

## COUNCILLORS' BULLETIN

22<sup>ND</sup> JULY 2004

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South  
Cambridgeshire  
District Council

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#### MINUTES

1. Cabinet Decision Summary 20<sup>th</sup> July 2004. Please note that publication of the Councillors' Weekly Bulletin was delayed by one day to allow the Cabinet decision summary to be included. Members considering calling in any decisions are asked to contact Democratic Services to see if any relevant amendments have been made to the draft minutes.
2. Conservation, Sustainability & Community Planning Portfolio Holder Minutes 13<sup>th</sup> July 04

<b>COMMITTEE MEETINGS FROM: 26<sup>th</sup> – 30<sup>th</sup> July 2004</b>			
<b>Monday 26<sup>th</sup> July 2004</b>	10 am	Travellers Consultative Group	Council Chamber
<b>Tuesday 27<sup>th</sup> July 2004</b>	12 pm	* Performance Plan 2004/05 – The present and the future	Grd Floor Meeting room
<b>Wednesday 28<sup>th</sup> July 2004</b>	10 am	* Housing Tour	Leaves from Cambourne
<b>Thursday 29<sup>th</sup> July 2004</b>	9 am	Internet and Email Training Course	Council Chamber
<b>Friday 30<sup>th</sup> July 2004</b>	9 am	Word Training Course	Council Chamber

\*Lunch time seminar for members and staff, a half hour presentation followed by questions and answers and then lunch. If you are interested in attending, please contact Emma George on reception ext 3001 or email [emma.george@scams.gov.uk](mailto:emma.george@scams.gov.uk)

\*The tour will include a visit to properties that are undergoing refurbishment and we will be driving through villages to show you the different types of properties owned by the council, sheltered schemes and examples of affordable housing. The coach will be leaving Cambourne promptly at 10am, with lunch at Milton country Park for 12.30pm and arriving back at Cambourne for approximately 3.30pm. The housing options working group will be attending this event as part of the options appraisal process and therefore the remaining places available are limited to 35. If you are interested in attending please contact Tracey Cassidy on 01954 713271 or via email [tracey.cassidy@scams.gov.uk](mailto:tracey.cassidy@scams.gov.uk).

#### **EXPANSION OF STANSTED AIRPORT – BRIEFING NOTE**

Stansted Airport presently has planning permission to grow to serve a maximum of 25 million passengers per annum (mppa). The British Aviation Authority (BAA) anticipates that this upper limit will be reached in 2006, four years earlier than previous forecasts indicated. BAA is seeking planning permission to grow the airport to serve about 35 million passenger per annum.

BAA has recently submitted a scoping report to Uttlesford District Council. This is the first stage in the process of applying for planning permission - it firstly sets out the broad details of what the planning application is likely to entail, and secondly seeks the opinion of statutory bodies on the list of proposed studies that will be undertaken to assess the effects of the development. These studies will form part of the Environmental Statement accompanying the planning application. The main implications of the scoping report are that growth to 35 mppa:

- can be accommodated within the capacity of the existing single runway
- will not require further major building works (such as satellites or another terminal building) beyond existing permissions
- may require smaller scale additional airport facilities but they can be accommodated within the existing airport boundary.

The planning permission for up to 25 mppa, granted in May 2003, allowed a number of additional facilities to be built at the airport. Many of these have not yet been built, but the proposed expansion to 35 mppa will almost certainly necessitate their construction. These are a 4<sup>th</sup> satellite building, a standby runway, further aircraft aprons and taxiways, an extension to the existing FedEx™ cargo facility, and additional car parking will be constructed at Stansted.

The scoping report proposes that studies will be carried out assessing effects on matters such as air and ground noise levels, air quality, public health, nature conservation, landscape and visual impacts, archaeology, and employment and housing. Subject to Uttlesford DC approving the list of studies, the results will be presented when the application is submitted.

A preliminary investigation into air noise levels suggests that, essentially by virtue of improvements in aircraft technology, maximum levels of air noise specified by existing planning conditions will not be exceeded if the proposed expansion is approved.

BAA anticipates that, if planning permission is granted, the proposed throughput of 35 mppa will be reached in about 2012. It is probable that a planning application for the expansion to 35 mppa will be submitted in late 2005. This planning application to expand the airport to serve 35 mppa is separate from a planning application to provide a second runway at Stansted, which may be submitted in 2007, as a result of proposals in the Government's White Paper on The Future of Air Transport.

### **BEST VALUE REVIEW OF AFFORDABLE HOUSING**

The Best Value Review of Affordable Housing needs a new member to join Councillor NN Cathcart as part of the review team, following the standing down of Councillor EL Monks at the last election. At last week's meeting of the Scrutiny and Overview Committee it was agreed that all Members should be given an opportunity to volunteer for membership of the Best Value Review of Affordable Housing and it was suggested that three members would be preferable.

Councillor Dr JR Williamson has expressed an interest. If any other Councillor wishes to "throw his or her hat into the ring", please contact Paul Swift, Policy and Performance Review Manager on (01954) 713017.

### **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 **Thursday 29<sup>TH</sup> July 2004 at 5pm**. All decisions not called in by this date may be implemented on **Friday 30<sup>TH</sup> July 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 ENVIRONMENTAL HEALTH PORTFOLIO HOLDER

Notes/Reasons	Decision
<p>Taking into account the issues highlighted in the report to the Portfolio Holder on the 19<sup>th</sup> July and learning from experience of residents and Huntingdonshire DC last Christmas, the decision provides the most satisfactory solution for waste collections over the extended Christmas holiday period.</p>	<p><u>For the Wheeled bin collection service</u> Collect all black bins in the week before Christmas, no green waste collections. No wheeled-bin collections during Christmas week, followed by 2 weeks of collecting black wheeled bins only. Collections would be back to scheduled days by Monday 10<sup>th</sup> January.</p> <p><u>For the Green Box collections</u> Collect as per normal up to Christmas Eve. Recommence collections on Wednesday 29<sup>th</sup> December with Wednesday's schedule. No collections on Saturday 1<sup>st</sup> or Monday 3<sup>rd</sup> January. Recommence on Tuesday 5<sup>th</sup> January with Monday's schedule and complete Friday's work on Saturday 8<sup>th</sup> January. Collections week commencing Monday the 10<sup>th</sup> January will be on the scheduled day but Monday and Tuesday will be double collections in lieu of the 27<sup>th</sup> and 28<sup>th</sup> December.</p>

## DECISIONS MADE BY OFFICERS

Notes/Reasons	Decision
<b>Sports Development Grants</b>	
<p>A grant would ensure the continuation of the classes for the year. To offer term time and holiday swimming lessons</p>	<p>Award £1,000 to Mc Splash Disability Swimming Club to continue with the special needs swimming lessons.</p>
<p>To engage the young people in sporting activities especially young people who are at risk of offending. Encourage team building and social skills through structured activity</p>	<p>Award £264 to Connections Bus Project Summer Programme to provide sporting opportunities for young people within the community safety target villages.</p>

## **CABINET**

At a meeting of the Cabinet held on  
Tuesday, 20 July 2004

**PRESENT:** Councillor Mrs DSK Spink MBE (Leader of Council)  
Councillor RT Summerfield (Deputy Leader of Council and Finance & Resources  
Portfolio Holder)

Councillors:	Dr DR Bard	Planning & Economic Development Portfolio Holder
	JD Batchelor	Information & Customer Services Portfolio Holder
	Mrs JM Healey	Conservation, Sustainability & Community Planning Portfolio Holder
	Mrs EM Heazell	Housing Portfolio Holder
	SGM Kindersley	Environmental Health Portfolio Holder
	Mrs DP Roberts	Community Development Portfolio Holder

Councillors RF Bryant, Ms SJO Doggett, Mrs A Elsby, Mrs SA Hatton, MP Howell, Dr JPR Orme, J Shepperson, Mrs BE Waters and Dr JR Williamson were in attendance, by invitation.

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### **Procedural Items**

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#### **1. MINUTES OF PREVIOUS MEETINGS**

The Leader was authorised to sign the minutes of the meetings held on 20<sup>th</sup> May and 24<sup>th</sup> June 2004 as correct records.

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

None declared.

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### **Recommendations to Council and Decisions made by Cabinet and reported for information**

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#### **3. POLICY AND FINANCIAL REVIEW 2005-06**

Cabinet **RECOMMEND THAT COUNCIL**

- (a) support the need for the development of a five year strategy combining service, financial and workforce elements, including the identification of priorities, with a draft going to Cabinet on 14<sup>th</sup> October 2004;
- (b) approve the revised annual process for Continuous Improvement Plans (CIPs) and budget preparation as indicated in report paragraph 3.3 and Appendix B;
- (c) agree that the authority wishes to remain debt-free and confirm the following financial policies to form part of the Medium Term Financial Strategy:
  - reduction of the working balance to £1.5 million;
  - debt-free status; and
  - use of capital receipts to fund General Fund capital expenditure in addition to the HRA and ICT, subject to the impact on the HRA being acceptable

- (d) agree to conduct public consultation for the Council's future financial strategy, with flexibility in the use of capital receipts;
- (e) indicate a preferred maximum budget option of setting the Council Tax at the shire district average to keep within possible capping criteria as indicated in Appendix D to the report, adjusted for all capital expenditure to be financed from capital receipts such that a higher level of revenue expenditure is supported; both for the purpose of consultation and to enable officers to start budget planning, but on the clear basis that the final decision will be subject to the results of consultation;
- (f) authorise a *South Cambs Magazine* survey as the most appropriate vehicle for public consultation, possibly with one public meeting at the Council offices and a web-based survey; a member/officer steering group being the appropriate means of steering the consultation;
- (g) request Portfolio Holders to discuss with their lead officers realistic options for savings of 4%, including an indication of the likely amounts, for presentation as part of the public consultation and with a view to savings in 2005/06; and agree that a percentage of savings are to be found from support services.

Cabinet **AGREED**

- (a) that Councillors JD Batchelor, Mrs DSK Spink and RT Summerfield be appointed to the Member / officer steering group for the public consultation exercise;
- (b) that the Member / officer steering group meet as soon as possible in view of the need to proceed quickly in this matter, noting the deadlines for the September issue of *South Cambs Magazine*.

**4. 2004-05 PAY AWARD**

Cabinet **RECOMMEND TO COUNCIL**

that a pay award of 4.2% be applied from 1st April 2004 and that budgets be increased by £98,000 to address the resultant shortfall.

Cabinet **AGREED**

- (a) that a commitment be made to reviewing the Council's approach to alternative forms of working, including the use of term time contracts and annualised hours, by March 2006, subject to consultation with UNISON on the detailed proposals;
- (b) that further consultation be held on the removal of core hours from the flexible working hours policy;
- (c) that the accumulation of flexi-leave be granted only in exceptional circumstances, subject to Chief Officer approval;
- (d) that all flexi-leave provision be capped at:
  - 2004/05 – 8 days
  - 2005/06 – 6 days
  - 2006/07 – 4 days
- (e) that a corporate time recording system be introduced, subject to consultation with UNISON on the detailed proposals;

- (f) that one concessionary leave day for new and existing employees be withdrawn effective 2005/06 (affecting Christmas 2005), to be reinstated only when an extra day is required to close the Council Offices between Christmas and New Year and for that purpose only; and
- (g) that overtime arrangements be reviewed subject to consultation with UNISON on the detailed proposals.

**5. TRAVELLERS POLICY**

Cabinet **RECOMMEND TO COUNCIL** that the policy on Traveller Issues be adopted.

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**Decisions made by the Cabinet and reported for information**

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**6. PENSIONS - EMPLOYEES PRE 1972**

Cabinet **AGREED**

to adopt a policy of awarding Compensatory Added Years (CAY) including pre-1972 service, where appropriate, whether or not the employee has made additional contributions in order to uprate their pre-1972 service, so long as this does not provide the employee with a greater benefit than they would be received at their expected date of retirement.

**7. PENSIONS - FIXED TERM EMPLOYEES**

Cabinet **AGREED**

that the Council's discretionary policy regarding the award of Compensatory Added Years (CAY) would not apply to individuals employed under fixed-term contracts.

Cabinet **NOTED** the direct and indirect pension cost implications for the Council resulting from the amendment to primary legislation relating to fixed-term employees.

**8. HUMAN RESOURCES (HR) STRATEGY**

Cabinet **AGREED** to adopt the HR Strategy.

**9. POLICIES FOR PROTECTION OF CHILDREN AND VULNERABLE ADULTS FROM ABUSE**

Cabinet **AGREED**

- (a) to approve the Protection of Children and Young People from Abuse Policy and the Protection of Vulnerable Adults from Abuse Policy;
- (b) that there should be a progressive implementation of the policies, subject to information and training being provided across the Council, with a view to full implementation by autumn 2004.

**10. LOCAL PUBLIC SERVICE AGREEMENTS**

Cabinet

**AGREED** to support the division of performance reward grant money equally between the 5 Local Strategic Partnerships and that the Cambridgeshire County Council be strongly recommended to adopt this approach.

**11. COLLECTIVE CABINET RESPONSIBILITY**

Cabinet **AGREED** the following wording as the Collective Responsibility Protocol, purely as a decision of Cabinet and not for incorporation into the Constitution:

“Cabinet Members should not disagree with agreed Cabinet decisions outside Cabinet meetings. Cabinet Members may speak against recommendations from Cabinet at Council. They are in no different position from any other member of the Council in respect of decisions made by Council, but are asked to use discretion.”

**12. APPOINTMENTS**

Cabinet **AGREED**

- (a) that the Leader be named by office as a member of the Travellers Consultative Group;
- (b) to accept the nominations of the Development and Conservation Control Committee:
  - the Chairman of Development and Conservation Control Committee, ex-officio, with the Vice-Chairman as substitute;
  - Councillor MJ Mason
  - Councillor TJ Wotherspoon
- (c) That the Community Development and Conservation, Sustainability and Community Planning Portfolio Holders represent the Council on the South Cambridgeshire Crime and Disorder Partnership Group for 2004/05.

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**Information Items**

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**13. TRAVELLERS COSTS QUARTERLY UPDATE**

Cabinet **NOTED** the report.

**14. PREDICTED OUT-TURN 2003-04**

Cabinet **NOTED** the report.

**15. QUARTERLY MONITORING REPORT AND PRUDENTIAL INDICATORS**

Cabinet **NOTED** the projected expenditure position and the monitoring of prudential indicators.

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**Standing Items**

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**16. MATTERS REFERRED BY SCRUTINY AND OVERVIEW COMMITTEE**



None.

**17. CAMBOURNE**

This item was removed from the agenda.

**18. EXCLUSION OF PRESS AND PUBLIC**

**RESOLVED** that the press and public be excluded from the meeting during consideration of the following items in accordance with the provisions of Section 100(A)(4) of the Local Government Act 1972 (exempt information as defined in Paragraphs 8, 9 and 12 of Schedule 12A of the Act).

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**Confidential Items**

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**19. TO CONFIRM THE MINUTES OF THE MEETING HELD ON 4TH JUNE 2004**

The Leader was authorised to sign the confidential minutes of the meeting held on 4<sup>th</sup> June 2004 as a correct record.

**20. PROVISION OF COMMUNITY FACILITIES IN NEW DEVELOPMENTS**

Cabinet **NOTED** the report.

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**The Meeting ended at 5.35 p.m.**

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

At a meeting held on Tuesday, 13<sup>th</sup> July 2004

PRESENT: Cllr Mrs JM Healey (Portfolio Holder), Cameron Adams, Chris Bethell, Iain Green, Nick Grimshaw and Simon McIntosh

Apologies for absence were received from Clare Roberts, Cllr Mrs DSK Spink & Jane Thompson.

**1. MINUTES**

1.1 The Minutes of the meeting held on 13<sup>th</sup> July 2004 were approved as a correct record.

**2. MATTERS ARISING**

2.1 Minute 2.6 (Presentation by Woking BC) – CA reported that he had held discussions with the Chief Executive regarding a feasibility study into the possible creation of an Energy Supply Company through either the forthcoming Infrastructure Partnership or by individual local authorities including South Cambs. He was hopeful that further progress would be made.

2.2 Minute 5.1 (Village Mobile Warden Grants) – SMc stated that it possible that the Primary Care Trust would provide funding for mobile wardens. He expected that a report would go to Cabinet in September.

**3. TOURISM**

3.1 CB gave a summary of the importance of tourism to South Cambridgeshire:

- The District had approximately 3 million tourists a year
- In 2002 these tourists contributed £133.4 million to the local economy
- 3,200 workers were employed in the tourist industry, which equated to 5% of total jobs.

3.2 It was the aim of the Council to promote the District's hotels and bed & breakfast establishments to encourage more tourists to stay in South Cambridgeshire. Last year the Council awarded a grant to hotels and bed & breakfast establishments who wished to be quality graded. The Council paid an annual subscription to the East of England Tourist Board to advertise the tourist attractions within the District. 50,000 copies of the bi-annual South Cambs mini guide would be produced this year.

3.3 A Tourist Information point had been installed at Trumpington Park & Ride and it was expected that a web kiosk would be added to allow tourists to make bookings and discover more about the local tourist attractions. The domain name [www.visitsouthcambridgeshire.org](http://www.visitsouthcambridgeshire.org) had been purchased and it was hoped that this site could become as informative as the Cambridge City site.

3.4 It was understood that Clare Roberts was employed at the Tourist Office in Cambridge on behalf of the Council. SMc suggested that Clare arrange for Cllr Mrs Healey to visit the Trumpington Park & Ride site.

3.5 It was understood that it was unlikely that the Highways Agency would agree to the displaying of tourist information signs on the M11. **CB stated** that he would ask the Agency to provide reasons for the refusal in writing.

#### **4. REPORT FROM THE STRATEGIC DEVELOPMENT OFFICER**

##### **Joint Local Authority Feasibility Study “Delivering Renewable Energy in the Cambridge Sub-Region”**

- 4.1 CA circulated copies of the report at the meeting. The purpose of this study was to determine the technical potential and capacity to implement renewable energy systems (RES) in association with the new housing developments that are planned within the Cambridge Sub-region over the Structure Plan period, which is up until 2016.

##### Disseminating the Report

- 4.2 It was suggested that the report should be put on the web site to allow all officers and Members to view its findings. It was also suggested that Members should be given a presentation regarding the potential of renewable energy systems in the District.
- 4.3 CA explained that for a wind farm to be viable an average wind speed of 6 metres per second was required. It was suggested that this report could be relevant to an application for a wind farm at Boxworth/Connington. CA stated that the BWEA had produced a document that addressed the concerns that many residents had regarding wind farms.

##### Saving Energy

- 4.4 CA spoke of the growing importance of renewable energy sources as it was estimated that the Britain's supply of offshore gas would run out in the next few years making it more reliant on overseas sources. CO<sub>2</sub> emissions needed to be reduced by 80% before 2050 to avoid a 4° to 5° C increase by the end of the century. 500 people in Britain and 1500 in France died from heat exhaustion last year.
- 4.5 CA stated that long term energy costs could be reduced if more resources were allocated to housing design. It was understood that homes built by housing associations were likely to be more energy efficient due to the strict rules they had to comply with. It was expected that a housing development in Chatteris would be a good example of sustainable housing. It was noted that the Council Office's mixed mode air flow saved the authority £36,000 a year in air conditioning costs. Staff needed to be reminded not to open the windows when it was hot as this interfered with the mechanical air flow.

##### **Climate Menu Workshop**

- 4.6 CA reported that 18 staff had signed up to attend the Climate Menu Workshop. The overall aim of the European Climate Menu Programme is to identify and develop best practice and provide a policy toolkit that local authorities across Europe can utilise.
- 4.7 The Climate Menu is designed to help local authorities work through the process of identifying, prioritising and securing consensus about the actions to tackle climate change that can be taken over a defined five-year period.
- 4.8 The Climate Menu workshop will enable our Council to select from a series of possible policy responses and associated ambition levels involving each department. It will also help our Council to devise a coherent, consensual policy approach towards climate change.

##### **Proposed Siting of a Wind Turbine at Cambourne Business Park**

- 4.9 CA reported that he was liaising with Aquagen and the developers' consortium regarding the possibility of siting a wind turbine on a 3 ½ acre site between the office and the A428. A possible stumbling block was the fact that the purchasing agreement was for 12 years but other businesses on the park only had a five year lease. It was suggested that the Council could purchase the lease and sell it to the businesses on five year slots.

## **5. REPORT FROM THE CONSERVATION MANAGER**

### **Development of Coton Countryside Reserve**

- 5.1 NG circulated a plan of the Coton Countryside Reserve, showing the habitats, the access points and the farm operations. Approximately half the required funding had been received from the ODPM but it was unclear how much the Council would be asked to contribute. It was hoped that local artists would be able to work on signage within the reserve.
- 5.2 NG stated that more detailed plans, including a timetable, would be submitted to the Conservation Advisory Group in due course. The portfolio holder expressed her support for this scheme.

### **Development of New Woodland Trust Projects in South Cambridgeshire**

- 5.3 NG outlined proposals by the Woodland Trust to develop major new countryside access projects in the district. He stated that there were two specific sites: a 120 acre site near Bourn and a 50 acre site near Eversden. Support was expressed for the proposal of planting at least one tree for every Cambridgeshire child.
- 5.4 The portfolio holder expressed her support in principle for this scheme.

## **6. VERBAL REPORTS OF THE CONSERVATION MANAGER**

### **South Cambs Environment Group**

- 6.1 NG reported that the first meeting of the South Cambs Environment Group would take place on 19<sup>th</sup> July 2004 and representatives from the County Council, the Wildlife Trust and the National Trust would be there.

### **Future Working with the Farming and Wildlife Advisory Group on the Cam Catchment Sustainable Farming Project**

- 6.2 NG suggested that the Conservation Advisory Group should receive a presentation on this project to ascertain their views on progress and its future development. The portfolio holder agreed with this course of action.

## **7. FUTURE WORKING ARRANGEMENTS WITH THE CONSERVATION ADVISORY GROUP**

- 7.1 NG stated that the Conservation Advisory Group tended to meet every 6 weeks and the portfolio holder would meet with the relevant officers shortly after each meeting and make decisions on the matters discussed by the Group.
- 7.2 It was agreed that it was preferable to have both meetings on the same day with the Conservation Advisory Groups in the morning followed by the portfolio holder meetings in the afternoon. It was expected that the Conservation Advisory Group would discuss relevant sustainability issues.
- 7.3 It was agreed that a draft schedule of meetings should be planned, which members of both groups would be asked to agree.

## **8. REPORT FROM THE HEAD OF COMMUNITY SERVICES**

- 8.1 SMC expressed concern that the officer LSP group did not secure the involvement of senior officers. The portfolio holder agreed that an executive group of LSP officers should be set up.

**9. DATES OF NEXT MEETING**

9.1 It was suggested that the next meeting be held on 1<sup>st</sup> September. *But on reflection it was realised that Development and Conservation Control Committee will be held on this date.*

9.2 *After the meeting it was suggested that the portfolio holder Group should next meet on Wednesday 15<sup>th</sup> September at 2pm, in the Ground Floor Meeting Room. The following schedule was also suggested with Conservation Advisory Group in the morning and the portfolio holder's meeting in the afternoon:*

- *27<sup>th</sup> October 2004*
- *8<sup>th</sup> December 2004*
- *26<sup>th</sup> January 2005*
- *9<sup>th</sup> March 2005*

*The meeting closed at 12.03pm*