



**COUNCILLORS' BULLETIN
15 DECEMBER 2004**

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**South
Cambridgeshire
District Council**

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**COMMITTEE MEETINGS FROM:
20th December to 24th December**

Monday 20 Dec 2004	2.00 pm	Housing Options Working Group	Swansley Room
Tuesday 21 Dec 2004			
Wednesday 22 Dec 2004	12.00 pm	Lunchtime Seminar (see below)	Council Chamber
Thursday 23 Dec 2004			
Friday 24 Dec 2004			

CONTACT CENTRE PRESENTATION 16TH DECEMBER 2004

Steve Rayment, Assistant Director of Finance and Resources (ICT) invites members to a presentation in the Council Chamber on Thursday 16 December 2004 at 12 o'clock noon. The topic is "CASCADE – Background and overview of the **C**ustomer **A**ccess to **S**outh **C**amb^s **D**evelopment project and its relationship with the Contact Centre: an opportunity to refresh your understanding of what, why, where and when".

LUNCHTIME SEMINAR – HAVEN'T WE DONE WELL?

12pm, Wednesday 22 December, Council Chamber

A light-hearted overview of what we have all achieved this year. From moving to Cambourne and a full council election, to winning a national waste and recycling award, it's been a busy and productive year, but sometimes we're so preoccupied we miss out on the best bits! The presentation will finish with an alternative award ceremony!

Speaker: John Ballantyne, Chief Executive

To reserve your seat for this seminar, and to ensure that enough food is ordered, please e-mail reception@scamb.gov.uk.

HOLIDAY CLOSING ARRANGEMENTS

Date	Cambourne Office	Cambridge Office	Contact Centre
Fri 24 Dec 2004	Closing at 3 pm	Closing at 5 pm	Closing at 5 pm
Mon 27 Dec 2004	Bank Holiday – Closed	Bank Holiday – Closed	Bank Holiday – Closed
Tues 28 Dec 2004	Bank Holiday – Closed	Bank Holiday – Closed	Bank Holiday – Closed
Wed 29 Dec 2004	Closed	Closed	Open
Thurs 30 Dec 2004	Closed	Closed	Open
Fri 31 Dec 2004	Closed	Closed	Closing at 5 pm
Mon 3 Jan 2005	Bank Holiday – Closed	Bank Holiday – Closed	Bank Holiday – Closed
Tues 4 Jan 2005	Resumes normal hours	Resumes normal hours	Resumes normal hours

NEW ADVISORY GROUPS

Cabinet on 9th December 2004 agreed to set up two new Advisory Groups: Housing for Older People and Information & Communications Technology.

Housing for Older People

The Housing for Older People Advisory Group will advise the Housing Portfolio Holder and provide guidance on the Action Plan produced by the recent Best Value Review of Sheltered Housing, including considering the effect of changes to sheltered schemes on Right to Buy. This Advisory Group will not exceed nine members and will be politically proportionate. To allow for informed debate, volunteers should have knowledge of existing sheltered schemes in their villages. To volunteer to serve on this Advisory Group, please contact your Group Leader as soon as possible. Group Leaders, please forward names to Democratic Services before 4th January 2005 so Cabinet can make appointments on 13th January 2005.

Information & Communications Technology

The Information & Communications Technology (ICT) Advisory Group will advise the Information and Customer Services Portfolio Holder on e-government issues and the Contact Centre /

CASCADE project. To volunteer to serve on this Advisory Group, please contact Democratic Services before 1st February 2005 and Cabinet will make appointments on 10th February 2005.

NEW STANDING ITEM ON CABINET AGENDA – UPDATES FROM MEMBERS APPOINTED TO OUTSIDE BODIES

This new item on Cabinet agendas will allow Councillors appointed to outside bodies the chance to share any information with other Members. If you are unable to attend a Cabinet meeting, please e-mail any details to Democratic Services (democratic.services@scambs.gov.uk) so your update can be presented and recorded in the minutes for the benefit of all Councillors.

IT AND COMPUTER ISSUES – FREQUENTLY ASKED QUESTIONS

With the help of ITNET, the Members' Information Intranet site will include a section for frequently asked questions about Information Technology (IT) and computer issues. As the site grows, it will be broken down into various sections: basic computer terminology, the World Wide Web, e-mail and some areas for questions about software like Word and Excel. To access the site, log on to the intranet and click on the link at the top to Members' Info. Then click the link at the top of the next page to IT FAQ. If you have any questions to add to this site, please e-mail them to democratic.services@scambs.gov.uk and we'll notify Members via the bulletin whenever the site is updated. **If you have any questions about usernames, passwords or connecting to the Intranet, please contact ITNET on 0800 783 7237.**

TRAINING COURSES

Speed Reading

There are still a few places left on the speed reading course being held on Thursday 3rd February 2005 from 9 a.m. till 12.30 p.m.

If you would like to improve your reading speeds and learn techniques for handling large amount of written information, this could be just the course for you. The course will be led by Ian Johnson from EERA and was well received the last time it was run.

If you would like to attend, please contact Susan May (susan.may@scambs.gov.uk) before 24 December 2004.

Planning Policy Training for Members – why is it important?

Why should you come to the briefing on planning policy on 13th January at 2.00 p.m.?

Planning policies guide development proposals in all our villages and the countryside. They are the starting point for determining the thousands of planning applications received each year.

Planning policy is one of the few issues reserved for full Council alone to make decisions. Planning policy can have significant implications for the district as a whole as well as in specific localities. Yet plan-making is a lengthy process compared to many of the Council's activities and as a consequence meetings are infrequent, decisions are cumulative and there is a need for Members to have an eye to the 'big picture' when they are making decisions on plans.

Plan-making can also be particularly challenging as Members will often be asked to take a district-wide perspective and to make decisions about accommodating future residents of the District who do not yet have a voice to be heard.

This briefing session should go some way to help Members prepare for this important role and in particular the series of meetings between January and June 2005 on the policies and proposals for South Cambridgeshire's first Local Development Framework.

The present planning challenge facing South Cambridgeshire is enormous – we have been asked to accommodate one of the highest levels of growth in the eastern region over the next 15 years, now prescribed by the Government's Regional Planning Guidance and the County Structure Plan, as well as to protect and enhance the character and environment of the district.

This growth will inevitably impact on all our villages whether they are near to the development areas or not. The Council has the opportunity to steer the way in which it happens through the policies we create in our new Local Development Framework.

In addition to these challenges, there has been a sea change in the legislation on the plan-making system and this training offers Members the opportunity to get to grips with its complexities.

Be prepared for this most important series of decisions affecting the District for years to come!

Please let anyone in Democratic Services (democratic.services@scambs.gov.uk) know if you are able to come along at 2 o'clock on Thursday, 13th January 2005 for this briefing.

You do not need to respond if you have already put your name down.

JANUARY AND FEBRUARY 2005 TRAVEL EXPENSE CLAIMS

With the introduction of a new payroll system, all January and February expense claims must be received earlier than usual. Please make sure all claims for travel expenses are received by Democratic Services by **Friday 7th January 2005** to ensure processing for January's payroll and **Thursday 10th February 2005** to ensure processing for February's payroll. Claims received after these dates will be processed the following month. The deadline should return to normal by March.

Expense claim forms are available in the Members' Lounge or can be downloaded from the Members' Info section of the SCDC Intranet: click on the Members' Info button from the top of the Intranet home page and the links to expense claims are found at the bottom of the next screen. Right-click on the relevant link and choose "Save Target As", save the file to your computer and enter the necessary information. **Please make sure to fill in your name and address at the top of your expense claim form.**

CALL-IN ARRANGEMENTS

The Chairman of the Scrutiny and Overview 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 22nd December 2004 at 5 pm**. All decisions not called in by this date may be implemented on **Thursday 23rd December 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 and Overview Committee Procedure Rules', paragraph 12.

DECISIONS MADE BY THE CONSERVATION, SUSTAINABILITY AND COMMUNITY PLANNING PORTFOLIO HOLDER

Subject	Decision	Reasons
Buildings at Risk – Progress and Proposed Action	Authorised the publication of South Cambridgeshire Historic Buildings at Risk List on the internet site, on a six monthly basis, subject to confirmation of positive legal advice	To identify vacant buildings and encourage wider interest in their restoration and re-use.

Partnership working with the Wildlife Trust	<p>To establish a prioritised one-year pilot study of County Wildlife Sites from 2005/06, funded via a grant of £2,500 from the Heritage Initiative Fund.</p> <p>Subject to the result of the pilot, agreed to seek additional funding within 2006/07 (via a CIP) to support an appropriate three-year service level agreement to potentially support the Wildlife Trust's work on both managing wildlife sites and surveying County Wildlife Sites.</p>	
Foxton Dovecote Meadow, Village Green Space	<p>To authorise the adoption of the "Foxton Dovecote Meadow Management Plan November 2004" as the basis for development of the Foxton Village Green Space.</p> <p>To authorise the release of £5,000 from the Heritage Initiative Fund to Foxton Parish Council</p>	To support the implementation of the management plan, on completion of the lease of the site to Foxton Parish Council
Management of Roadside Verges	Request that officers work with the Biodiversity Partnership and the County Council in maintaining protected and non-protected roadside verges, whilst considering road safety.	
Sawston Hall	To explore design and conservation issues with the Conservation Advisory Group and Historic Buildings Officer	
Parish Paths Partnership (P3) – Progress and Support in 2005/06	To continue to fund the Parish Paths Partnership (P3) scheme for a further 1 year from 2005/06, at the equivalent of the 2004/05 grant sum, subject to establishment of the Council's mid-term financial strategy.	Will help to develop links between this scheme and strategic open space projects which will both enhance the network and meet the objectives of the Community Strategy
Duxford Imperial War Museum – Potential Designation of a Conservation Area	Recommended that the proposed Conservation Area for Duxford be undertaken as a matter of urgency	In order to inform and influence the preservation and management of change at the area of special architectural and historic interest.

Historic Buildings at Risk	<p>Asked the Conservation Advisory Group to accept the role of scrutinising the proposed action set out in the List of Historic Buildings at Risk, and consider 6 monthly reports, to enable them to seek appropriate resources where necessary.</p> <p>To continue to seek to maintain appropriate budgetary resources to enable the authority to intervene where necessary to secure the future of historic buildings at risk and meet its responsibilities under the acts.</p>	
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RECOMMENDATIONS MADE BY THE CONSERVATION, SUSTAINABILITY AND COMMUNITY PLANNING PORTFOLIO HOLDER AND REPORTED FOR INFORMATION

Subject	Recommendation	Reason
St Denis Church at East Hatley	Agreed to take a report to Cabinet on 13 th January 2005	
Historic Environment Champion	Recommend that Cabinet on 13 th January 2005 formally recognise and promote the Historic Environment Champion's role as a key component of the Conservation, Sustainability & Community Planning portfolio	This will ensure that the opportunities presented by the enhanced partnership working with the ODPM and English Heritage can be fully realised

DECISION MADE BY THE ENVIRONMENTAL HEALTH PORTFOLIO HOLDER AND REPORTED FOR INFORMATION

In light of the immediate need to progress the scheme before Christmas, this decision was taken under the special urgency provisions as detailed in Part 4 of the Council's Constitution: Access to Information Procedure Rules, Paragraph 16 (Special Urgency), with the agreement of the Chairman of the Scrutiny and Overview Committee and of the Chairman of the Council.

This decision is exempt from call-in.

Subject	Decision	Reasons
Plastics Recycling Scheme	<p>Agreed that:</p> <p>(a) the Council increase the plastics recycling capacity at certain sites by replacing the existing banks with larger containers;</p> <p>(b) the existing banks be considered for use to increase capacity at certain sites, the redeployment to be considered based on capacity and the amount of available space at all existing and potential sites;</p>	As per the recommendations of the Waste Management Advisory Group on 9 th December 2004.

	<p>(c) that large labels be affixed to all plastics recycling banks detailing the need to wash and crush bottles and remove caps before recycling, the normal dates on which the banks are emptied, and a warning that littering was a punishable offence;</p> <p>(d) the additional 2004/05 revenue cost be funded by appropriate virement within the Environmental Health Portfolio;</p> <p>(e) the additional revenue costs from 2005/06 onwards be funded by appropriate permanent virement within the Environmental Health Portfolio;</p> <p>(f) provision of further sites not be considered until such time as all capacity issues have been resolved and the operation of the scheme stabilised; and</p> <p>(g) a further report be submitted three months after the implementation of the revised scheme, including the results of officers' investigations into the use of bottle-crushing rollers</p>	
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DECISIONS MADE BY THE HOUSING PORTFOLIO HOLDER

Subject	Decision												
Housing Grants: Partnership Project Officer for the Cambridge Northern Fringe	Agreed that a saving of £3,500 be achieved to ensure that funding is available to cover the costs of the Partnership Project Officer for the Cambridge Northern Fringe, which will impact on the Housing General Fund												
Housing Grants	<p>Agreed that Grants totalling £19,420 be made as follows for inclusion in the Housing General Estimates for 2005-06:</p> <table border="0"> <tr> <td>a. Cambridge Women's Aid</td> <td>£7,150</td> </tr> <tr> <td>b. Cambridge SOFA</td> <td>£2,000</td> </tr> <tr> <td>c. Cambridge Cyrenians</td> <td>£2,500</td> </tr> <tr> <td>d. Cambridge Women and Homelessness Group</td> <td>£3,270</td> </tr> <tr> <td>e. Papworth Housing Advice Service</td> <td>£3,500</td> </tr> <tr> <td>f. Cambridgeshire ACRE</td> <td>£1,000</td> </tr> </table>	a. Cambridge Women's Aid	£7,150	b. Cambridge SOFA	£2,000	c. Cambridge Cyrenians	£2,500	d. Cambridge Women and Homelessness Group	£3,270	e. Papworth Housing Advice Service	£3,500	f. Cambridgeshire ACRE	£1,000
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e. Papworth Housing Advice Service	£3,500												
f. Cambridgeshire ACRE	£1,000												
Application for vehicular right of way over Council verge to 14 Orchard Way, Melbourn	Granted, subject to valuation, on condition that the access is constructed and maintained by the applicant.												

DECISIONS MADE BY THE LEADER AND THE ENVIRONMENTAL HEALTH AND RESOURCES AND STAFFING PORTFOLIO HOLDERS

Subject	Decision	Reasons
Additional Disabled Facilities Grant Funding	To approve the allocation of a further £100,000 to the Disabled Facilities Grant budget, in addition to the £178,000 approved by full Council on 28 October 2004.	Council delegated authority to the Leader and Portfolio Holders for Environmental Health and Resources and Staffing to approve additional DFG funding upon review of outstanding demand.

DECISIONS MADE BY OFFICERS AND REPORTED FOR INFORMATION

Community Development Officer

Applicant	Decision and Reasons
Longstanton Parish Plan Steering Committee	Awarded Community Development Grant CD10 of £2,000 to create a Parish Plan document for the village that will maintain and improve quality of life in the village, through co-operation and consultation with the Parish Council and residents. The Parish Plan will ensure that future projects meet the community's needs and will therefore be sustainable. Outcomes identified by the plan will also attract external funding to the village.

SOUTH CAMBRIDGESHIRE DISTRICT COUNCIL

At a meeting of the Resources and Staffing Portfolio Holder Meeting held on
Tuesday, 23 November 2004 at 9.30am

Present:	RT Summerfield Mrs DSK Spink MBE	Portfolio Holder Leader of the Council
Officers:	John Ballantyne Greg Harlock	Chief Executive Finance and Resources Director

1. APOLOGIES FOR ABSENCE

1.1 There were no absentees.

2. MINUTES OF MEETING HELD ON 26TH OCTOBER 2004

2.1 The Minutes of the meeting held on 26th October 2004 were agreed as a correct record.

3. MATTERS ARISING

3.1 Min 3.2 – microphones in the GFMR (The Swansley Room) – It was reported that four connecting cables had now been received that would allow the microphones used at Hills Road to be installed. It was anticipated that the microphones would be installed shortly.

3.2 It was noted that some Members had requested microphones in all meeting rooms, however it was felt that this was unnecessary, as hearing loops had been installed in the smaller meeting rooms. However, as one Member had recently experienced difficulties using the hearing loop system it was requested that the systems be checked to establish that they were all in working order. **Office Services Manager to action**

3.3 Min 3.7 – road signage from the A428 – The Office Services Manager had received an estimate for the cost of a new direction sign for the offices on the A428 roundabout that amounted to £3000; a new larger sign would be required, as the existing sign had no free space. In these circumstances, it was agreed that the County Council be approached to consider providing a sign on the roundabout off the A428 at the entrance to the Business Park. **Office Services Manager to action**

3.4 Min 3.6 – Toilets – It was reported that all defective toilet locks had now been replaced, however in view of the number of locks that had required replacement since occupation of the building, it was requested that spare locks and disc mechanisms be ordered. **Office Services Manager to action**

3.5 The Portfolio Holder noted that a list of names, addresses and contact details of contractors were included in the set of building manuals supplied to the Council by McAlpines.

3.6 Min 9.1 – Medium Term Financial Strategy – The Portfolio Holder thanked the Finance and Resources Director for his excellent presentation at the training seminar held on 10th November.

3.7 Min 12.2 – Manual Lighting Switches in Meeting Rooms – Quotes from the original installation contractor were awaited. The Portfolio Holder authorised the installation of the switches once the quotes had been received. **Office Services Manager to action**

3.8 Min 12.3 – Clicking Door between First Floor Meeting Room and Council Chamber –

Representatives from McAlpines had reassessed the clicking door and recommended that a hole in the door required realignment in order for the electrical mechanism to function correctly. The procedure required the collaboration between a carpenter and electrician to be supplied by McAlpines. **Office Services Manager to follow up**

4. REVENUE COLLECTION STATISTICS AS AT 31.10.04

4.1 In considering the data provided in the agenda, the Portfolio Holder queried the situation of the figures being identical for the previous and current months, particularly relating to Current Caseload in the Housing Benefit Performance section. **GJH to check the figures.** The Portfolio Holder noted the remaining information relating to the statistics.

5. PERFORMANCE INDICATORS

(a) Sickness Absence Report

5.1 The Portfolio Holder was disappointed at the forecast in the end of year sickness per full time (FTE) equivalent of 12.6 days as the target for this financial year was 8 days per FTE. The figure was mainly due to long-term sickness, and it was noted that to exclude that figure per FTE would reduce the overall sickness figure for the previous six months to 2.6 days per FTE.

5.2 Comparative information of sickness absence had been obtained from Daventry Benchmarking Group and it was noted that SCDC was above average for the group. The question was raised as to whether some other councils had excluded their long-term sickness from the figures provided. **HR Manager to check**

5.3 Various measures had been implemented to reduce sickness levels within the authority and it was further suggested that an on site nurse be employed to provide a prompt assessment for staff who had been off sick.

5.4 In conclusion, the Portfolio Holder,

AGREED that a part-time nurse be employed on site for half a day per month at a cost of £300,

NOTED the remaining information provided in the report and the additional information that the figure for voluntary leavers was 3.9%.

(b) Income Recovery – Performance Review Report

5.5 The half-yearly report on arrears of Council House Rents, House Mortgage Repayments, National Non-Domestic Rates, Council Tax and Miscellaneous Income at 30th September 2004 and summary information related to debts written off under the delegated authority of the Finance and Resources Director was noted.

(c) Land Charges Search

5.6 The Head of Legal Services distributed a report showing details of a proposal to computerise Land Charges that would contribute towards Government requirements for the delivery of services electronically by December 2005. It was noted that funding for the project would be included in the financial budget for 2004/05 and as current search fees were below the national average an increase in the fees could be implemented with a projected payback within two years. The Portfolio Holder **AGREED** to support the proposals to computerise Land Charges and raise the local search fee to £130, with a lower fee of £125 for National Land Information Service transactions, effective from 4th January 2005.

- (d) Performance Indicator BV 8 - percentage of undisputed invoices paid within 30 days

5.7 The Portfolio Holder reviewed the action to be taken that may help to achieve the target figure and agreed that the PI owner, with the support of Policy and Performance, would meet those officers who do not process invoices speedily to see if improvements in processing can be identified. Officers were also to be made aware of the 'disputed invoice procedure' and PI owners would report the statistics on a monthly basis to Management Team who would monitor progress until the requisite improvement in performance had been achieved.

6. COUNCIL TAX REVALUATION

6.1 The Government has undertaken to implement a council tax revaluation based on 1st April 2005 property values that would take effect from 1st April 2007. The Office of the Deputy Prime Minister was seeking views on whether additional information relating to properties should be included on the council tax valuation list. Having considered the proposals, the Portfolio Holder supported the:

- (a) principle of property attributes being added to the valuation list and the publication of the list both nationally and on the Valuation Office Agency's website both before and after the valuation process had been completed, and
- (b) addition to the valuation list of the property attributes contained in the consultation paper and that the Valuation Office Agency should send out a notice to council taxpayers containing the information listed in the consultation paper, with the exception of a locality map, as it is felt that this was unnecessary because the council taxpayer was unlikely to need that information.

7. IRRECOVERABLE DEBTS TO WRITE OFF BY THE PORTFOLIO HOLDER

7.1 The Portfolio Holder having noted that all efforts to recover outstanding debts had failed, authorised the write off of £22,650.93 non domestic rates, £9,761.43 Council Tax and £2,729.90 Rent as irrecoverable debts as listed in Appendix A to the report.

8. IRRECOVERABLE DEBTS FOR WRITE-OFF BY CABINET

8.1 The Portfolio Holder having noted that all efforts to recover outstanding debts had failed, recommends to Cabinet that:

- (a) £26,770.72 be written off as irrecoverable debts as detailed in Appendix A attached to the report, and
- (b) the Constitution Working Party gives authority to the Resources and Staffing Portfolio Holder to write off individual irrecoverable debts up to Level 2 (£25,000). The level that the Finance and Resources Director could write off would remain the same (£2,500).

9. FORWARD PROGRAMME DEC 2004 - MARCH 2005

9.1 It was reported that future financial matters had unfortunately been excluded from the Programme; this would be rectified the following month. The Portfolio Holder noted the contents of the Forward Programme.

10. ACCOMMODATION (STANDING ITEM)

10.1 (a) Flooding
McAlpines had recently carried out a routine inspection and some

intermediate remedial work had been made. McAlpines would also be making an inspection of the electrical work where the leak occurred.

- 10.2 (b) Rain Suppressant
The Portfolio Holder queried when the rain suppressant would be installed and as a date had not yet been arranged, the **Office Services Manager would seek a progress report.**
- 10.3 (c) Heating in Council Chamber
The Portfolio Holder, having noted that the heating was inadequate in the Council Chamber requested that an improvement be made before the next meeting of Council on 25th November. **Office Services Manager to action**
- 10.4 (d) Dirty Crockery
It had been noted that dirty crockery had in some instances been left overnight, particularly in the Members' Lounge before being cleared away. In response, the **Officer Services Manager** was requested to ask the catering staff to clear the Members' Lounge and all meeting rooms of dirty crockery as soon as possible after they had been finished with.
- 10.5 (e) Windows in the Doors of Interview Rooms
Following a request that windows be inserted into the doors of the ground floor interview rooms for security purposes, it was noted that quotes had been received from several companies; however an outstanding quote from the DLO was awaited.

11. ANY OTHER BUSINESS

- 11.1 (a) Gershon - Efficiency Gains in Local Government
It was noted that the target for efficiency gains in local government would be 2.5% per annum. For this Council, it would mean efficiency savings of approximately £300,000.
- 11.2 (b) Land for new Affordable Housing
The Portfolio Holder noted that the value of land released at no cost for the build of new affordable housing would be shown in the next appropriate Statement of Accounts. The Portfolio Holder also thanked the Head of Legal Services for his excellent presentation to the Scrutiny and Overview Committee on 18th November.

12. DATES FOR FUTURE MEETINGS

- 12.1 The dates for future meetings are as follows:

16th December 2004 at 10.30am

18th January 2005 at 9.30am

The Meeting ended at 11.40 a.m.

SOUTH CAMBRIDGESHIRE DISTRICT COUNCIL

At a meeting of the Waste Management Advisory Group held on
Thursday, 9 December 2004

PRESENT: Councillor DALG Wherrell – Chairman

Councillors: Dr SA Harangozo Mrs CAED Murfitt
Mrs GJ Smith Mrs BE Waters
Dr JR Williamson

and Councillor SGM Kindersley (Environmental Health Portfolio Holder).

Apologies for absence were received from Councillor JP Chatfield and the Chief Environmental Health Officer, and Councillor Mrs GJ Smith apologised for her late arrival.

1. DECLARATIONS OF INTEREST

None.

2. MINUTES OF PREVIOUS MEETING

The Advisory Group **AGREED** the minutes of the meeting held on 22 September 2004 as a correct record.

It was confirmed that "Heads of Terms" in the recommendation was a legal term referring to an outline agreement.

3. PLASTICS RECYCLING SCHEME

The Recycling and Waste Minimisation Officer explained that the plastics recycling scheme had been a victim of its own success:

- Usage was very high at some sites;
- A lack of capacity in the banks and the contractors being unavailable to empty the banks quickly enough was leading to plastics being left next to banks as side waste;
- Some plastics were being left as side waste even when the banks were only partly filled; and
- Not all residents were crushing the plastics and removing bottle tops as requested, causing the banks to fill up more quickly.

The Advisory Group was asked to recommend the replacement of some of the 3¼m³ banks with larger capacity 18m³ banks at those sites where they were most needed. The additional capacity should accommodate the amount of plastics received during weekends and allow the smaller banks to be relocated to alleviate problems elsewhere in the District. The contractors had confirmed that they would be able to manoeuvre their vehicles into the sites for emptying the larger banks. Local Members requested additional banks in Comberton and Melbourn, but acknowledged that there were also larger villages without any banks.

It was believed that the ongoing £40,000 revenue costs could be met from the additional income generated by the Council's decision to charge for bulky household item waste collection, although this would depend on demand for that service. If a funding shortfall were identified, funding in the first instance would be sought elsewhere within the Environmental Health Portfolio budget. Whilst some of the income generated from the bulky household item waste collection had originally been intended for use promoting Real Nappies, the Environmental Health Portfolio Holder had recently identified other funding

for this service. A report would be brought to a future meeting of the Advisory Group if funding difficulties arose.

The evaluation of the new waste collection and recycling service would include the existing communications strategy and identify the most effective forms of communications, hopefully streamlining the promotional campaigns and making funds available for the plastics recycling scheme. Members were assured that every effort would be made to minimise the effect on services of reducing the promotions operations including those relating to plastics recycling. Plastics recycling had been introduced because the public had asked for plastics recycling and the Council had sought to remove high-volume plastics from the waste stream thereby freeing up space in black bins. The effect of the plastics recycling scheme on the Council's recycling target and the County Council's landfill target was minimal.

Members noted that some people were disposing of carrier bags filled with plastics bottles and that loose carrier bags were often left at recycling sites. Adding a separate bin for carrier bags was inadvisable due to inflammability issues and because other authorities had found that such bins became used for general waste.

The Advisory Group felt that new, larger signs should be affixed to the banks advising people to wash and crush bottles and remove the caps, reminding of normal collection dates and warning that littering was an offence, although it was noted that similar signs went unheeded in other authorities and that it was important to focus on what could be done to keep the sites clean rather than taking enforcement action. It was felt that Parish Councils would support warnings about littering and that a "use it properly or lose it" publicity campaign could be conducted.

Concerns were expressed over the amount of waste likely to be left after Christmas, although it was noted that the Council could not collect on weekends or bank holidays and it was hoped residents would check the collection schedule and use common sense, taking advantage of the weekly black bin collections. The Chairman noted that he was now receiving complaints about the decreased green bin collection over the Christmas period, whereas previously residents had complained that the black bin collection was not sufficiently frequent.

Councillor Mrs GJ Smith queried whether bottle crushers could be incorporated into the banks, possibly at the disposal slot as she believed was the case in some other authority areas. Officers noted that crushers might not be sufficiently robust for the amount of usage and cited possible health and safety implications, but agreed to investigate if Councillor Mrs Smith could provide information on which other authorities used similar devices.

Officers agreed to write to all Parish Councils affected to advise of the decision and to clarify that the Council was working within limited budgets and could not empty the banks daily. Members queried whether Parish Councils could be asked to consider contributing towards the cost of increasing the frequency of emptying the banks. This would be investigated and raised with Parish Councils as appropriate.

The Waste Management Advisory Group **RECOMMEND TO THE ENVIRONMENTAL HEALTH PORTFOLIO HOLDER** that:

- (a) the Council increase the plastics recycling capacity at certain sites by replacing the existing banks with larger containers;
- (b) the existing banks be considered for use to increase capacity at certain sites, the redeployment to be considered based on capacity and the amount of available space at all existing and potential sites;
- (c) that large labels be affixed to all plastics recycling banks detailing the need to wash

- and crush bottles and remove caps before recycling, the normal dates on which the banks are emptied, and a warning that littering was a punishable offence;
- (d) the additional 2004/05 revenue cost be funded by appropriate virement within the Environmental Health Portfolio;
 - (e) the additional revenue costs from 2005/06 onwards be funded by appropriate permanent virement within the Environmental Health Portfolio;
 - (f) provision of further sites not be considered until such time as all capacity issues have been resolved and the operation of the scheme stabilised; and
 - (g) a further report be submitted three months after the implementation of the revised scheme, including the results of officers' investigations into the use of bottle-crushing rollers.

The Meeting ended at 9.45 a.m.

CABINET

At a meeting of the Cabinet held on
Thursday, 9 December 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 RE Barrett, RF Bryant, Mrs A Elsby, JA Hockney, MJ Mason, Mrs CAED Murfitt,
Dr JPR Orme, Mrs GJ Smith and Dr JR Williamson were in attendance, by invitation.

Procedural Items

1. MINUTES OF PREVIOUS MEETING

The Leader was authorised to sign the Minutes of the meetings held on 11th and 17th
November 2004 as correct records.

Medium Term Financial Outlook and Financial Strategy (Minute 2, recommendation
(j), 17th November 2004)

The Information and Customer Services Portfolio Holder reported that he and the
Resources and Staffing Portfolio Holder had met with the Chief Executive and Finance
and Resources Director and decided to set up a project team, comprised of the two
Portfolio Holders and officers, to progress the implementation of a back office / front
office structure.

2. DECLARATIONS OF INTEREST

None declared.

3. UPDATES FROM MEMBERS APPOINTED TO OUTSIDE BODIES

The Leader stated her wish to report back from an outside body. This would in future be
a standing item, to provide all Members with a forum for reporting information from
meetings of outside bodies.

Cambridgeshire Horizons

Cambridgeshire Horizons, formerly The Infrastructure Partnership, had set up a project
board for Northstowe, to which the Leader had been appointed as the Council's
representative. She had expressed her concerns to the project board Chairman that
representation was not very balanced, and he had accepted that she could invite the
relevant Portfolio Holder(s) to meetings depending on the agenda items, although they
would not be voting members.

Decisions made by the Cabinet and reported for information

4. PROVISIONAL LOCAL AUTHORITY FINANCE SETTLEMENT 2005-06 - LATE ITEM

Urgent item considered with the permission of the Leader.

The proposed Local Authority Finance Settlement was issued on the website of the Office of the Deputy Prime Minister (ODPM) on Thursday 2nd December 2004 and brought to Cabinet for comment. Although the previous system of floors was being continued, designed to ensure all classes of Authority received a minimum level of increase the method of funding the "safety net" had changed. Instead of imposing ceilings, or upper limits, on the amount of grant each individual authority could receive and using the excess to pay for the floors, for the coming year the floors would be financed by all those authorities receiving a grant in excess of the minimum amount. The result of the new system was that the 2005/06 grant to South Cambridgeshire would be reduced by £234,000, rather than the £72,000 reduction in 2004/05 under the previous system. The total net grant, allowing for inflation, was suggested to be £163,000 (£343,000 in cash terms) to fund population and service pressures.

Members were very disappointed in the level of grant, especially considering the development pressures imposed on the District by the ODPM, and urged that a joint response be issued from the Leader and Chief Executive on behalf of Cabinet and Management Team.

Cabinet **AGREED**

that a joint letter to the ODPM be written by the Leader and Chief Executive making the case for a more advantageous financial settlement, to include:

- Recognition of the high-growth area of the District and of other special factors which impact on the Authority, such as Traveller issues;
- Ballpark figures to demonstrate the costs involved in the above; and
- How the potential use of capping powers could affect the Authority in light of the size of Council Tax increase contemplated for 2005/06.

Cabinet **NOTED** the threat that capping powers would be used to constrain excessive increases in Council Tax, as indicated in the Minister of State for Local Government's statement to the House of Commons.

5. CAPITAL AND REVENUE ESTIMATES FOR STAFFING AND CENTRAL OVERHEAD ACCOUNTS

The Resources and Staffing Portfolio Holder presented the Capital Programme up to 2007/08 and the Revenue Estimates up to 2005/06 for the Staffing and Central Overhead Accounts, which had to be approved before service budgets could be prepared for presentation to Cabinet on 10th February 2005 for recommendation to Council, and to the Scrutiny and Overview Committee on 17th February 2005.

Cabinet **AGREED** to

- (a) Confirm the inflation figures of 2½% generally and 3% for pay awards, on which all the estimates were being prepared;
- (b) Approve the revenue estimates and recharges as presented and shown in Appendices A and B to the report; and
- (c) Approve the capital programme as shown in Appendix C to the report.

6. IMPLEMENTING ELECTRONIC GOVERNMENT (IEG) STATEMENT

The Information and Customer Services Portfolio Holder explained that the former Information and Communications Technology (ICT) Strategy and Implementing Electronic Government (IEG) Statement had now been combined into this one document, the draft of which was presented to Cabinet. Formatting issues caused by the ODPM's new submission system would be corrected in the final statement. The Council's successful statements in previous years had resulted in capital grants totalling £750,000, and it was expected that an additional £150,000 would be forthcoming from the current statement. Members commended officers on their focus for provision of e-services to residents.

It was clarified that:

- Most legacy systems had been replaced and the new HR and Payroll system was expected to go live in February 2005;
- Previous statements had been forwarded to Council for approval, but the deadline for the current statement was 20 December and the draft could not have been published earlier as officers were waiting for clarification from the ODPM on the new format. The statement would, however, be brought to Council on 27th January 2005 for endorsement and the submission statement would note that the Council reserved the right to forward to the ODPM any comments made at that meeting; and
- Cabinet approval of the IEG Statement did not commit the Council to additional investment beyond that already or in the process of being approved.

Cabinet **NOTED** the progress of the IEG Statement 2004 and **AGREED**

to approve the delegation and approval of subsequent changes to the Information and Customer Services Portfolio Holder and the Finance and Resources Director prior to the submission to the ODPM on 20th December 2005, with the final copy being distributed to all members when available, with the Council reserving the right to forward any comments made at the Council meeting of 27th January 2005.

7. CONTACT CENTRE UPDATE

Cabinet, at its meeting of 20th May 2004, had agreed that a further report be brought to Cabinet to clarify that all problems had been resolved before approval was sought to progress to Phase 2. The Information and Customer Services Portfolio Holder circulated the latest figures from the Contact Centre to demonstrate performance improvement since the addition of new staff in mid-October 2004: the Contact Centre was now achieving and surpassing the targets set in the Service Level Agreement (SLA). Cabinet had previously approved the Phase 2 estimates on 8th January 2004, which would allow the Contact Centre to take on the remaining services and the necessary technology for integration between Speke House and the back office services, as well as consolidating information across all Council services, a key component of implementing the front office / back office structure as agreed following the PriceWaterhouseCoopers review.

The Information and Customer Services Portfolio Holder cautioned that although the Contact Centre would be cost-effective, full payback and more would not be demonstrated immediately, but would be achieved after all services had been in place for a few years. Additional capital expenditure of £450,000, as shown in Appendix 2, would not be brought forward without a confirmed business case. He confirmed that he was happy to set up an Advisory Group after Christmas, and that all members had been invited to a Contact Centre presentation on 16 December 2004 at noon.

Confirmations were sought and given:

- All services transferred to the Contact Centre were subject to detailed analysis to identify efficiency savings;
- Additional resources would cover peak call periods for Building Control;
- Performance was monitored hourly rather than daily or weekly;
- All housing calls were now handled by the Contact Centre: no “overflow” calls were re-directed to South Cambridgeshire Hall; and
- The Contact Centre was now fully staffed and all staff were fully trained;
- Direct comparisons could not be made between Contact Centre staff and the former Reception staff: the Reception staff had provided switchboard duties and transferred calls to the appropriate officers, while the Contact Centre was a service centre where one agent could undertake work dealt with by a range of Council staff.

Councillor Mrs DP Roberts expressed misgivings about progressing to Phase 2 and felt that the debate at the November Council meeting had demonstrated many new Members were unaware of the background to the project. She queried information included in a recent *Cambridge Evening News* article stating that construction had begun on a £2.5 million new building to house additional County Council and South Cambridgeshire District Council services and all Huntingdonshire District Council services and staff. Councillor JD Batchelor confirmed that the article had been incorrect: South Cambridgeshire District Council staff would remain at Speke House, where premises were provided at no charge, and that nothing was in the Council’s contractual arrangements to make a financial commitment to the new building. As it appeared the information in the article had come from a County Council press release, the County Council would be asked to publish a correction.

Officers were congratulated on the performance improvements and Members reported compliments received from residents who had recently used the Contact Centre.

Cabinet **NOTED** the report and **AGREED**

- (a) The transfer of Building Control appointment bookings to the Contact Centre, subject to the following conditions requested by the Planning and Economic Development Portfolio Holder:
 - Required target times for call answering being met when peak demands were exceeded;
 - Software links between South Cambridgeshire District Council and Speke House being tested and proven to function correctly;
 - An automatic overflow divert to the Building Control office on calls not answered within 20 seconds; and
 - A monitoring regime agreed;
- (b) Commencement of Phase 2 of the CASCADE project within the previously agreed budget; and
- (c) Establishment of an ICT Advisory Group from amongst interested Members, supporting the Information and Customer Services Portfolio Holder.

8. LOCAL DEVELOPMENT SCHEME

The Planning and Economic Development Portfolio Holder explained that the Planning and Compulsory Purchase Act 2004 required planning authorities to agree and publish a Local Development Scheme (LDS) within six months of commencement in September 2004. The LDS document would include a timetable detailing the transfer of development plan documents (DPDs) and supplementary planning documents (SPDs) to be prepared during the next three years, and the transfer of documents from the previous Local Plan regime to the new Local Development Framework (LDF). Old documents would remain in force until replaced by new documents under the LDF.

It was confirmed that:

- Development of the University land between Madingley Road and Huntingdon Road was currently in abeyance;
- The Cambridge Northwest Area Action Plan, scheduled to commence in 2006, had been proposed as one of the first documents in the second round; and
- The Cambridge Northern Fringe development was already in the implementation stage under the 2004 saved policies of the previous Local Plan.

Cabinet **AGREED**

to approve the Local Development Scheme as set out in Appendix A to the report, and that it be submitted to the Government Office for the East of England for consideration and approval.

9. ANTI-SOCIAL BEHAVIOUR POLICY

The new Anti-Social Behaviour Policy had been drafted following research of similar papers and policies used by six different local authorities. Grammatical and spelling errors would be corrected in the final document.

The Housing and Environmental Services Director explained that Council officers, whether Neighbourhood Managers or the Anti-Social Behaviour Caseworker, were required to enforce landlord obligations, and the policy sought to ensure strong co-ordination between various Council services, such as Environmental Health, Housing and the Chief Executive's Department. The policy also addressed specific requirements for social landlords, who must publish their policies and procedures. The Head of Community Services would be requested to explain how various Youth Worker support agencies co-ordinated their work.

Cabinet **NOTED** the action being taken and **AGREED**

to approve the approach and the Anti-Social Behaviour Policy and Procedures.

10. SUPPORTED HOUSING FOR OLDER PEOPLE

The Housing Portfolio Holder advised Members of the outcomes of the Cambridgeshire Best Value Review of Sheltered Housing, from which changes were forthcoming. It appeared that the balance of types of supported housing required adjustment and in the future the Council would be able to tailor provision to what residents wanted and needed, rather than the current "package" approach under which scheme residents were charged for services even if they chose not to use them. She was proud of the existing service, but acknowledged the need for refocusing. The Action Plan offered the chance to re-evaluate the cost of housing and the cost of care. It was noted that Right To Buy fell outside the scope of the Best Value Review and that the effect of changes to sheltered schemes on RTB was something the Advisory Group should look at.

Councillor Mrs EM Heazell requested that Cabinet support a politically proportionate Advisory Group, as the involvement of all Council groups was necessary to prevent debates from engendering concern amongst scheme residents. She asked that interested Members have knowledge of local schemes to allow for informed debate. For the benefit of the Advisory Group, she offered to contact the Care Network, the umbrella organisation for mobile warden schemes, which was grant-funded by the Council, to provide monitoring information.

Cabinet **NOTED** the conclusions of the Best Value Review of Sheltered Housing and the resulting Action Plan and **AGREED**

- (a) To endorse the Vision Statement set out in the Executive Summary;

- (b) To establish the Housing for Older People Advisory Group to provide overall guidance for the project, with membership not exceeding nine elected members plus the Housing Portfolio Holder, the group to be politically proportionate following nominations from Group Leaders; and
- (c) To approve the Project Plan as the means of taking forward the Action Plan and the other identified tasks.

11. AIREY RE-DEVELOPMENT PROGRAMME - UPDATE - LATE ITEM

The Housing Portfolio Holder drew Members' attention to the recommendations made by Cabinet on 14 October 2004: the words "including Home Loss Payments" should have been included with the legal costs Circle 33 was asked to meet.

Cabinet **AGREED** that the minutes be amended for the purpose of clarification.

12. IRRECOVERABLE DEBTS

The Resources and Staffing Portfolio Holder presented the report, asking Cabinet to write off as irrecoverable the amounts listed in the appendix and to recommend to the Constitution Review Working Party that his delegated authority to write off irrecoverable debts be raised to Level 2 (£25,000).

Councillor SGM Kindersley felt that the Council had a democratic responsibility to discuss details of debtors in public, to which Councillor RT Summerfield explained that on this occasion these debts were not local taxes but National Non-Domestic Rates, for which the Council was the collection agency for central government. He confirmed that there were occasions where funds were recovered following liquidation, but that this was fairly rare.

Cabinet **AGREED**

- (a) To give authority for £26,770.72 to be written off as irrecoverable items, as detailed in Appendix 1 of the report; and
- (b) By 5 votes to 2, recommends to the Constitution Review Working Party that the Resources and Staffing Portfolio Holder be authorised to write of irrecoverable debts up to Level 2 (£25,000).

13. DIRECT LABOUR ORGANISATION COSTS - LATE ITEM

Urgent item taken with the consent of the Leader.

The Housing and Environmental Services Director introduced the additional item on Direct Labour Organisation costs. Regular reconciliation meetings had indicated a projected loss on the DLO's building maintenance activities and Management Team had felt it incumbent on them to bring this to the attention of Cabinet and outline the action to be taken.

It was proposed that an officer team, with external assistance, would undertake a comprehensive review of the building maintenance operation and a more detailed report made to the January Cabinet meeting. The aims of the review would be to reduce the projected loss for the current year and to deal with the underlying reasons, whatever they proved to be, for it.

Concern was expressed about the projected loss, and the Resources and Staffing Portfolio Holder stated that he had asked the Housing and Environmental Services Director to report back on the tender process for the new contract. A request was also made for the report to cover any management issues.

Cabinet **NOTED** the projected operating loss by the DLO and **AGREED**

that the Housing and Environmental Services Director carry out an urgent review of DLO operations in order to identify the causes of the operating loss and put in place appropriate remedial measures, and that a progress report on these matters and the tendering process be presented to Cabinet at its meeting on 13 January 2005.

14. TIMETABLE OF MEETINGS

Cabinet, having met on the second Thursday of every month for the 2004/05 municipal year, **AGREED** to continue this programme for the year 2005/06.

15. ADVISORY GROUP APPOINTMENTS

Following the resignation of Robert Smith in October 2004, vacancies arose on the Conservation and Land Drainage Advisory Groups. The Conservation, Sustainability and Community Planning Portfolio Holder explained that, in previous years, the Chairman and Vice-Chairman of Development and Conservation Control Committee had been ex-officio members of the Conservation Advisory Group and asked that their membership be adjusted as such for the current year, creating two additional vacancies and allowing all three Members who expressed an interest in serving to be appointed.

There were no further expressions of interest in membership of the Land Drainage Advisory Group, which now had twelve Members. No further appointment was thought necessary.

Cabinet **AGREED**

- (a) To appoint the Chairman and Vice-Chairman of Development and Conservation Control Committee as ex-officio members of the Conservation Advisory Group; and
- (b) To appoint Councillors Mrs A Elsby, JH Stewart and Dr JR Williamson to the Conservation Advisory Group.

Standing Items

16. MATTERS REFERRED BY SCRUTINY AND OVERVIEW COMMITTEE

The Chairman and Vice-Chairman of the Scrutiny and Overview Committee requested that Cabinet consider examining the progress that had been made in carrying out the necessary modifications to the new South Cambridgeshire Hall since the move in May 2004. The Resources and Staffing Portfolio Holder circulated a report showing the current position and expressed his exasperation at the slow response from contractors. He confirmed that he monitored progress on a regular basis. Until the outstanding items were rectified, the developers had been forbidden to show the building to any potential clients.

Cabinet **NOTED** the report.

17. EXCLUSION OF PRESS AND PUBLIC

RESOLVED that the press and public be excluded from the meeting during consideration of the following item in accordance with the provisions of Section 100(A)(4) of the Local Government Act 1972 (exempt information as defined in

Paragraphs 1 and 12 of Schedule 12A of the Act).

Confidential Items

18. TRAVELLERS STRATEGIC ISSUES

Before the report on ways of strengthening the Council's strategic approach to traveller issues was considered, Councillor SGM Kindersley drew attention to land which was for sale in plots for caravans. The Chief Executive gave an assurance that officers would take steps to anticipate and minimise the risk of an unauthorised incursion on this land, and would be contactable outside office hours if necessary.

The Head of Policy and Communication updated Members on latest developments and the changing context for traveller issues since the previous reports to Cabinet and Council in October. It was clarified at the recent Pine View planning inquiry that Cottenham Parish Council had indicated that direct action was their least preferred option but were not necessarily opposed to it; the Residents' Association, however, were now against direct action. The implications of the latest counsel's opinion on the judicial review case were also outlined.

The opportunity now presented itself to develop strategies for future action on travellers' issues and the mechanisms for achieving this were considered. It was suggested that the changing context was wider than either of the existing Member groups dealing with traveller issues could tackle and, in consequence, a new Advisory Group was recommended. It was further suggested that this new group should consider the role of the fixed-term Traveller Project Manager post which had been approved but not yet filled. The issue of existing pressure on officer resources for traveller-related work was raised.

Legal issues were discussed.

Councillor Kindersley proposed that, rather than another Advisory Group, Cabinet should be the body considering strategic issues with local Members invited to attend and speak, since Cabinet would have to make the decisions. He was content that there should be meetings separate from normal Cabinet business. The proposal was seconded by Councillor Mrs EM Hezell, who also urged early contact with authorities who had had similar problems.

On the Project Manager post, it was noted that the report to the 14 October Cabinet had covered the possibility of a joint approach with neighbouring authorities and that this was being followed up.

Councillor Mrs DP Roberts reported an invitation she had received from the Local Government Association to join a task group on travellers, which she hoped to do.

Cabinet, by 5 votes to 2,

- RESOLVED**
- (a) that Cabinet meet, in meetings separate from other business, to consider the Council's strategic approach to traveller issues, with other Members invited to take part;
 - (b) that the Travellers' Consultative Group be disbanded.

Cabinet then

AGREED

that, if necessary, the funding for the 2-year fixed-term Traveller Project Manager post approved in May 2004 be rolled forward to cover the period 2005/06 to 2007/08.

The Meeting ended at 1.06 p.m.

CAMBRIDGESHIRE COUNTY COUNCIL – AGENDA FOR MEETING OF 21ST DECEMBER 2004

A meeting of the County Council will be held at Shire Hall, Castle Hill, Cambridge on Tuesday 21st December 2004 at 10.30 a.m.

Prayers led by Reverend Dr Tom Ambrose, Vicar of Trumpington

Apologies for Absence

1. Minutes - 19th October 2004
2. Announcements
3. Declarations of Interest
4. Report of the County Returning Officer
To report the resignation of Councillor S V Brinton and the result of the subsequent by-election for the Castle Electoral Division in Cambridge held on 10th December 2004.
5. Provisional Revenue Support Grant Settlement 2005/06
6. Council Constitution - Freedom of Information Act 2000
7. Reports of the Cabinet
 - (a) Report of the meeting on 26th October 2004
This report contains no items for determination by Council
 - (b) Report of the meeting on 7th December 2004
This report contains no items for determination by Council
8. Written Questions under Council Procedure Rule 9.4
 - Question from Councillor Huppert to the Cabinet member for Resources on the cost of Shire Hall redecoration
 - Question from Councillor Huppert to the Cabinet member for Environment and Transport on bus services in East Chesterton
 - Question from Councillor Clarke to the Cabinet members for Environment and Transport and Strategic Planning on planning and transport issues in Little Paxton.
9. Oral Questions under Council Procedure Rule 9.1
Oral Question Time will be conducted in accordance with the guidelines set out in Annex A to the Council Procedure Rules
10. Motions submitted under Council Procedure Rule 10
No motions were submitted
11. Membership of Committees and Appointments to Outside Organisations.
To approve:
 - (i) *Councillor J Broadway no longer to be a substitute member of the Health and Social Care Scrutiny Committee and Social Services Scrutiny Sub Committee*
 - (ii) *Any further changes advised at the meeting*

The full agenda and reports can be found at the following website:

<http://www3.cambridgeshire.gov.uk/>

Then follow these steps:

- * Under Council and Democracy Heading, click Meetings and Agendas
- * Click on Agenda & Minutes
- * Select County Council from the drop-down menu
- * Click on 21/12/2004