal Council policy in the short term and likely to be consulted on as a draft supplementary planning document if a public art policy becomes part of the Local Development Framework.

## 11. Future meetings of Cabinet

Cabinet **AGREED** that future meetings would start at 9.00am.

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The meeting ended at 14.10

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## SOUTH CAMBRIDGESHIRE DISTRICT COUNCIL

### SUSTAINABILITY AND COMMUNITY PLANNING PORTFOLIO HOLDER MEETING

At a meeting held on Monday, 14<sup>th</sup> January 2004 at 10.00am

#### PRESENT:

Councillor RF Collinson	Portfolio Holder
Cameron Adams	Strategic Development Officer
Chris Bethell	Planning Policy Officer (Tourism and Monitoring)
Iain Green	EHO (Projects and Campaigns)
Nick Grimshaw	Conservation Manager
Peter Harris	Principal Accountant (General Fund and Costing)
Maggie Jennings	Democratic Services Officer
Simon McIntosh	Head of Community Services
Jane Thompson	Cultural Services Manager

An apology was received from Clare Roberts.

Councillor Mrs DSK Spink apologised for the lateness in attending the meeting due to a prior commitment and was in attendance from item 7 onwards.

#### 1. MINUTES

- 1.1 The Minutes of the meeting held on 24<sup>th</sup> November 2003 were approved as a correct record.

#### 2. MATTERS ARISING

- 2.1 Minute 2.1 (Self-build Solar Workshop) – It was noted that the workshop had been provisionally re-scheduled for 28<sup>th</sup> February in order to obtain additional support. A press release was planned and it was suggested that Radio Cambridgeshire and BBC Look East be considered for additional advertisement purposes. **CA to pursue**
- 2.2 Minute 2.2 (Rainwater harvesting for the new offices) – It was noted that the originally specified 36,000 litre rainwater harvesting system would now be installed.
- 2.3 Minute 2.4 (Request for Grant Aid, Duxford Museum) – Nothing further to report – **SM and JT to liaise**
- 2.4 Minute 2.6 (Sustainable Development at Fen Drayton) – CA had attended the meeting and had given information concerning the Bedzed and Hockerton developments; a member of the Parish Council had been invited to attend the visits to these developments. The Parish Council confirmed that they would prefer the site to be developed in keeping with the existing surrounding area.
- 2.5 Minute 3.2 (Ickniel Way Corridor Study) – CB reported that this Council was only in a position to support Beds County Council by advertising leaflets once the study had been completed.

2.6 Minute 6.1 (Continuous Improvement Plan 04/05) – RC reported that he had supported the post of Sustainability Planning Officer; the Planning Policy Manager had subsequently suggested that a consultant be used. The Director of Development Services was pursuing finances from the Infrastructure Partnership. CA also proposed the sustainability expertise of applicants for the proposed Planning Officer posts be taken into consideration as part of the selection process. The Portfolio Holder requested an e-mail be sent to the D of DS and the PPM reiterating this. **CA to action**

2.7 Minute 6.4 (Cambourne Travel to Work Plan) – CA confirmed that he was updating the Council's existing Travel to Work Plan. CA also reported it is a Section 106 planning condition that the Council prepare a new Travel for Work Plan prior to its re-location to Cambourne. CA would liaise with JSB to determine who should be responsible for preparing the Plan and who would be responsible for monitoring the Plan once the re-location had taken place. **CA to liaise with JSB**

### 3. **BUDGETS** (additional item)

3.1 Individual Portfolio Holders had been requested by Cabinet on 8<sup>th</sup> January to consider and suggest where areas of savings could be made in respect of future Priority and Spending Plans. The savings identified across the Council would need to be on a permanent basis.

3.2 It was noted that the budget for this Portfolio was significantly lower than the remaining ones, however Clare Roberts had prepared a report for circulation at the meeting which, *inter alia*, indicated that savings totalling £5,000 could be made from the Tourism budget.

3.3 Support was expressed for the continued level of service provided by the satellite information centre at the Trumpington Park and Ride site and it was agreed that tourism was vital to the economic well-being of the community.

3.4 PH circulated details of the estimates for 2003/04, revised for 2003/04 and estimates for 2004/05. The figures were considered and the following areas of savings were identified:

Tourism	£5,000
Partnership Working – miscellaneous	£5,000
Awarded Land – Professional and Consultant's Fees	520 *
Good Rule and Government Byelaws	£1,060 *

\* These areas of expenditure were deemed to be minimal savings and would offset the proposed increase in the Sustainability element of the budget.

3.5 In conclusion, it was **AGREED** that a total saving of £10,000 be made from the Sustainability and Community Planning Portfolio Holder budget

### 4. **TOURISM UPDATE**

4.1 Nothing to report.

### 5. **SUSTAINABLE UPDATE – VERBAL UPDATES**

(a) Staff/Member visits to Hockerton Housing Project and Bedzed

5.1 Visits had been arranged on the following dates:

Hockerton – 5<sup>th</sup> February

Bedzed – 17<sup>th</sup> February

(b) Invitation to Woking BC

5.2 CA was awaiting confirmation of dates when Allan Jones, MBE would be available to make a presentation to Members on Woking BC's setting up of its own Energy Supply Company.

5.3 CA was asked to confirm both the initial sum invested by Woking BC and the company's subsequent turnover. **CA to action**

## 6. MEMBERSHIP OF THE LOCAL STRATEGIC PARTNERSHIP

6.1 SM informed the meeting that several organisations had indicated their willingness to become a member of the LSP: Learning, Job Centre and the Fire Service. SM suggested that the representative from Learning become a member at Board level with the remaining two at officer level.

6.2 NG reiterated that it would be useful to have an environmental representative on the Board and suggested that English Heritage or the National Trust be considered. Further suggestions for members of the Board were made and included Arts, Sports Councils, Tourism, Civic Trust, Cambs Wildlife Trust, Countryside Agency, a Theatre Director, Duxford Museum, Eastern Arts, Wicken Fen, National Trust (Wimpole). SM undertook to prepare a brief report on proposed new members to the next Board meeting on 3<sup>rd</sup> February. **SM to action**

## 7. COMMUNITY STRATEGY UPDATE

7.1 Papers were tabled at the meeting relating to: Information on potential topics/areas and lead partner e-mail details, Key Priorities for 2004-06 and individual papers relating to the six key aims within the strategy.

7.2 Within the six aims, there were a set of Priority proposals to be delivered during the period 2004/05 to 2006/07. In deciding which these should be, account had been taken of the Local Public Service Agreement (LPSA) targets which are currently being developed. The Community Strategy Priorities included eight areas that were likely to be LPSA targets, and which therefore should benefit from government funding.

7.3 During discussion the following issues were raised:

- Community Transport – Priority to be given to increase in bus usage in/out of Cambridge
- The promotion of Cycle-ways had been emphasised by the LSP
- Information Hubs – how the service would be provided
- Parish Plans/Parish Plan Group – a bid for an additional post was to be considered and it was noted that a Working Party may need to be established

- Increased road safety – young males would be targeted
- Voluntary Sector Forum – a bid had been included in the CIP process. Andrew Lansley, MP had commented that this Council did not have a VSF. SM would contact him for his support. **SM to action**
- Promote Healthier Lifestyles – bring forward from 2005/06 to 2004/05
- Affordable Housing – ensure adequate government funding
- Promote Older People Living at Home – to include additional Village Mobile Warden Schemes
- Access to Countryside – promotion of green spaces
- Climate Change – on target
- Waste Minimisation – reduce need for landfill sites
- Lifelong Learning – a workshop would be held on the 20<sup>th</sup> January

7.4 In conclusion, SM reported that the areas identified as key priorities would be presented to the LSP Board at their meeting on 3<sup>rd</sup> February as a basis for the Community Strategy.

## **8. ANY OTHER BUSINESS**

### Health Policy/Land Use Planning post

8.1 IG reported that the post had been advertised and it was anticipated that the postholder would be in position within the next three to four months.

### Village Mobile Warden Schemes

8.2 SM requested a meeting with the Portfolio Holder to discuss the approval of additional schemes. **SM to action**

### Lunch Club Seminars

8.3 It was noted that lunch time seminars had been proposed for Members/officers. SM would be presenting one on the Community Strategy, to raise general awareness (before the Comprehensive Performance Assessment) and CA would be making a presentation on Sustainability.

### Conservation Portfolio Holder

8.4 The Leader of the Council reported that the Constitution Review Working Party had made a recommendation to Council that the Conservation Portfolio Holder be amalgamated with the Sustainability and Community Planning Portfolio Holder.

## **9. DATE OF NEXT MEETING**

9.1 The next meeting will be held on Monday, 8<sup>th</sup> March 2004 in CR2 at 10am

The meeting closed at 12.25pm

## **SOUTH CAMBRIDGESHIRE DISTRICT COUNCIL**

### **MILTON COUNTRY PARK ADVISORY GROUP**

At a meeting of the Advisory Group  
held on 19<sup>th</sup> January 2004

PRESENT: Councillors; PL Stroude (Chairman), Mrs MP Course (Vice Chairman), DP Roberts (Community Development Portfolio Holder), TJ Flanagan, R Hall and RT Summerfield

In attendance: Mr S Bennett (Friends of MCP) and Mr P Oldham (Milton Parish Council)

#### **1. APOLOGIES FOR ABSENCE**

1.1 An apology for absence was received from Councillor Mrs JA Muncey.

#### **2. DECLARATIONS OF INTEREST**

2.1 Mr P Oldham declared an interest in item 5 as a dog owner who uses MCP and Councillor RT Summerfield advised the Group that as he was no longer a Member of the Board of Governors of Edmund House, he would not be declaring an interest in item 9.

#### **3. MINUTES OF THE LAST MEETING**

3.1 The Advisory Group authorised the Chairman to sign, as a correct record, the Minutes of the meeting held on 14<sup>th</sup> July 2003.

#### **4. MATTERS ARISING**

4.1 Minute 5.1 The Chairman requested that a letter be sent to Roger Day, the representative from Milton Parish Council, thanking him for his valued contribution to meetings of the Advisory Group. **SM to action**

4.2 Minute 8.5 A one off payment had been discussed with regard to clearing the additional rubbish at the Community Centre. A formal offer was to be made shortly. **SM to action**

#### **5. USE OF THE PARK BY DOGS AND THEIR WALKERS**

5.1 The Head of Community Services introduced the report and provided a summary to the Group. The report included the existing by-laws already in existence and made recommendations on how the by-laws could be enforced. The Head of Legal Services had made the following comments:

- The cost of pursuing a prosecution would be disproportionate to any fine given to an offender
- Third party evidence was not a strong enough basis for prosecution
- In order to bar offenders instead of prosecuting them, the Legal Department would still need to be involved in the process.

5.2 The Group discussed the issue at length and made the following observations:

- Rangers were easily identifiable and repeat offenders were known to obey byelaws whilst in their sight and to change the times they walk their dogs in order to avoid future detection
- MCP was for the enjoyment of all visitors and small children may feel intimidated and could be injured by dogs that are out of control when off their leads
- Explore the possibility of requesting that dogs be kept on leads at all times in the Park; however this would significantly detract from the amenity of the Park for those with dogs
- The Dog Warden could be asked to make additional patrols of MCP. It was confirmed that the Dog Warden was Lynette Gilbert.
- Improved clarity of the Notices advising people where dogs can and cannot be let off the lead and highlighting the penalties for non-compliance may help; this could be achieved as part of an ongoing interpretation improvement plan if finances permit
- All breaches of the existing by-laws, including failure to clear up after dogs should form part of the policy to pursue offenders through the courts
- The advice of the Head of Legal Services should be sought on:
  - What powers the Council had to ban people from MCP if their behaviour or the behaviour of their dogs warrants it?
  - Advice and action points as to how best to secure a prosecution (the use of cameras for example)

5.3. The Advisory Group **AGREED** to:

- a) Endorse the maintenance of the existing dog bylaws, and that prosecutions be pursued, where sufficient evidence had been secured against persons breaching a dog bylaw.
- b) Explore the powers of banning people from the park if their behaviour or the behaviour of their dog(s) warranted it.

5.4. In addition, the Ranger and his staff undertook to generate publicity to encourage people to report offenders, and seek the support of the local press to shame people who do not comply with the bylaws. Mr Oldham stated that he would publicise known offenders on the village website.

## 6. **FISHING – THE CURRENT SITUATION AND THE FUTURE**

6.1 The Head of Community Services introduced the report on Fishing at the Park. Since MCP opened to the public in 1993, fishing had been an accepted activity for visitors. Fishing had been taken place via an agreement with Histon and District Angling Society, to whom the fishing rights were let on an annual basis for the sum of £3310.00 for this financial year. The current agreement was due to expire in 2004 and would require renegotiation.

6.2 The Pond and Lake consultants had conducted two surveys of the fishing at MCP and had made the following observations:

- A more active management of the fishing environment was recommended
- More shelter for fish should be provided to protect them from predators, including cormorants
- The rent charged was reasonable for the facilities but did not take into account the quality of the fish

- The current fish stock was aging and in general not replacing themselves. This would lead to a decline in fish and fishing over the next 5 years
- Fishermen were tending to be more individual and not club orientated. The growth of "Carp puddles" where a catch was guaranteed was increasing.

### 6.3 The Group discussed the report at length:

- The Council was duty bound to speak to the current society first if any change to the fishing policy was to occur, but this did not preclude involving other angling societies if the current society were not interested.
- The Society currently sells approximately 250 season tickets and 250-day tickets for all their angling waters. Of the people who fish the park, 90% of all angling occurs on Todd's pit
- It was noted that the type of fishing differed between Todd's that contains mainly carp, and Dickerson's that contains silver fish and pike with a limited number of carp
- Fishing platforms were used for other purposes such as feeding the ducks and swans and should be retained even if fishing did not continue
- Young children come to MCP to "learn" the art of fishing and were not so concerned about having a vast volume of fish to catch.
- Fishing was part of the cultural heritage of the park
- The Community Support Beat Officer for Milton should be requested to visit the park although this might not be within his remit
- It was acknowledged that if restocking took place, the nature of the fishing experience would slowly change to a more mixed variety of fish.
- That the fishing season should continue to be observed
- The MCP Ranger had received an email from the Histon and District Angling Society summarising their main views:
  - The contents of the Pond and Lake report could be detrimental to the Society if it was available in the public domain
  - If the Society can break even this year (AGM March 2004), it would be willing to pay the rent at the current rate (£3,310 pa) but would want to see an increase in the fish stock in Todd's pit
  - The Society would wish to continue fishing in Dickerson's pit

### 6.4 Financial Implications

- The Angling Society should contribute to any increase in financial costs incurred through a restocking programme
- If fishing was prohibited, the financial loss to MCP would be £3,310 pa
- If Members agree to a restocking programme then the Council should not bear the whole cost but ask for a contribution from the Society.
- As an example, a 3lb in weight carp would cost approximately £10, there was no pricing available for silver fish or pike

### 6.5 The Advisory Group **RECOMMENDED** that:

- (a) Todd's Pit should have a limited programme of restocking with small carp, and Dickerson's should be allowed to regenerate naturally with a mixture of silver fish, e.g. roach and rudd.
- (b) Both pits should contain increased shelters for fish as this had Conservation benefits for both fish and other wildlife.



- (c) Discussion should take place with fishermen on the basis on continued fishing at both Todd's and Dickerson's pits
- (d) A new lease agreement to be prepared for the Society, following these discussions to include investment in restocking, a commitment to continue Bailiff management and a reduction in anti-social behaviour. The Terms and Conditions agreed with the Society are subject to decision by the Portfolio Holder and will be reported to the next meeting with the financial implications.

## **7. TREE INSPECTIONS AND WORK AT THE PARK**

- 7.1 The Head of Community Services introduced the report on Tree inspection to the Group and that the Council was working towards a full policy on Tree management. It was essential that the Council carry out tree inspections on a routine basis in the park to ensure that its duty of care was maintained. The production of an inspection policy and its associated practice notes would allow staff to manage access to the park more effectively in severe weather conditions. A programme of tree inspections had been shown to reduce the amount of negligence that courts have attached to councils in regard to death or injury caused by trees.
- 7.2 The Group queried:
- a) If it was necessary to inspect every tree, every year?  
The MCP Ranger commented that a useful methodology for this process had been designed by the National Trust to categorise trees to enable more effective assessment. This would include for example a more stringent assessment of trees near paths and access routes.
  - b) To what criteria would the Rangers decide to close the Park?  
The MCP Ranger advised the Group that an Anemometer had been installed to measure wind speed and several local web sites were being used to check "actual wind speed" against "forecast wind speed". The National Trust and Corporation of London had advised closure of parklands once a speed of 47mph (40 knots) had been reached. In response it was suggested that the Park be closed once gusting wind speeds of 35 mph had been reached and forecasts suggested that the wind might exceed 47 mph were in existence, to safeguard both the public and staff.
- 7.3 The Advisory Group **AGREED** (subject to a draft policy being presented to the next meeting of the Group) to:

Endorse the work carried out so far on completing a tree inspection policy and practice guide and the need for professional indemnity insurance cover for the staff plus ongoing training.

## **8. VISITOR CENTRE VOIDS CONVERSION**

- 8.1 The Advisory Group **noted** the report on the conversion of void areas

## **9. EXCLUSION OF PRESS AND PUBLIC**

**RESOLVED** that under Section 100(A)(4) of the Local Government Act 1972, the public be excluded from the meeting for the following items on the grounds that they involve the likely disclosure of exempt information as defined in paragraph 7 of Part 1 of Schedule 12A of the Act.

## **10. SWALLOWS REFRESHMENT KIOSK DEVELOPMENT**

10.1 The Group made the following observations:

- Availability of refreshments was a boost to park facilities
- Events at MCP last year showed the inadequacy of the current facilities
- The relocation would free up space in the Visitor Centre
- The lease should contain a "buy back" clause
- The building should be a good quality build and similar in style to the Visitor centre
- The quality of food and opening hours should be agreed and adhered to
- A financial contribution would not be required from the Council

10.2 The Group **noted** the report.

## **11. DATE OF NEXT MEETING**

The next meeting will be held on Monday, 19<sup>th</sup> April 2004 at 10am, finishing with a walk in the Park.

The meeting closed at 12.15pm