



**SOUTH CAMBRIDGESHIRE DISTRICT COUNCIL  
COUNCILLORS' BULLETIN  
ISSUE DATE 31<sup>ST</sup> MARCH 2004**

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## IMPORTANT INFORMATION FOR COUNCILLORS

<b>COMMITTEE MEETINGS</b>			
<b>FROM 5<sup>th</sup> April 2004 to 9<sup>th</sup> April 2004</b>			
MONDAY 5 <sup>th</sup> April 2004	12pm	Lunch club seminar – Changing Rooms*	Council Chamber
TUESDAY 6 <sup>th</sup> April 2004	9.30 am	Home Improvement Agency	Committee Room 1
	10.30 am	Cambridgeshire Councils’ Association	Council Chamber
	12 pm	Cambourne Social Housing	Committee Room 1
	2 pm	Local Strategic Partnership	Council Chamber
WEDNESDAY 7 <sup>th</sup> April 2004	10 am	Development Conservation Control	Council Chamber
THURSDAY 8 <sup>th</sup> April 2004	10 am	Cabinet Management Team	Chief Executive’s Office
FRIDAY 9 <sup>th</sup> April 2004		GOOD FRIDAY (Offices Closed)	

\* If you wish to attend this seminar, you need to confirm your attendance with Janet Kell (ext 3261) or by email [JANET.KELL@SCAMBS.GOV.UK](mailto:JANET.KELL@SCAMBS.GOV.UK)

### MEMBERS’ TRAINING AND DEVELOPMENT SURVEY

You will have received a Councillor Training and Development Survey recently which has been designed by the Members’ Training Advisory Group to:

- Identify if training can be delivered to Councillors in a more cost effective and structured way.
- To give equal access to training for all members.
- Align training needs with the needs of the Modernisation agenda.
- Gather information to be used for designing an induction programme for new members.
- Assess on-going training and development needs for returning members.
- Identify if there are any urgent training needs that require immediate attention.

Please ensure you return this form to Lucie Edginton in Democratic Services by the 2<sup>nd</sup> of April 2004. A pre-paid envelope was enclosed with the survey for your convenience. Thank you in advance.

## **COUNCIL TAX ERROR: EXPLANATION AND APOLOGY**

**The following letter has been sent to all Parish Councils:**

Dear Sir/Madam

**Re: Council Tax Billing – An Apology**

You may have heard last week that there was a printer's error on the Council Tax Bills that we recently sent to households in the District. I would like to take this opportunity to explain what has happened and to apologise for the error.

Whilst the total amount of Council Tax due was stated correctly on the Bill and the accompanying leaflet (copy attached), owing to a printer's error, the breakdown on the Bill of the charges set by the District Council and Cambridgeshire Police Authority was presented the wrong way round. The Police Authority's charge for 2004/05 is actually 14.1% higher than last year. For the third year running, the District Council has not increased its charge, which remains at £70 for a Band D property. This does not affect the amount of Council Tax that South Cambridgeshire households pay or our range of services. The printer's error does not invalidate the Bill – the amount of money requested remains due and is payable in accordance with the instalment schedule shown on the Bill.

The Council acted promptly to address the problem once it was discovered last Wednesday. The Leader of the Council spoke on BBC Radio Cambridgeshire's breakfast programme on Thursday 25<sup>th</sup> March to apologise for the error. The Cabinet discussed the matter at its meeting later that morning. We issued a news release that same day, which is also featured on our Website, and we will be placing a public notice in the Cambridge Evening News. All households will also receive a special insert with the next edition of the South Cambs magazine, which is being distributed from the end of this week.

We have briefed staff, including those at the Cambridgeshire Direct Contact Centre, about the matter in order to help them to deal with customer enquiries. I understand that the issue does not seem to have generated many queries from residents so far. We will, of course, continue to monitor the situation closely as public awareness of the Council's apology and explanation spreads.

I would like to apologise for the confusion and any inconvenience caused by the printer's error. I hope that I have been able to reassure you that the Council takes the issue seriously and has taken prompt action to put things right.

I would be grateful if you could bring this letter to the attention of your parish councillors. If any residents in your parish contact your Council with Council Tax enquiries, please ask them to telephone our Payment and Billings service on 08450 450 064. Information on our Benefits service is available by calling 08450 450 061.

Yours faithfully

G J Harlock  
Finance and Resources Director



## ACRONYM BUSTER

If you've ever wondered what the DOH<sup>1</sup> or ODPM<sup>2</sup> is, what you can do at a MUGA<sup>3</sup> or where you can find out about SCYPP<sup>4</sup>, then help is at hand.

Democratic Services are working on an Acronym Guide to help officers and members to identify what all the initials that they come across stand for. This will go on the Intranet to help decipher documents and to ensure that you get the titles of organisations correct.

The acronym buster will also form part of the Plain English Policy, which is being written by the Information Unit. This document will help officers to write simple and concise English and improve the clarity of letters and leaflets from the Council.

Always remember that the audience you are writing for may not know what acronyms stand for. Write them in full the first time you use them, Implementing Electronic Government (IEG), – or just get rid of them all together!

<sup>1</sup>Department of Health

<sup>2</sup>Office of the Deputy Prime Minister

<sup>3</sup>Multi-Use Games Area

<sup>4</sup>South Cambridgeshire Young People's Project

You can look at the full list of acronyms on the intranet by visiting Information for Members (under the "New!" heading), going to <http://intranet/DemocraticServices/abbreviations.htm>, or by asking Democratic Services to print you a paper copy.

## THE PARISH COUNCIL OF CAMBOURNE ORDER, 2004

By a Statutory Instrument from the Office of the Deputy Prime Minister made on 17th February 2004 (South Cambridgeshire (Parishes) Order, 2004 S.I 2004 No. 399), the new parish of **Cambourne** has been created with consequential boundary alterations to the parishes of **Bourn**, **Caxton** and **Knapwell** with effect from 1st April 2004.

Elections will be held on 10th June for 13 parish councillors and the parish will be unwarded. Parish councillors shall come into office on 10th June and ordinary elections shall take place every fourth year.

The term of office of parish councillors shall be four years; the whole number of parish councillors shall retire together in every ordinary year of election of such councillors on the fourth day after the ordinary day of election of such councillors. The newly elected councillors shall come into office on the day on which their predecessors retire.

Apart from the boundary changes to the parishes of **Bourn**, **Caxton** and **Knapwell** set out in the 2004 Order, there are no alterations to the existing parish electoral arrangements of those parishes.

## **SWITCHBOARD OPERATION TO TRANSFER TO THE CONTACT CENTRE ON FRIDAY 2ND APRIL**

From about 9am on Friday 2nd April, external calls to the South Cambs switchboard will be handled by the Contact Centre. From that time, callers to the 01223-443000 number will hear a recorded message asking them to re-dial 08450-450-500, which has previously been announced in the South Cambs magazine and the Grapevine.

Bill Taylor remains responsible for the Reception and Switchboard service until the move to Cambourne, and he has worked with the Contact Centre to establish the procedures to be used by the new operators. Today and tomorrow, they will be training on the system, so some officers will receive calls which say "this is a Contact Centre test". Please help us by just acknowledging the call and then hanging up.

From Friday, internal phone users will still be able to use the "0" button or ext 3067 as before to call Reception. Please will everyone who calls the new number from outside (eg Sheltered Housing and Members) be patient and helpful with the new operators as they find their feet. We all want this to be a smooth transition for the sake of the public. If anyone (calling from outside, or receiving calls transferred by the new switchboard) has any suggestions for improving the service, please can you email them to Bill Taylor. He will then review them with Contact Centre management.

The South Cambs Website and Intranet are being updated to remove references to 01223-443000, and the new Cambourne stationery will carry the 08450-450-500 number. Although callers to the old number will hear the recorded message, it would be a courtesy to let your contacts know of the new number. Existing DDIs are unaffected by this change (until the move to Cambourne).

This note is to give you basic information about the change. The Cascade article available on the Intranet will be updated at the end of the week. If you have questions you'd like addressed in this article, please email them to me.

More information about the telephone service at Cambourne will be made available shortly before the move, and training will be organised as necessary.

Malcolm Wylie.  
Assistant Director (ICT)

## **EAST OF ENGLAND REGIONAL DEVELOPMENT AGENCY BOARD MEMBER APPOINTMENTS**

The East of England Development Agency is recruiting two new board members. The EEDA Board is business-led and draws on members from diverse backgrounds but with specific, substantial experience in several key areas. To replace those members retiring this year, the board has vacancies arising for a local councillor and a voluntary / community sector representative.

The closing date for applications to join the EEDA Board is 9 April 2004. For more information and to download an application pack, visit [www.nrgplc.com/dti-rda](http://www.nrgplc.com/dti-rda) or call 0191 260 4450.



## **REMINDER: INVITATION TO ATTEND HOUSING PORTFOLIO HOLDER MEETINGS**

At the December meeting of the Housing Portfolio Holder, it was agreed to trial inviting non-executive Members to the meetings. The allocation will be done on a first come, first served basis and will be restricted to two members only. If you would like to attend the next Housing Portfolio Holder meeting, it will be taking place in Committee Room 2 from 2pm on Wednesday 8th April. The first two members to contact me will be able to attend. Members who wish to attend must note that some items may be confidential.

Contact Lucie Edginton, on (01223) 443026 or [lucie.edginton@scambs.gov.uk](mailto:lucie.edginton@scambs.gov.uk)

## **CALL-IN ARRANGEMENTS**

The Chairman of the Scrutiny Committee or any five other Councillors may call in any executive decision recorded in this bulletin for review. The Democratic Services Manager must be notified of any call in by **Wednesday 7<sup>th</sup> April 2004 at 5pm**. All decisions not called in by this date may be implemented on **Thursday 8<sup>th</sup> April 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 CONSERVATION PORTFOLIO HOLDER

Final Decision	Reason
<p>To confirm grant support for Phase 2 of the Farmland Museum &amp; Denny Abbey's enhanced interpretation scheme, with a grant of £10,000 allocated from the Heritage Initiatives Fund, within the Conservation Portfolio Holder's budget. The grant sum to be subject to confirmation of matching funding.</p>	<ol style="list-style-type: none"> <li>1) Support for this initiative will enable the museum to continue to develop the necessary interpretation and enhancement scheme and secure additional matching funding;</li> <li>2) Funding support cannot be allocated from the Museums Grant budget so this grant sum will maintain the momentum of the Museum's enhancement scheme in 2004/05.</li> </ol>
<p>To fund the implementation of the <b>Elsworth</b>, Fardell's Lane, Village Green Space Scheme, in accordance with the Management Plan submitted by the Fardell's Lane Reserve Committee. To release a grant sum of £5,000, allocated from the Heritage Initiatives Fund to within the Conservation Budget, to coincide with legal transfer of land to <b>Elsworth</b> Parish Council.</p>	<p>To support the Village Green Space Initiative, as agreed at the Conservation Advisory Group on 16<sup>th</sup> July 2003, and particularly to support the <b>Elsworth</b> Village Green Space Scheme as recommended to the Conservation Advisory Group on 10<sup>th</sup> March 2004.</p>
<p>To approve a grant offer of up to £11,000 to the Cambridge Preservation Society. The grant sum will contribute towards an estimated project cost of £45,000, designed to secure the repair of the boundary wall at Wandlebury Ring. The grant sum will amount to approximately 50% of Phase 1 and 25% of the project cost.</p> <p>The grant sum to be allocated from the Historic Buildings Grant budget 2003/04 and to be subject to evidence of matching funding, receipt of a detailed specification and schedule of works, and satisfactory tenders.</p>	<ol style="list-style-type: none"> <li>1) The grant sum will both lever additional funds to repair the wall and help implement the first phase of the project to repair the historic wall</li> <li>2) The repairs to the wall will enable the use of existing Education Centre to be extended by making accessible a courtyard area adjacent to the centre</li> <li>3) The grant sum can be funded from the budget for Historic Building Grants 2003/04.</li> </ol>

## DECISION MADE BY HOUSING PORTFOLIO HOLDER

Final Decision	Reason / Notes
<p>To increase the rates in the Response Maintenance Contracts with the DLO and City Services by 3.74%.</p>	<p>The Contract documents allow for the rates to be annually reviewed in accordance with the BMI Quarterly Cost Briefing Data. The rate is an increase of 3.74% and has been calculated by application of a formula as outlined in the Contract Documents.</p>

## DECISIONS MADE BY RESOURCES AND STAFFING PORTFOLIO HOLDER

Final Decision	Reason
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To offer flu inoculations to all staff in Winter 2004/05.	Following consultation with Scrutiny and Overview Committee.															
To agree revised Employee Subsistence Allowances from 1 <sup>st</sup> April 2004 of:	The Council's Policy is to adopt the formula-based Allowances issued as guidance by the Regional Employers' Organisation since the removal of these Allowances from the National Agreement in 1998. The Allowances now agreed reflect that guidance.															
<table border="1"> <thead> <tr> <th>Allowance</th> <th>Present</th> <th>Revised (2.9% increase)</th> </tr> </thead> <tbody> <tr> <td>Breakfast</td> <td>£5.57</td> <td>£5.73</td> </tr> <tr> <td>Lunch</td> <td>£7.70</td> <td>£7.92</td> </tr> <tr> <td>Tea</td> <td>£3.04</td> <td>£3.13</td> </tr> <tr> <td>Evening Meal</td> <td>£9.52</td> <td>£9.80</td> </tr> </tbody> </table>	Allowance	Present	Revised (2.9% increase)	Breakfast	£5.57	£5.73	Lunch	£7.70	£7.92	Tea	£3.04	£3.13	Evening Meal	£9.52	£9.80	Sandwich allowance to be retained at £2.00.
Allowance	Present	Revised (2.9% increase)														
Breakfast	£5.57	£5.73														
Lunch	£7.70	£7.92														
Tea	£3.04	£3.13														
Evening Meal	£9.52	£9.80														

### DECISIONS MADE BY OFFICERS

Subject	Action Taken / Details
<u>Arts Development</u> Choir 2000: Choral Day with Bob Chilcott – Saturday 8 <sup>th</sup> May	Arts Guarantee Against Loss Grant (AGAL07) of £500. <b>Histon and Impington</b> Community Choir offers top quality vocal training for its 100 members. They hope to attract new members through this event.
<u>Arts Development</u> <b>Milton</b> Morris Men – 21 <sup>st</sup> Birthday Celebrations including a dance day on 26 <sup>th</sup> June	Arts Project Grant Aid (AP13) of £300. The year-long programme of events will raise the profile of traditional dance and music, encourage new dancers and involve over 400 people in activities, including activities for children with special needs.
<u>Arts Development</u> Didgeridoo Workshops – <b>Comberton</b> Village College	Arts Project Grant Aid (AP14) of £165. These workshops will give adults and young people the opportunity to learn an unusual instrument with input from a professional musician. They will be made accessible to young people by being free of charge.
<u>Community Development</u> Community Grants under £2,000: Lancaster Centre, <b>Cambourne</b>	Community Development Grant (CD13) of £2,000 to provide storage and start up facilities for the Lancaster Centre (formerly the Concept Centre) to allow the Centre to be shared by different user groups. This will enable the Lancaster Centre to be used by <b>Cambourne</b> residents as a temporary community centre, as a forerunner to the permanent Community Centre. All profits and equipment to be passed on to the permanent Community Centre when opened.
<u>Community Development</u> <b>Comberton</b> Youth Committee	Community Development Grant (CD15) of £1,188 for youth provision in the village including the Connections Bus visiting; to give young people in <b>Comberton</b> a youth resource while they are developing a permanent venue for young people.

<u>Community Development</u> "Most Wanted" Youth Group, <b>Gamlingay</b>	Community Development Grant (CD16) of £1,400 for drug education in <b>Gamlingay, Bassingbourn</b> and surrounding villages through the use of drug boxes and detached workers: to give skilled information to young people about the dangers of drug misuse.
<u>Community Development / Sports Development</u> <b>Histon and Impington</b> Youth Committee – 4 UTH 04	Community Development Grant (CD14) of £750 and Sports Development Grant (SD11) of £1,000 for "4 UTH 04" consultation leading to youth activities day and decision making by young people: to provide young people with activities they are interested in but would not normally have access to.
<u>Conservation</u> Well House Meadow, <b>Haslingfield</b>	Grant G/31/02 of an additional £150 to <b>Haslingfield</b> Parish Council towards the repair of the boundary wall.
<u>Conservation</u> 26/28 Lotfield Street, <b>Orwell</b>	Grant G/4/02 of an additional £1,079 towards the cost of replacement of inappropriate modern windows and reinstatement of traditional windows.
<u>Conservation</u> 85 High Street, <b>Orwell</b>	Grant G/25/03 of £495 (10%) towards the cost of repair and re-ridging in the longstraw thatch with a flush ridge detail
<u>Conservation</u> Hinxton Old Manor, <b>Hinxton</b>	Grant G/33/03 of £2,800 (25%) for preliminary conservation works to wall painting and repair of flint wall.
<u>Conservation</u> Childerley Hall, <b>Childerley</b>	Grant G/32/03 of £1,400 for preliminary survey and repair works to wall painting

**CABINET: DECISION SUMMARY**  
(Full minutes to follow in next week's Bulletin)

At a meeting of Cabinet held on  
4<sup>th</sup> March 2004

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

Councillors RE Barrett, RF Bryant (morning only), NS Davies, TJ Flanagan (morning only), CJ Gravatt, R Hall, Mrs SA Hatton (afternoon only), Mrs JM Healey, SGM Kindersley, Mrs JA Muncey, LCA Manning JP, Mrs CAED Murfitt, CR Nightingale, Dr JPR Orme, J Shepperson (morning only), Mrs GJ Smith, RGR Smith and PL Stroude were in attendance, by invitation.

Apologies for absence were received from Councillor JA Nicholas, for the entire day, and from Councillor RF Collinson, for the afternoon only.

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### SUMMARY OF DECISIONS MADE BY CABINET

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#### 4. COUNCIL TAX DEMAND 2004/05

**AGREED** that a public announcement and apology be printed in the *Cambridge Evening News* and included on a leaflet displayed prominently with the spring edition of *South Cambs Magazine*.

#### 5. RAMPTON VILLAGE HALL

**AGREED** to approve the grant of £59,000 to Rampton Village Hall Management Committee for 2003/04, which includes the unclaimed figure of £12,000 indicated in 1998 towards the cost of laying the village hall foundations.

#### 6. MEMBERSHIP OF NORTHSTOWE MEMBER STEERING GROUP

**AGREED** to keep the County Council membership on the Northstowe Member Steering Group at one seat.

#### 7. CAMBRIDGESHIRE GUIDED BUSWAY ORDER: APPLICATION BY CAMBRIDGESHIRE COUNTY COUNCIL UNDER THE TRANSPORT & WORKS ACT 1992

**AGREED** to support the Guided Bus proposals in principle but that the strong representations made on the points set out in the report and in the Appendix of Technical Comments which are required to be addressed.

#### 9. TRAVELLERS

##### (a) Legal and Regulatory Process and Procedures

- AGREED**
- (a) to undertake a qualitative needs assessment as soon as possible; and
  - (b) to request officers and Members to work with Cambridgeshire County Council to ensure that this is a priority which the County Council will resource jointly with South Cambridgeshire District Council.

**(b) Clarity of Procedure Action Plan**

**AGREED** that Development Services prepare a draft framework including an enforcement manual for reference by members of the public, showing how the Council used enforcement powers, more explanation for local communities and mechanisms for informing Parish Councils.

**(c) Policies: District and National**

**AGREED** that the Planning Policy Advisory Group, together with the Travellers Consultative Group, to take immediate consideration of:

- (a) new policies demonstrating how the Council works with Environmental Health, the police and local community service providers;
- (b) the impact of unauthorised travellers' sites and breaches of planning conditions on South Cambridgeshire communities; and
- (c) the preparation of Supplementary Planning Guidance relating to the issue of the number and scale of sites locally.

**(d) Cottenham Residents' Association Letter**

**AGREED** to support all the people of Cottenham by endorsing the sentiments contained within the Cottenham Residents' Association's letter to the ODPM, although the Council could not condone the withholding of Council Tax.

**(e) Finance**

**AGREED** that a budgeted report be brought to a future Cabinet detailing the costs of recruiting additional internal support or using external consultants for enforcement work, the revenue implications of establishing a dedicated support team, and whether central government could be approached for funding once expenditure has occurred.

## **CONSERVATION ADVISORY GROUP**

At a meeting of the Committee  
held on 10<sup>th</sup> March 2004 at 2.00pm

PRESENT: Councillor SJ Agnew - Chairman  
Councillor NN Cathcart – Vice-Chairman  
Councillor Mrs MP Course  
Councillor Dr JA Heap  
Councillor Dr JPR Orme  
Councillor RJ Turner  
Councillor AW Wyatt

Councillors Mrs JM Healey (Chairman, Development and Conservation Control Committee) and Mrs DSK Spink (Portfolio Holder for Conservation) attended the meeting by invitation.

Councillors RGR Smith and JH Stewart (Vice-Chairman, Development and Conservation Control Committee) sent apologies for absence.

### **1. DECLARATIONS OF INTEREST**

Councillors NN Cathcart, Mrs MP Course and AW Wyatt declared personal interests in Minute no. 7 (Heritage Initiative Fund support for the Farmland Museum Development Fund) as Trustees of the Museum. Councillor SJ Agnew declared a personal interest in Minute no. 6 (Review of Operational Plan for Conservation) in view of his involvement with the Green Belt Project.

### **2. MINUTES**

The Conservation Advisory Group authorised the Chairman to sign, as a correct record, the Minutes of the meeting held on 21st January 2004.

Members noted that in Recommendation (2) of Minute 4 (Wildlife Enhancement Scheme), the words "...and schools about..." had been struck through. This had been an error, and no deletion had been intended. The Recommendation was reaffirmed as stating, "... (2) subsequently to inform local conservation groups and schools about the potential availability of the WES grants...".

### **3. PROPOSED PARTNERSHIP WORKING WITH THE WOODLAND TRUST**

Liz McLelland, Regional Development Officer) and Tom Curtis (Woodland Manager) with the Woodland Trust, attended the meeting and gave a PowerPoint presentation to Members on a range of project initiatives.

Accepting that land in South Cambridgeshire had a high commercial value, the Regional Development Officer clarified the Trust's aim of developing a 150-acre woodland by saying that it was exploring a number of options other than outright purchase, including a variety of partnership arrangements with local landowners, and contact with schools, possibly through local authorities.



Members raised the following issues:

- schools should be approached individually with a view to encouraging children to engage with the natural environment, whether or not in possession of a tree pack issued by the Woodland Trust
- a larger number of smaller community woods, which were clearly appreciated by local people, might be more appropriate so long as the ecological benefits, cohesiveness and sustainability of a single larger woodland area could be replicated
- the implications of set-aside land in establishing woodland and wildlife corridors connecting different woods, and the benefits of developing working relationships with organisations such as the Department for Environment, Farming and Rural Affairs (DEFRA)
- there might be scope, in due course, for the Woodland Trust to become involved in establishing wooded buffer zones in areas such as Northstowe and the Cambridge Southern Fringe
- the appropriate management of woodlands
- financial implications and the potential, in the future, to seek individual sponsorship of small parts of woodland to help defray the cost of maintenance

The Chairman thanked Liz McLelland and Tom Curtis for attending the meeting.

The Conservation Advisory Group endorsed the Woodland Trust's range of new initiatives, set out in the report from the Conservation Manager, and **RECOMMENDED** that the Portfolio Holder for Conservation authorise development of the full range of projects to secure enhancement of tree coverage in South Cambridgeshire, reporting progress back to the Advisory Group as projects were developed.

#### **4. ST. DENIS CHURCH, EAST HATLEY – PUBLIC QUESTIONS ADDRESSED TO THE SCRUTINY COMMITTEE**

A series of public questions had been submitted for presentation to the meeting of the Scrutiny Committee on 11<sup>th</sup> March 2004. These questions all related to the future use of St. Denis Church, East Hatley and, in view of the matter's importance and urgency, the Chairman agreed to accept this item onto the agenda as a late item.

Members received copies of the questions, and the Chairman highlighted the amount of work undertaken by the Conservation Manager in addressing this particular issue. The Conservation Manager summarised the questions, referring in particular to numbers 5 and 15. Members commended his responses to the questions as being very fair and unbiased, and stressed that any realistic solution would rely on there being serious involvement by the local community.

The Chairman of Development and Conservation Control Committee reminded Members that the future of St. Denis Church was the ultimate

responsibility of the Portfolio Holder for Conservation and the Cabinet. The role of Scrutiny Committee should simply be to satisfy itself that the District Council was using its best endeavours to secure the most appropriate future use for St. Denis Church, East Hatley.

## **5. FARDELL'S LANE RESERVE - VILLAGE GREENSPACE ELSWORTH - PILOT SCHEME**

The Council's Trees and Landscape Officer and Ecology Officer gave a joint presentation to Members, who also had before them a report from the Conservation Manager.

Copies of Elsworth Parish Council's document entitled *Fardell's Lane Reserve: Draft Management Plan - December 2003* were circulated at the meeting.

The Vice-Chairman said that caution was needed to ensure that this important site did not become over-managed.

The Conservation Advisory Group **RECOMMENDED**

- (1) that the Portfolio Holder for Conservation authorise adoption of the *Fardell's Lane Reserve Draft Management Plan - December 2003* as the basis for development of the Elsworth Village Greenspace; and
- (2) that, subsequent to final completion of the legal transfer of the site to Elsworth Parish Council, funding of up to £5,000 from the Heritage Initiative Fund be made available to the Parish Council to support the implementation of the Management Plan.

## **6. REVIEW OF OPERATIONAL PLAN FOR CONSERVATION**

The Conservation Manager presented a report to which was appended a document entitled *Conservation Service: Draft Operational Plan - Revised February 2004*, which reflected the Council's Corporate Objectives and Priorities.

The Portfolio Holder for Conservation commended the draft, especially in relation to its demonstration of the breadth of work undertaken by the Conservation Section and the clarity with which it highlighted the ways in which that Section sought to further the Corporate Objectives in partnership with outside organisations.

The Conservation Advisory Group **RECOMMENDED** that the Portfolio Holder for Conservation endorse the Operational Plan for the Conservation Section and authorise its publication as the Council's programme for preservation and enhancement of the historic and natural environments for the period up to April 2005, in accordance with the Council's Objectives and Priorities.

## **7. HERITAGE INITIATIVE FUND SUPPORT FOR THE FARMLAND MUSEUM DEVELOPMENT PLAN - 2004-2005**

The Conservation Manager presented a report that summarised applications for continued financial support for local museums and the proposed funding for Museum Grants in 2004-05, presented to Cabinet on 4th March 2004. Members also considered whether or not to recommend continued financial support for the development programme at the Farmland Museum in 2004-05.

At the request of the Chairman, the Conservation Manager undertook to explore the possibility of arranging a site visit for Members.

The Conservation Advisory Group accepted the option, set out in paragraph 23(a) of the report from the Conservation Manager, to continue support for the Farmland Museum and Denny Abbey's development programme and **RECOMMENDED** that the Portfolio Holder for Conservation agree to allocate a sum of up to £10,000 from the Heritage Initiative Fund, to enable the implementation of the next phase of the Farmland Museum's development programme in 2004-05, subject to Conditions set out in the report.

**8. GREAT SHELFORD VILLAGE DESIGN STATEMENT – ADOPTION OF SUPPLEMENTARY PLANNING GUIDANCE**

The Conservation Advisory Group **NOTED** the results of consultation and the decision by Cabinet to adopt the Great Shelford Village Design Statement – February 2004 as Supplementary Planning Guidance, supporting policies HG15, EM7, EM12, TP7, TP9, RT2, RT8 RT9, EN1, EN3 and EN6 of the South Cambridgeshire Local Plan 2004.

**9. CAM CATCHMENT SUSTAINABLE FARMING PILOT PROJECT. PROGRESS REPORT**

The Council's Ecology Officer gave a PowerPoint presentation to Members about progress made during the first four months of the one-year pilot Cam Catchment Sustainable Farming Project. The Conservation Advisory Group **NOTED** the position, and asked that the Portfolio Holder for Conservation invite the Project Coordinator to a future meeting in order to highlight the pilot scheme's conclusions and achievements, which could then form the basis of consideration of this Council's further support for the Scheme.

Members felt that it would also be useful to receive a presentation at a future meeting from someone well versed in the details of the Common Agricultural Policy.

**10. ITEMS FOR THE CONSERVATION ADVISORY GROUP MEETING ON 21<sup>ST</sup> APRIL 2004**

The Conservation Advisory Group **NOTED** a provisional list of items for the next meeting. This related to

- Community Archaeological Schemes
- Monument Management Project in South Cambridgeshire 2004-05
- Trees and Hedge Partnership
- Regional Woodland Strategy
- Ecclesiastical Exemption
- Conservation Awards 2004-2005 – Criteria for natural heritage awards
- Linear sites project
- Local biodiversity Project Guide

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The meeting closed at 4.35pm

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**SOUTH CAMBRIDGESHIRE DISTRICT COUNCIL**  
**SUSTAINABILITY AND COMMUNITY PLANNING**  
**PORTFOLIO HOLDER MEETING**

At a meeting held on Monday, 8<sup>th</sup> March 2004 at 10.00am

PRESENT:

Councillor RF Collinson	Portfolio Holder
Cameron Adams	Strategic Development Officer
Chris Bethell	Planning Policy Officer (Tourism and Monitoring)
Maggie Jennings	Democratic Services Officer
Simon McIntosh	Head of Community Services

**Apologies were received from Iain Green, Nick Grimshaw, Clare Roberts, Councillor Mrs DSK Spink and Jane Thompson.**

**1. MINUTES**

- 1.1 The Minutes of the meeting held on 14<sup>th</sup> January 2004 were approved as a correct record, subject to the following amendment:

Min 3.5 (Budgets) – amended to read: ... that a total of £10,000 *savings* be made ...

Min 5.3 (Woking BC) – amended to read: A figure of £2m had been identified ...

**2. MATTERS ARISING**

- 2.1 Minute 2.1 (Self-build Solar Workshop) – As there had been insufficient demand for the workshop on 28<sup>th</sup> February, a presentation was given as an alternative by the National Energy Foundation and Low Impact Living Initiative (Lili). Of the 20 people attending, several had indicated their interest in participating in a workshop re-scheduled for June/July.
- 2.2 Minute 2.3 (Request for Grant Aid, Duxford Museum) – Due to the recent budget constraints, it was **AGREED** that the request for grant aid be considered following the elections on 10<sup>th</sup> June. However in the event of the museum being able to provide additional information, the Portfolio agreed to consider their request at the next meeting on 13<sup>th</sup> May. **SM to action**
- 2.3 Minute 2.4 (Sustainable Development) – CA reported that the visit to Bedzed had been cancelled due to the half-term holiday, however the visit to Hockerton on 5<sup>th</sup> February had proved to be successful and had been of particular relevance to the development at Fen Drayton. A future visit to Bedzed would be arranged. **CA to action**
- 2.4 Minute 2.6 (CIP 04/05) – e-mail had been sent to the Development Services Director who had subsequently confirmed that he would be pursuing

financing the post of a Sustainability Planning Officer through the Infrastructure Partnership.

2.5 Minute 6.2 (Membership of the Local Strategic Partnership) – SM reported that the Board had agreed that no new members were required.

2.6 Minute 8.4 (Conservation Portfolio Holder) – The Portfolio Holder confirmed that the Sustainability and Conservation Portfolios would be amalgamated, subject to approval by Council on 24<sup>th</sup> June.

### 3. TOURISM UPDATE

3.1 CB reported that CR was in the process of compiling the entries for the South Cambs accommodation guide; arranging the Accommodation Providers Seminar and finalising the details for the re-opening of the satellite information centre at the Trumpington Park and Ride site. It was noted that the information centre would re-open at the beginning of June until the end of September for 30 hours per week, over 4 days.

3.2 It was noted that despite several requests to the County Council, the tourist information signs had not yet been erected on the M11. The Portfolio Holder undertook to contact the relevant officer. **RC to action**

### 4. SUSTAINABILITY UPDATE – VERBAL REPORTS

4.1 A summary of each subject was given as follows:

(a) European Climate Change Menu Programme – Polish Workshop

- A forthcoming workshop would be held at Murowana Goslina in Poland on 29-30 March.
- The Workshop would be attended by all partners involved in the programme and had been arranged to help progress the ECCMP.
- The ECCMP incorporates a 'menu approach' which allowed local authorities to determine whether they wanted to pursue an 'Active', 'Advanced' (various aspects of SCDC's existing policies fell into this category) or 'Innovative' climate change policy response in relation to different policy areas comprising:

- (a) climate policy and cooperation
- (b) municipal buildings, installations and infrastructural facilities
- (c) housing
- (d) commercial sector
- (e) agriculture and forestry
- (f) transport
- (g) renewable energy

- The workshop had been arranged so each partner can report their progress, share best practice and help resolve any problems or difficulties they might have experienced to date.

- The workshop will also enable Ecofys (the environmental consultancy coordinating the programme) to further refine the European Climate Menu.
- The end result will be the provision of a best practice toolkit that will be made available in order to provide formal guidance and support to local authorities throughout the European Union seeking to prepare their own climate change action plans.
- SCDC will take a significant step towards the preparation of its own climate change action plan in July 2004 when a cross-departmental officer workshop will be held. Officers will be asked to consider the ECM in relation to their own activities and responsibilities. They will also be asked to identify what actions they might undertake to help this authority address the issue of climate change. These agreed actions would be included in the Council's eventual climate change action plan.

4.2 The Portfolio Holder requested that this Council's contribution towards ECCMP be published in the South Cambs magazine and the Cambridge Evening News when appropriate. **CA to action**

(b) Energy Supply Company (ESCO) Presentation

- A briefing note outlining how local authorities can establish their own energy supply companies (ESCOs) was considered by Management Team on 16 February.
- The briefing note was requested by the CEO who wanted to be advised of the opportunities for South Cambs establishing its own ESCO
- The briefing note also identified suggested criteria for an indicative scoping study. These criteria include consideration of the economic, technical and legal options and constraints that need to be identified and resolved.
- CA had previously invited Alan Jones, Energy Manager from Woking BC to make a presentation to South Cambs Members and Officers regarding Woking BC's experience of setting up its own ESCO in July 1999. A formal response was still awaited. Failing Alan Jones acceptance, CA had identified Duncan Price from Energy for Sustainable Development – a well established environmental consultancy which has advised other local authorities (including Bristol City Council and Mendip District Council) on ESCOs.

4.3 The Portfolio Holder suggested that a Member from Woking BC be invited to give a presentation on their views on Woking's Energy Supply Company. **CA to draft, RC to sign**

(c) Cambourne Travel for Work Plan

- The COG Travel Sub Group comprising CA, John Garnham, Paul Barnes, Deborah Jennings and Kate Wood is helping to oversee and coordinate the preparation of a new Travel for Work Plan for the new Cambourne office. The plan's completion and formal approval

by Planning Department is a Section 106 planning requirement for the Council's forthcoming relocation.

- A temporary research assistant has been employed to help CA prepare the plan and
- The new plan will be submitted for formal approval to both the Finance and Resources Portfolio Meeting and the NOW Group on 13 April.

(d) Renewable Energy Feasibility Study – `Delivering Renewable Energy in the Cambridge Sub-Region

- A joint study had been commissioned by S Cambs, Cambridge City, East Cambs, Huntingdonshire and Cambs County.
- ESD and Global to Local had been appointed to undertake the study which was seeking to determine the technical potential and capacity for renewable energy systems in new housing developments in the Cambridge sub-region.
- The study was also seeking to identify the main barriers and constraints that need to be overcome to allow these opportunities to be maximised.
- A draft final report had been prepared and the final report was scheduled for submission in early April.
- A series of presentations to relevant officers and Members outlining the study's main findings are being organised. Dates TBA

**5. REVISED LOCAL STRATEGIC PARTNERSHIP PRIORITIES AND LOCAL PUBLIC SERVICE AGREEMENT TOPICS**

- 5.1 The Key Priorities for 2004/05 – 2006/07 were noted. SM reported that an additional item to `promote take-up of benefits' had been included in the aim relating to Sustaining the Local Economy and that additional work was required concerning `Lifelong learning', however this would be addressed in the near future by the Board. It was also noted that the Public Service Agreement relating to waste minimisation in the aim for A High Quality Environment was no longer included in the agreed topic areas.

**6. PROPOSED LSP BOARD AGENDA FOR 6<sup>TH</sup> APRIL (No papers were tabled)**

- 6.1 SM informed the Portfolio Holder of the following items to be addressed at the 6<sup>th</sup> April meeting. The information was duly noted:
- Theme Groups – Improving Health, Community Safety, Transport and their Terms of Reference
  - Review of Resourcing
  - Local Development Framework
  - Approve the revised Community Strategy
  - How to resource the South Cambs Compact
  - Report from the Health Partnership



**7. TERMS OF REFERENCE – NORTHSTOWE COMMUNITY DEVELOPMENT AND SERVICES GROUP**

7.1 The revised Terms of Reference for the above officer Group were noted. In addition SM reported that the Group would be considering the delivery of Children's Services that would include health, social services and education. A presentation would be given on this aspect at the next meeting of the Northstowe CDS Group.

**8. AOB**

8.1 None.

**9. DATE OF NEXT MEETING**

9.1 The next meeting will be held on Thursday, 13<sup>th</sup> May 2004 in CR1.

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The meeting closed at 11.15am

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## CONSTITUTION REVIEW WORKING PARTY

At the meeting of the Committee  
held on 27<sup>th</sup> February 2004 at 2 pm

**PRESENT:** Councillor RF Bryant (Chairman)  
Councillor Mrs EM Heazell  
Councillor SGM Kindersley  
Councillor Mrs CAED Murfitt  
Councillor Mrs DSK Spink  
Councillor RT Summerfield

### 1. APOLOGIES FOR ABSENCE

Councillor N Davies sent his apologies for absence.

### 2. MINUTES OF THE LAST MEETINGS

The Minutes of the meeting of the Working Party held on the 13<sup>th</sup> and 23<sup>rd</sup> of January 2004 were confirmed as a correct record.

### 3. MATTERS ARISING

#### 3.1 23<sup>rd</sup> January 2004 Minute 6 b) Legal Proceedings

At a Cabinet meeting on the 16<sup>th</sup> of October 2003, Councillor RT Summerfield was granted permission to nominate officers to appear in the County and Magistrates Courts. It now appeared more appropriate for the Chief Executive to exercise this authority since only professional officers could appear in court for the authority.

The Working Party **RECOMMENDS** to Cabinet that this decision be rescinded and authority transferred from the Resources and Staffing Portfolio Holder to the Chief Executive.

The Working Party **RECOMMENDS** to Council amending the text in L1 Legal Proceedings Section 2.2 of the Constitution to:

*"On behalf of the Council, the Chief Executive may nominate under any statutory enactment in that behalf of any officers who may appear in Court or Tribunal to represent the Council, may withdraw such authorisation for any reason and shall do so in any event on respective termination of employment with the Council. The Head of Legal Services will maintain an up to date list of such nominees including the dates of appointment and withdrawal/termination."*

#### 3.2 23<sup>rd</sup> January 2004 Minute 6 c & d) Employment Committee

Councillor John Heap had asked that the Constitution Review Working Party do not put forward the proposed changes to the Constitution to Council until he had updated the Working Party.

### 4. ONGOING MATTERS FOR CONSIDERATION

#### a) Role Profile for Councillors

The Democratic Services Manager introduced the report explaining that it was not a Constitutional Requirement to have a role profile but that the proposed text was a guideline to assist new or potential Members. The Working Party felt that the proposed draft profile was too prescriptive and after discussion, **RECOMMENDED** the adoption of the following profile:

#### Purposes

1. To participate constructively in the good governance of the area.
2. To contribute positively to the formation and scrutiny of the Council's policies, budget, strategy and service delivery.
3. To represent effectively the interests of the Ward for which the councillor was elected, and deal with constituents' enquiries and representations.
4. To champion local causes.
5. To represent the Council on any outside body to which the councillor is appointed.
6. To represent the Council to the community and the community to the Council, including good working relationships with relevant parish councils.
7. To support individual constituents in their dealings with the Council.
8. To develop and maintain a working knowledge of the Council's services, management arrangements, powers/duties and constraints.
9. To develop good working relationships with relevant officers of the Council.
10. To encourage community participation in the government of the area.
11. To participate where appropriate in any consultative processes with the community and with other organisations.

#### b) Petitions Process

The Democratic Services Manager introduced a draft petitions process for the Working Party's consideration. The Working Party felt that parts of the draft process were too prescriptive and complex. 50 signatures was felt to be too high to ensure that the smaller parishes had a fair chance of submitting a petition. The Head of Legal Services informed the Working Party that for certain requests such as to change to a Mayoral style, the numbers of signatures required were set at 5,000. The Working Party made small textual amendments to the process. The amended Petitions Process is attached at Appendix 1.

The Working Party **RECOMMENDS** to Council the adoption of the petitions process and inclusion within the Constitution and any consequential amendments.

#### c) Policy Framework

The Working Party noted that reference to 500 or more properties in relation to Housing Land Transfer had been confirmed as correct.

#### d) Public Questions (Council Standing Orders - Rule 10)

The Head of Legal Services introduced the proposed amendments to Rule 10. Members of the public would now be able to ask questions at any open

public meeting that was not a regulatory body. The following further amendments were made at the meeting:

10.3 Increase the number of working days questions must be received by from 5 to 6.

Delete "...and must name the member of the Council to whom it is to be put."

Amend "The chairman may permit a question to be asked if shorter notice is given. ~~but~~ If a substantive answer..."

A revised paragraph 10.10 will be presented at the next meeting as Members felt the wording was confusing. ACTION CT

e) Notice of & Summons to Meetings (Council Standing Orders - Rule 6)

In order to reflect actual practice, the Working Party RECOMMENDS to Council that the words "email" be inserted into Rule 6:

*The proper officer will give notice to the public of the time and place of any meeting in accordance with the Access to Information Rules. At least five clear days before a meeting, the proper officer, if he or she is not the Chief Executive, will send a summons in the name of the Chief Executive by email and/or post to each member of the Council...*

f) Public Questions (Council Standing Orders - Rule 23)

The Working Party reviewed the consequential amendments to rule 23. The Head of Legal Services would advise the Working Party at the next meeting if public questions could be asked at Advisory Groups. If confirmed, the words "Advisory Groups" would need to be added to the title of rule 23.

**ACTION CT**

The Working Party RECOMMENDS to Council the addition of "except rule 10" to b) and the deletion of paragraph e) to rule 23:

b) *None of the rules apply to meetings of the executive except rule 10*

e) *Delete entire paragraph*

g) Duties of Directors (Article 12)

The Working Party reviewed Article 12 and amended additional responsibilities as follows:

Chief Executive	<u>Add</u> Reception
Finance and Resources Director	<u>Add</u> Internal Audit Function and E-Government
Development Services Director	<u>Add</u> Housing Development and Travellers Sites
Housing and E. Services Director	<u>Delete</u> Housing Development & Travellers Sites <u>Add</u> Home Improvement Agency, Right to Buy and Lands

The Working Party **RECOMMENDS** to Council the amendments to Article 12 and the change of any text currently in italics to normal.

h) Executive Functions

No comments had been made on the proposed amendments to “Responsibility for Executive Functions” circulated at the previous meeting.

The Working Party **RECOMMENDS** to Council:

1. The addition of the following text to “Responsibility for Executive Functions” and to section 1.3 of the Delegation Rules and any consequential amendments to numbering:

*Every Portfolio Holder shall have full power to take executive decisions on any matter within his or her portfolio responsibility, except as may be referred by him or her to the Executive or reserved to it by the Executive. Part 3 of this constitution sets out the responsibility of Council functions and Tables 3A and 3B those of the Executive. Those Tables set out in some detail which functions are presently reserved to the Executive as a whole and which are delegated to portfolio holders. Where no reference is specifically made in Table 3B to any function of executive discretion, it shall be within the power of the relevant portfolio holder to determine any matter or thing within the ambit of the respective portfolio but subject to the following overall criteria which shall also apply to those functions specifically delegated:*

*Where the function involves more than one portfolio, all relevant portfolio holders shall come together for a decision, and in default of agreement, the matter shall be referred to the Executive for decision  
If the portfolio holder(s) think(s) the matter in question is of such a significance that the Executive should decide the matter, it should be referred to the Executive accordingly. If the Portfolio holder is in any doubt as to whether any matter properly falls within his, her or another portfolio holder's or other portfolio holders' functional responsibility or whether the matter is of such significance that the Executive should determine the matter, the Leader shall rule accordingly (after consulting any persons the Leader may wish to consult) and such ruling shall be conclusive)*

2. The deletion of Sub-Table 1 within Table 3A where the terms of reference for permanent Advisory Groups are detailed and any consequential amendments.

The Working Party **RECOMMENDS** to Cabinet:

3. Amendment to Table 3b Executive Functions as follows and any consequential amendments.

Changes to Table 3B Executive Functions

**Staffing Matters**

Delete To approve the Annual Workforce Plan (for recommendation to Council

**Grants**

Amend Function reserved to Cabinet “Approve grants above level 2” to read “Approve grants above level 3”

Portfolio holder to have authority to approve up to level 3

\*except for grants to the HIA which are exempt from the criteria

**Resources and Staffing PFH**

Delete from the Executive. Council on 11th December delegated approval to Finance and Resources Director. Recommend the Council Tax base to Council.

Delete from the Executive and grant to the Audit Panel

Approve arrangements for provision of external audit and audit plan.

**Information & Customer Services**

Delete from the Executive and grant to Electoral Arrangements

Recommend changes to number of parish councillors to Council

Delete from the Executive and grant to the PFH

Arrangements for member training and support

**Conservation**

Delete from functions reserved to Cabinet and grant to the Portfolio Holder the following:

Approve Conservation Management Plan

Approve programme of Conservation Area Appraisals

Recommend to Council designation of Conservation Areas or supplementary planning guidance where one parish only is affected

**Environmental Health**

Delete from functions reserved to Cabinet and grant to the Portfolio Holder the following:

Approve Air Quality Strategy and declaration of Air Quality Management Areas.

Delete from functions reserved to Cabinet and grant to the By-Ways Advisory Com the following:

Recommend Swavesey Byways Rate to Council

**Housing**

Delete from functions reserved to Cabinet and grant to the Portfolio Holder the following:

Changes to conditions of tenancy

**Planning and Economic Development**

Delete from functions reserved to Cabinet. Cabinet on the 16th of February delegated the following to the Portfolio Holder:

Supplementary Planning Guidance where 1 parish only affected

The desirability of public acknowledgement of village appraisals was raised, and it was suggested that the advice of the Communications Manager should be sought.

**ACTION SALLY CARROLL**

**5. DELEGATION RULES**

The Working Party **RECOMMENDS** to Council the addition of the words

*"The Chief Executive shall, after consulting any members of the Executive or any relevant Chairman of Committees, advise and may certify in writing accordingly. Such certificate shall be conclusive for all purposes."*

## **6. PUBLICATION OF DECISIONS**

The Working Party considered that decisions taken at Cabinet on a Thursday have a time lag of almost two weeks to go through the current call-in process that utilises the publication of the weekly bulletin on a Wednesday as its distribution method. The Head of Legal Services advised the Working Party that if a brief list of decisions were published on a Friday, it would not contain full enough reasoning to satisfy Access to Information procedures. The Working Party saw merit in early notification of decisions but agreed the bulletin would continue to form the official Publication of Decisions.

## **7. ADVISORY GROUPS**

Cabinet on the 22<sup>nd</sup> of May 2003 suggested raising membership of Advisory Groups from 7 to 9. The Working Party **RECOMMENDS** to Council that paragraph 4(b) of section G-4 (Executive Procedure Rules) be amended to:

*Advisory Groups should not normally exceed 9 elected Members*

## **8. ANNUAL STATEMENT OF ACCOUNTS**

The Working Party **RECOMMENDS** to Council that paragraph 2.1(ii) of section I-1 (Financial Regulations) be amended to:

c) *"Preparing the annual Statement of Accounts for approval by the Council"*

## **9. CONTRACT STANDING ORDERS (Section J-5)**

The Working Party **RECOMMENDS** to Council that Contract Standing Order 8 be amended to read:

### 8.0 Opening

8.1 *Tenders shall be opened at a designated time and by officers from an appropriate department and officers from the Chief Executive's or Finance and Resources departments designated at the time for the purpose by the Chief Officer. For this purpose no officer salaried below scale point 30 shall be authorised to open tenders.*

## **10. STANDARDS COMMITTEE – NEW PROTOCOL**

The Working Party **RECOMMENDS** to Council that the Standards Committee Hearings Procedure as agreed by Standards Committee on the 18<sup>th</sup> of November 2003 be included in Part 5 - Codes and Protocols of the Constitution.

## **11. STANDARDS COMMITTEE – ARTICLE 9**

As a result of adding the Standards Committee Hearings Procedure, consequential amendments are required to Article 9. The Working Party **RECOMMENDS** to Council the amendment of Article 9:

*· Subject to Article 9. 02 (c) above which requires a Parish Member to be present when parish councils or their Members are being considered, the quorum for any meeting of the Standards Committee or any sub-committee of the Standards Committee shall be FOUR Members of whom at least one shall be an Independent Member except when the Committee shall meet as a sub-committee Hearings panel when the procedure described in Part 5, Section L. Codes and Protocols "Standards Committee - Procedure for Hearings" shall apply*

*· Except in the case of panel hearings, where the number of members of any sub-committee is less than the number of the Committee, any Standards Committee Councillor, Independent Member or Parish Member who is not a member of the sub-committee may be appointed by the equivalent sub-committee member to act as his or her deputy in his or her place to attend and vote at any meeting of the sub-committee; the minutes of any sub-committee meeting shall record deputised attendance*

## **12. REGISTER OF STAFF INTERESTS**

There is a register of staff interests that is required by the Council's auditors.

The Working Party RECOMMENDS to Council that reference to the register should be included in the Officers Code of Conduct (page N-9). Paragraphs 7.1 and 7.2 should be combined to read:

*Employees must declare to an appropriate manager as soon as they are aware, any financial or non-financial interests, which could conflict with the Authority's interests and must register those interests on a database maintained by Democratic Services. The register is checked annually and a reminder sent to all staff.*

## **13. CONSTITUTIONAL AMENDMENTS**

The Working Party noted the report on all amendments recommended to date.

## **14. DATE OF THE NEXT MEETING**

19<sup>th</sup> April 2004 at 2pm in the Council Chamber

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The meeting closed at 4.35 pm

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Appendices

Appendix One

Petitions Process

## APPENDIX ONE

### PART V, CODES AND PROTOCOLS PETITIONS – PROCEDURAL GUIDANCE

#### Definition

1. For the purposes of this procedural guidance, a petition is defined as a document embodying a formal written request for some form of action or the consideration of some matter by the Council.

#### Scope

2. Petitions must be relevant to some matter relating to which the District Council has powers or duties, or is of general concern affecting the district or part of the district, its Council Tax or NNDR payers.
3. Petitions relating to applications for a permission, consent or licence yet to be determined will be reported to the relevant regulatory committee with other responses to consultation.

#### Eligibility

4. The District Council will not accept petitions that are abusive or libellous; frivolous, vague or ambiguous; require the disclosure of confidential or exempt information or are otherwise considered to abuse the Council's powers, duties or obligations. It will not accept a petition, which is substantially the same as a petition, or public question, which has been put to a meeting during the preceding six months.
5. Petitions will not be admissible where the matter involves a right of appeal to the courts, a tribunal or a Government Minister. Employees should use existing grievance/appeal procedures on matters relating to terms and conditions of employment.
6. To be accepted by the District Council, a petition must bear at least 20 signatures of people who either live or work in the District unless the law otherwise provides.
7. The interpretation of the eligibility criteria by the Chief Executive, the Leader of the Council and the Chairman of the Scrutiny Committee shall be final.

#### Form

8. The petition shall clearly state the purpose for which it is submitted and shall be addressed to the District Council.
9. It shall contain the name, address and signature of each person who signed it. The name and address shall be in a legible format. It shall also specify a contact name and address.

#### Procedure

10. The petition, save those referred to at paragraph 3, shall be sent to the Chief Executive. If relevant, it may be copied to the local District Councillor/s.
11. The Chief Executive, the Leader of the Council and the Chairman of the Scrutiny Committee will consider the content and determine the proper forum for its presentation. If the subject matter relates to a particular locality, a copy of the petition will be sent to the local councillor/s, and if to a particular service, to the relevant Director
12. Acknowledgement of receipt of the petition will be sent no later than the working day following its receipt. Notice of the forum for presentation will be sent within 5 working days of its receipt.
13. A petition may be considered by full Council, Cabinet, Scrutiny Committee or an Advisory Group depending on the subject matter and the timing of relevant meetings. The meeting considering the petition may refer it to any other body of the Council for action.
14. Agenda for full Council will include a formal announcement of all petitions received under this procedural guidance since the last Council meeting.
15. The lead petitioner or nominee as identified on the petition will be invited to speak at the meeting at which it is presented for no more than five minutes and may be questioned by councillors for no more than five minutes. The period for questions may be extended at the discretion of the chairman. The petitioner is not entitled to take part in any debate on the matter but will be given the opportunity to give a 2-minute summation speech.
16. If it is intended that the petition will form supporting evidence to a public question to a meeting in accordance with the constitution, rather than being presented in its own right, the rules and guidelines for public questions as set out in *the Council Rules of Procedure* shall be followed.
17. Following the relevant meeting, the lead petitioner will be advised of the Council's decision on the petition

*Reference to the right to submit petitions will need to be incorporated into Article 3 – Citizens and the Council*

## MINUTES

### South Cambridgeshire Arts Network Meeting

Tuesday 13<sup>th</sup> January, Comberton Village College,  
12 noon – 2pm

**Present:**

Andy O’Hanlon	S	South Cambridgeshire District Council
Steph Hogger		South Cambridgeshire District Council
Claire Robson		ADC – Melbourn and Bassingbourn
Dan Schumann		ADC - Sawston
Diana Cook		Comberton Village College
Barbara Isherwood		Bassingbourn Village College
Pat Piggott		Bassingbourn Village College
Andrew Hunter		Wysing Arts
Donna Young		Cambridge Arts Theatre
Geoff Redhead		Cottenham Village College
Carrie Carruthers		The Junction/ CDC
Jane Gaskell		Cambridge Open Studios
Trish Sheil		Cambridge Film Consortium
Lorraine von Gehlen		Cross Border Arts
Kate Lawrence		Arts in Cambs on Tour

**Apologies:**

Diccon Hogger		Cambsdance
April Martin		Swavesey patch
Lorraine Chitson		Curwen Print Study Centre
Karen Stamper		Linton Village College

Thanks go to Comberton Village College for hosting the meeting.

	AGENDA ITEM	ACTION
1.	<p><b>Minutes of the last meeting (25/09/03)</b></p> <p>Claire Robson has a new email address – <a href="mailto:artsforall@bassingbournvc.com">artsforall@bassingbournvc.com</a></p> <p>The community education courses at Swavesey are being run through Cambridge Regional College and not APU as stated in the minutes.</p> <p>The next SCAN meeting is no longer on 13<sup>th</sup> May at Bassingbourn but will be hosted by SCDC at their new offices in Cambourne on 10<sup>th</sup> May.</p> <p>The Public Art Strategy was deferred at the last Cabinet meeting for further discussion by a councillor working group. It should be brought to the next Cabinet meeting.</p>	
2.	<p style="text-align: center;"><b>Village College Arts Round Up</b></p> <p><b>Comberton Village College</b></p>	

Tina May and Nikki Iles (an [act] performance) will be performing on Feb 6<sup>th</sup>. Tina May is one of the top jazz singers in the UK.

Comberton is a British Dance Edition 2004 venue with a performance by Random Dance Company on 29<sup>th</sup> January at 4pm. Alpha is a performance for children aged 8+ and families. Random are also doing a workshop for students aged 14 – 16.

#### **Bassingbourn Village College**

Bassingbourn hosted the [act] performance How Many Miles to Babylon last year. It was a great production but was not well supported. It could have been helpful to have some alternative dates to choose from. Kate said that she feels village colleges are difficult venues for [act] performances. They do better at village hall venues.

Bassingbourn are applying for Artsmark status. The students are performing a show called In My Mother's Eyes from 29 – 31<sup>st</sup> January. All proceeds go towards their Prom.

Barbara is coordinating a reminiscence project to celebrate Bassingbourn's 50<sup>th</sup> anniversary. The project will culminate in an exhibition. She is also coordinating a conference on Adult Learning in the Local Community on 19<sup>th</sup> March.

Before Christmas Bassingbourn took part in an intergenerational project aiming to combat issues about the perception of young people by older residents. This continues this year with a poetry-based project.

Bassingbourn and Melbourn are collaborating on several workshops this year – a drama workshop on 11/12 Feb run by Classworks based on the play And then they came for me; a jazz workshop later in the term; and a steel band Caribbean Links workshop.

#### **Melbourn Village College**

Year 8 is performing Shakespeare's Twelfth Night with some workshops for primary schools linked to the show. Melbourn is also playing host to Foxton Players Pantomime. Melbourn would like to offer the use of their hall to more community groups including University of the Third Age, special needs groups and any other group who are interested.

Sin Cru is working with The Zone in Melbourn with youth clubs on a street art project.

#### **Sawston Village College**

Sawston have been awarded £7000 from the Local Network Fund for a Visual Arts in Villages project with Wysing Arts. They also have been given £24,000 from the Heritage Lottery Young Roots Fund towards an evacuees reminiscence project which includes the Cambridge Film Consortium. It also links well with the BBC project which is celebrating VJ day. The BBC asked Sawston to present their project at a conference at Duxford and have now asked Sawston to become an

associate centre for the project. Negotiations are going well with EEDA and the Greater Cambridge Partnership towards funding for the development of the Sawston Cinema into a Cultural Centre. Sawston is looking to raise over a million pounds from those two sources. Sawston Arts Centre is now due to open in April. Sawston hosted Magic Carpet Theatre with The Wizard of Castle Magic last November, which was very successful. This spring they are hosting workshops based on Little Shop of Horrors at the Cambridge Arts Theatre. There will also be children's theatre at Whittlesford with Tiebreak Theatre's The Nightingale on March 13<sup>th</sup>.

**Cottenham Village College**

Laurie Holloway was a sell out again and Cottenham have invited him again for this October. His lead singer will be Tina May (in the district through [act] this spring). Tango Siempre came though the [act] programme and was a fantastic performance, highly recommended if they are available again. Selling the show was difficult and really needed some more jazzy publicity. It was suggested that a debate should happen on the role of village colleges as promoters of [act] productions compared to the role of community groups. Cottenham hosted performances of The Snow Queen and Rumpelstiltskin before Christmas. This Spring there will be Theatre First's The Extraordinary Adventures of Mr Benn at Waterbeach on 28<sup>th</sup> Feb and The Elves and the Shoemaker by MAC Productions in Willingham on 3<sup>rd</sup> April. Textiles in Focus is happening from 20 – 22<sup>nd</sup> February and there is a production by the students of The King and I from 17 – 19<sup>th</sup> February. Cottenham is also applying for Artsmark status.

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**Swavesey patch**

Thanks to April for sending in a report in her absence. RADSOC finished the panto season with Dick Whittington at the Village College from 22 – 24<sup>th</sup> Jan. Two's Company visit Over Community Centre on Valentine's Night. Cambsdance are running a contemporary dance class in Swavesey on Tuesdays from 5pm for the 12+ age group. Numbers are slowly growing. There is so little provision for young people in Swavesey and it's hoped that this will be the boost that arts events need with many more being set up on a regular basis. The dance class is just the first step. Swavesey Parish Council have realised that with no Community Education at the college, despite classes run by CRC, the Youth Centre is not being used. The PC are asking young people to suggest what activities they would like – it seems this is an ideal opportunity to encourage participation in arts activities. The PC are also interested in getting more

	community oriented activities and events happening. April has offered her expertise.	
3.	<p style="text-align: center;"><b>Professional Arts Organisation Round Up</b></p> <p><b>The Junction/CDC</b>  This was Carrie's last SCAN meeting as she's leaving to become County Arts Officer for Northampton County Council. She was thanked for all her work in the district and through SCAN for the last five years.  The new build has been delayed meaning that the Junction refurbishment will now take place from April – August 2004, opening as a band and club space. The new theatre space will open in February 2005.  The Junction is involved in British Dance Edition 2004 from a technical side but will be hosting the Youth Dance Platform 2004 Grace and Raver on March 16<sup>th</sup>.  In South Cambs, the Junction is working with Dan Schumann and Claire Robson to create an accredited sound recording course. They are also involved in a music event at Milton Country Park where the South Cambs Band Competition will happen. Music is high on the agenda this year with an Eastern Orchestral Board project coming to the county. EOB have commissioned a composer Gavin Bryars to create a digital work for the London Sinfonietta. It will be used as a basis for a number of projects happening with young people this year.</p> <p><b>Cambridge Open Studios</b>  Applications are coming in for this year's Open studio season. A seminar for new members was held in the first week of January and a mentoring scheme for new artists has been set up and is proving very successful. They are also developing more community links within Fulbourn where they are creating a small gallery in their offices. Three of the original six members will be exhibiting there this year.</p> <p><b>Cross Border Arts</b>  CBA have been collaborating with the county's Primary Care Trusts towards work on Arts and Health. There is an up and coming project with Alzheimer's sufferers and their carers. SCAD ( South Cambs and City Arts and Disabilities Group) now has 120 members and will soon be linking with the new Disability Arts Group where disabled people will be able to represent themselves. The next SCAD meeting is on 10<sup>th</sup> February and will include a presentation from Tim Webb of Oily Cart Theatre Company. Another event for your diaries is the next Way Ahead Day on 31<sup>st</sup> March at Papworth Conference Centre. It will be an awareness day on how to create supportive and productive partnerships in the field of Arts and Mental Health and will be lead by Jo Verrant of ADA Inc.</p>	ALL

Funky Flamingo was yet another sell out on 11<sup>th</sup> December even though there was a slight raise in ticket prices. The next club night should be in April.

### **Cambridge Arts Theatre**

An ARC dance project is underway with Meridian and Histon and Impington Primary Schools as well as the Windmill School, Fulbourn. It is being run in association with Cambsdance and will culminate in a sharing at the theatre on 29<sup>th</sup> Jan.

Sawston Village College are hosting a film/theatre event with a screening of Little Shop of Horrors plus a talk on writing for film and theatre. The ticket also includes entry to the musical at the theatre.

The Assembly Project with the National Theatre (running in conjunction with Shell Connections) is underway working with five primary schools from the Bassingbourn/Melbourn patch through the Arts Development Coordinator. Bassingbourn Village College are also taking part in this year's Shell Connections Festival.

Other projects which have happened or are coming up (from Apr 03 – Apr 04) are – Shared Experience Open Drama Workshop for 14+ in April; Double Act project with eight primary schools in South Cambs; Connecting Voices with youth groups in Sawston and Milton; Henri Oguike Dance project involving four South Cambs schools with a dance share; Panto Project with 220 residents of South Cambs Sheltered Housing Schemes; three summer schools.

There are 8000 more participants in education activities than in previous years and this is reflected in theatre bookings as well with 23,042 student, school or child bookings.

The education department's second post has been continued which is great news.

### **CAMBRIDGE FILM CONSORTIUM**

The Hardwick film project is still in progress with a screening planned at the Picturehouse for April. The Consortium are also working with Foxton Players Youth Group towards a film called OFWorld and have advised them on buying a camera.

Linton Village College are working on a collaboration with the composer from Kettles Yard and the Consortium on a silent film composition project. Sawston has the second Camera Works, digital video workshop following the success of the workshop at Fulbourn as well as an East Anglian Film Archive screening and lecture about the use of colour in film.

Sawston's Evacuees project is being launched at the Picturehouse with all year 9s. The screening aims to inspire the young people to get involved with the heritage Young Roots project that will use writing, web skills and film to record the reminiscences of older members of the community. The final result will be screened at the Picturehouse. The Picturehouse is also commemorating Holocaust Memorial Day with a



	<p>screening of Wondrous Oblivion. An evening course on Rewriting the Screenplay with the Film Council is starting. For 12 weeks it costs £100 but there are three bursaries being offered by the County Literature Office, APU and Cambridge Film Consortium.</p> <p><b>Wysing Arts</b> The architect selected to work on Wysing's new build and renovation work is Hawkins Brown. Two new residencies have been advertised. Events and exhibitions coming up include Liz Wright who will be working with the Tindalls Centre in Norwich on the subject of climate change; National Science Week Events including Jane Prophet's exhibition on the work she did with Papworth Hospital; the annual fire sculpture, Ablaze! Wysing are working with Hoipolloi Theatre Company this year and alongside the Fire Sculpture event on 20<sup>th</sup> March, there will be workshops with Kings Hedges School as well as the Saturday Art Club to make items for the event.</p> <p><b>Arts in Cambs on Tour [act]</b> Performances from the last season which were successful were Classworks and Tango Siempre. Both could have done with larger audiences but were of high quality and received great feedback. In the new season, Oxford Touring Theatre is bringing The Nutcracker and the Mouse King on 31<sup>st</sup> Jan. Also coming up are performances in Comberton and Ickleton from Tina May and Nikki Iles, two of the top jazz musicians in the UK, Cat Wetherill with Ghosts at Haslingfield and Guilden Morden, New perspectives with Last Train to Nibroc at Thriplow and The Comedy of Arias coming to Little Gransden.</p>	
4.	<p style="text-align: center;"><b>Hot Stuff 2004</b></p> <p>Hot Stuff 2004 sees a change in the way workshops are booked. Instead of offering subsidised workshops through professional arts organisations, the principle is that the subsidy goes to the promoter who books artists directly.</p> <p>The subsidy will cover 50% of activity costs and will form a guarantee against loss so that, if costs are covered through another source, the award stays live and can be used to underwrite another workshop in the summer or later in the year. Through this we aim to increase the amount of arts activity happening in villages throughout the year and to attract a different range of bookers including out of school clubs and youth groups.</p> <p>Hotstuff 2004 will be launched at the Hot Stuff Market Place</p>	ALL

	<p>on 21<sup>st</sup> Feb at Comberton Leisure where bookers and artists will be able to meet each other, talk dates and fees and hopefully the first provisional bookings will be made.</p> <p>SCAN members were asked to take posters and postcards for distribution and had the chance to comment on the delegate pack information including a provisional artist agreement/subsidy application form.</p> <p>It was agreed that the half term week should be avoided for similar future events.</p>	ALL
5.	<p style="text-align: center;"><b>The Event and the South Cambs Magazine</b></p> <p>The first Event guide to join the South Cambs Magazine will be the April/May/ June edition. All copy for this edition needs to be with the Arts Office by 16<sup>th</sup> February.</p> <p>The benefits of marketing in The Event will increase with the link with the magazine. A copy will go to every household in the district as well as being displayed in public places. Each edition will cover three months of listings.</p> <p>The copy dates for the following editions are –  Monday 19<sup>th</sup> April for July, August, September  Monday 19<sup>th</sup> July for October, November, December  Monday 18<sup>th</sup> October for January, February, March</p> <p>There is some flexibility with these dates but please take them as guides for now.</p>	ALL
6.	<p style="text-align: center;"><b>Any other business</b></p> <p>From April 2004 there will be three SCAN meetings a year. They will be information sharing meetings but SCAN will also play a large part in looking at strategic development in the district and creating the next Arts Strategy 2005 – 2010.</p>	ALL
7.	<p style="text-align: center;"><u>Date of next meeting</u></p> <p>The next SCAN meeting will not be on 13<sup>th</sup> May at Bassingbourn Village College as previously decided. Instead it will be at the new South Cambs District Council offices at Cambourne on <b>Monday 10<sup>th</sup> May, 12 noon – 2pm.</b></p> <p style="text-align: center;"><b>The meeting closed at 2pm</b></p>	ALL