

## COUNCILLORS' BULLETIN

30<sup>TH</sup> JUNE 2004

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South  
Cambridgeshire  
District Council

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#### MINUTES

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2. Scrutiny and Overview minutes (draft) from 24<sup>th</sup> June 2004

<b>COMMITTEE MEETINGS FROM: 5<sup>th</sup> – 9<sup>th</sup> July 2004</b>			
<b>Monday 5<sup>th</sup> July 2004</b>	9 am	Northstowe Member Steering Group	Council Chamber
	9 am	Licensing Committee Training	Grd Floor Meeting room
	1.30pm	Licensing Committee Meeting	Grd Floor Meeting room
	10 am	Planning Inspections	Leave Cambourne at 10 am
<b>Tuesday 6<sup>th</sup> July 2004</b>	9 – 2	Media Awareness Training Course	Council Chamber
	2.30 pm	South Cambs Magazine Editorial	1 <sup>st</sup> Floor Meeting room
<b>Wednesday 7<sup>th</sup> July 2004</b>	10 am	Development and Conservation Control (DCC) Committee Meeting	Council Chamber
<b>Thursday 8<sup>th</sup> July 2004</b>			
<b>Friday 9<sup>th</sup> July 2004</b>	10 am	Planning Policy Advisory Group (Local Development Framework)	Council Chamber

#### **MEMBER TRAINING ADVISORY GROUP**

The Member Training Advisory Group was established to consider how best to assess member induction, training and development needs with the aim of providing a structured training programme for both new and on-going Councillors. Improved training, on-going development and induction for members will help improve the service provided to constituents, their access to the Council and the democratic process and will help inform members of the best way to represent their village/wards' interests. There are currently vacancies on the Advisory Group. The Group is next programmed to meet in early September. If you are interested in serving on this Group, please contact Lucie Edginton on 01954 713026 or by email [lucie.edginton@scambs.gov.uk](mailto:lucie.edginton@scambs.gov.uk)

#### **SOUTH CAMBS MAGAZINE EDITORIAL MEETINGS**

There are 4 issues of South Cambs Magazine issued each year. Each issue of the magazine has one meeting of the panel to agree likely articles. Following the editorial panel meetings, proofs are sent out, usually at two stages, for comment. The editorial team includes a representative from each department, as well as the portfolio holder and leader, the communications team and representatives from the design and advertising sales team. We require 2 members with an interest in attending these Editorial meetings, the next meeting is on Tuesday 6<sup>th</sup> of July at 2.30pm. If you are interested, please contact Susan May on 01954 713016 or by email on [susan.may@scambs.gov.uk](mailto:susan.may@scambs.gov.uk)

#### **KNOW YOUR LOCAL COUNCIL AND COUNCILLOR GUIDE 2004-2005**

A copy of the new guide has been put into every councillor pigeonhole.

Production of this guide has not cost South Cambs a penny; advertising has funded all the design and print. We produced a short print run of 500 for our open day and a larger print run of 56,500 will be circulated with South Cambs Magazine, Autumn 2004.

Please check your entry. If you wish to make any changes, or have not had a chance to have a new photo included, alterations can be made before the large print run.

The cut off date for changes is **TUESDAY 20 JULY**, please submit your changes to Sally Carroll, Communications Manager on 01954 713262, [sally.carroll@scambs.gov.uk](mailto:sally.carroll@scambs.gov.uk)

### **TRANSFER OF LAND, GREEN ROAD, SAWSTON**

Please note that the decision of the Housing portfolio to transfer the land currently occupied by the one-bed roomed sheltered bungalows, The Green Road Sawston to Bedfordshire Pilgrims Housing Association (BPHA), subject to conditions, has been called-in.

With the approval of the Scrutiny & Overview Committee, this decision will be discussed at the next meeting of the Committee on Thursday 15th July at 2pm.

The current portfolio holder for Housing, Cllr Liz Heazell, has been notified of the call-in.

### **HOUSING TOUR FOR MEMBERS**

Shire Homes has arranged a housing tour of the district for Wednesday 28th July, leave Cambourne at 10am, lunch at Milton country Park 12.30pm and arrive back at Cambourne approx 3.30pm. The tour will include a visit to properties undergoing refurbishment and will be driving through villages where there are different types of properties, sheltered schemes and examples of affordable housing. Places are limited to 35; so if you are interested please contact Tracey Cassidy, Tenant Participation Officer on 01954 713271 or email [tracey.cassidy@scamb.gov.uk](mailto:tracey.cassidy@scamb.gov.uk)

### **COUNTY COUNCIL INVITE TO MEMBERS BRIEFING ON BUS SERVICE CHANGES**

Operators have made County Council officers aware of future changes to their commercial network in and around Cambridge. The changes are due to take effect from 25th July 2004 and represent a mixture of service withdrawals and new services.

In order to understand the full extent of the network changes, a briefing session is being held by the County Council and Stagecoach officers on 5<sup>th</sup> July in the Barbican, The Bailey Rooms, Shire Hall, Castle Street, Cambridge. The meeting will start at 12.30 and lunch will be provided.

It is in the interest of all stakeholders who represent areas in or near to Cambridge to attend this session where there will be an opportunity to share ideas and/or concerns relating to the changes. Please respond to confirm attendance. *Basil Jackson, Head of Passenger Transport, CCC*

### **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> July 2004 at 5pm**. All decisions not called in by this date may be implemented on **Thursday 8<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 HOUSING PORTFOLIO HOLDER

Notes/Reasons	Decision
Ref E/04/010 Request for Management Transfer for mother and son. Miss C requires a transfer to enable property to be redeveloped	Agreed
Ref S/04/013 Request for Management Transfer. Mrs LH requires a transfer to free up service tenancy for new warden	Agreed
Ref E/04/009 Request for Management Transfer. Mr and Mrs BH require a transfer to enable property to be redeveloped	Agreed
Ref E/04/011 Request for Management Transfer for mother and son. Require a transfer to larger accommodation.	Agreed

## DECISIONS MADE BY OFFICERS

The following Historic Building Grants were issued under the approved delegation scheme by the Conservation Manager during June (*please note: no grants were offered during May.*)

Decision	Reasons / Notes
<u>GWM/2/04</u> War Memorial, Church Lane, Balsham - Parish Council	£340 towards painting the lettering on the war memorial.
<u>G/1/04</u> 2 Church Lane, Elsworth - Mrs. D Bienek	£700 (10%) towards the cost of rethatching the rear roof slope in water reed and recoating the front slope in longstraw, reridging and rewiring.
<u>G/2/04</u> Primrose Farm, Primrose Farm Road, Little Wilbraham - Mrs. J Alder	£1262 (25%) towards the cost of repairing and reconstructing the flint boundary wall.
<u>G/3/04</u> 64 Church Street, Willingham - Ms L Disley	£8282 (50%) towards the cost of re-roofing the main roof slopes using Cambridgeshire Gault Clay peg tiles from Burwell.
<u>G/4/04</u> Primrose Farm, Primrose Farm Road, Little Wilbraham - Mrs. J Alder	£1513 (25%) towards the cost of repairing and reslating the roof of the Coach House and Stable.
<u>G/6/04</u> Holy Trinity Church, The Causeway, Elsworth	Parochial Church Council - £5000 towards the cost of repairs to the roof, parapets and tower.
<b>Grant Monies recovered or not paid to be returned to the fund.</b>	
<u>G/10/99</u> St. Nicholas Church, Arrington - £214 (balance of unpaid grant)	
<u>G/6/01</u> 333 High Street, Cottenham -£115 (works complete but grant not claimed)	
<u>GWM/2/03</u> War Memorial, Church Lane, Balsham - £400 (balance of grant for Phase 1 work)	

## CABINET

At a meeting of the Cabinet held on  
Thursday, 24 June 2004

PRESENT: Councillor Mrs DSK Spink MBE (Leader of Council)

Councillors: RT Summerfield  
Dr DR Bard  
JD Batchelor  
Mrs JM Healey  
Mrs EM Heazell  
SGM Kindersley  
Mrs DP Roberts

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### Procedural Items

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#### 1. DECLARATIONS OF INTEREST

None declared.

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

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#### 2. APPOINTMENT OF DEPUTY LEADER

On the nomination of Councillor Mrs DP Roberts, seconded by Councillor Mrs EM Heazell and there being no further nominations, it was **AGREED** that Councillor RT Summerfield be elected as Deputy Leader of the Council for the coming year.

#### 3. ALLOCATION OF PORTFOLIOS

Cabinet **AGREED** the following Portfolios:

Community Development	Mrs DP Roberts
Conservation, Sustainability and Community Planning	Mrs JM Healey
Environmental Health	SGM Kindersley
Housing	Mrs EM Heazell
Information and Customer Services	JD Batchelor
Planning and Economic Development	Dr DR Bard
Resources and Staffing	RT Summerfield

#### 4. APPOINTMENTS

Cabinet **AGREED** the following appointments:

##### Conservation Advisory Group (10 Members)

SJ Agnew	R Page
NN Cathcart	JA Quinlan
Dr JA Heap	RGR Smith
Ms CA Hunt	RJ Turner
Dr JPR Orme	NIC Wright
& Mrs JM Healey, Conservation, Sustainability and Community Planning Portfolio Holder	

**Equity Share Advisory Group (10 Members)**

EW Bullman  
Ms SJO Doggett  
Mrs A Elsby  
MP Howell  
& Mrs EM Heazell, Housing Portfolio Holder

DH Morgan  
Mrs BE Waters  
DALG Wherrell

**Land Drainage Advisory Group (13 Members)**

EW Bullman  
Ms J Dixon  
SM Edwards  
Mrs SA Hatton  
RMA Manning  
MJ Mason  
EJ Pateman  
& SGM Kindersley, Environmental Health Portfolio Holder

A Riley  
J Shepperson  
Mrs HM Smith  
RGR Smith  
Dr JR Williamson  
NIC Wright

**Milton Country Park Advisory Group (7 Members)**

R Hall  
Mrs SA Hatton  
Mrs HF Kember  
MJ Mason  
& Mrs DP Roberts, Community Development Portfolio Holder

Mrs JA Muncey  
Mrs HM Smith (Local Member)  
RT Summerfield (Local Member)

**Planning Policy Advisory Group (9 Members)**

RF Bryant  
Ms J Dixon  
R Hall  
MJ Mason  
DH Morgan  
& Dr DR Bard, Planning and Economic Development Portfolio Holder  
& Mrs JM Healey, Conservation, Sustainability and Community Planning PFH  
& Chairman of Development and Conservation Control Committee

Mrs CAED Murfitt  
CR Nightingale  
JH Stewart  
TJ Wotherspoon

**Travellers Consultative Group (10 Members)**

Dr DR Bard  
RE Barrett  
Ms J Dixon  
Mrs EM Heazell  
SGM Kindersley  
Mrs JA Muncey  
Mrs DP Roberts  
Mrs HM Smith  
2 Development and Conservation Control Committee appointments  
& local member(s) when specific sites are under discussion or where matters of policy will affect the parish(es)

Planning and Economic Development Portfolio Holder  
Cabinet appointment (confirmation awaited)  
Cabinet appointment (Cottenham Ward)  
Housing Portfolio Holder (*as required*)  
Environmental Health Portfolio Holder  
Cabinet appointment (Histon Ward)  
Community Development Portfolio Holder  
Cabinet appointment (Milton Ward)

**Waste Management Advisory Group (9 Members)**

JP Chatfield  
Dr SA Harangozo  
RB Martlew  
Mrs CAED Murfitt  
NJ Scarr  
& SGM Kindersley, Environmental Health Portfolio Holder

Mrs GJ Smith  
Mrs BE Waters  
DALG Wherrell  
Dr JR Williamson

### **Housing Options Appraisal Working Group**

It was **AGREED** that six Members be appointed to the Housing Options Appraisal Working Group from amongst those Members who had indicated an interest in housing issues, once those Members had been advised of the probable work and time commitments for the Working Group.

### **Member Training Advisory Group**

It was **AGREED** that the following members be appointed to the Member Training Advisory Group and that further expressions of interest be sought:

Mrs SA Hatton	DALG Wherrell
Mrs BE Waters	
& JD Batchelor, Information and Customer Services Portfolio Holder	

### **Northstowe Member Steering Group**

Cabinet **AGREED** to co-opt onto the Northstowe Member Steering Group all local Members with immediate interests in the area, although any co-opted Member could decline appointment if he/she chose. It was confirmed that City Councillor Jenny Bailey had been appointed by Cambridge City Council. It was therefore **AGREED** that the Steering Group comprise:

Dr DR Bard	Planning and Economic Development Portfolio Holder
BR Burling	Willingham & Over Ward
Mrs PS Corney	Willingham & Over Ward
Ms J Dixon	Cottenham Ward
SM Edwards	Cottenham Ward
R Hall	Bar Hill Ward
Mrs JM Healey	Conservation, Sustainability and Community Planning Portfolio Holder
RMA Manning	Willingham & Over Ward
A Riley	Longstanton Ward
Mrs DSK Spink	Leader of Council
Mrs BE Waters	Bar Hill Ward
TJ Wotherspoon	Cottenham Ward
& Development and Conservation Control Committee Chairman with Development and Conservation Control Committee Vice-Chairman or shadow portfolio holder as substitute	
Jenny Bailey	Cambridge City Council
John Reynolds	Cambridgeshire County Council member for Girton Ward (substitute: Shona Johnstone, member for Willingham Ward)

Cabinet **AGREED** to disband the **Health Improvement Advisory Group**.

### **Joint and Outside Bodies**

Cabinet **AGREED** the following appointments:

#### **Cambridge City and South Cambridgeshire Transport and Environment Joint Strategic Forum**

Mrs DSK Spink	Leader of Council
Dr DR Bard	Planning and Economic Development Portfolio Holder
JD Batchelor	Information and Customer Services Portfolio Holder
Chairman or Vice-Chairman of Development and Conservation Control Committee	
RT Summerfield (substitute)	Deputy Leader of Council

**Cambridgeshire Councils' Association**

Mrs DSK Spink	Leader of Council
RT Summerfield	Deputy Leader of Council
Mrs DP Roberts	Community Development Portfolio Holder
Mrs EM Heazell (substitute)	Housing Portfolio Holder

**South Cambridgeshire Environment & Transport Area Joint Committee**

Mrs DSK Spink	Leader of Council
RT Summerfield	Deputy Leader of Council
Dr DR Bard	Planning and Economic Development Portfolio Holder
JD Batchelor	Information and Customer Services Portfolio Holder
SGM Kindersley	Environmental Health Portfolio Holder
Mrs DP Roberts (substitute)	Community Development Portfolio Holder

**South Cambridgeshire Local Strategic Partnership Board**

Mrs DSK Spink	Leader of Council
Mrs JM Healey	Conservation, Sustainability and Community Planning Portfolio Holder

Cabinet **CONFIRMED** the following appointments made by Council:

**Camb Sport**

Mrs DP Roberts	Community Development Portfolio Holder
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**Cambridge City Centre Consultative Forum**

Dr DR Bard	Planning and Economic Development Portfolio Holder
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**Cambridgeshire ACRE (Local Agenda 21)**

Mrs JM Healey	Conservation, Sustainability and Community Planning Portfolio Holder
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**Cambridgeshire Councils' Association Waste Forum**

SGM Kindersley	Environmental Health Portfolio Holder
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**Cambridgeshire Transport Forum Reference Group**

Dr DR Bard	Planning and Economic Development Portfolio Holder
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**East Anglia Tourist Board**

Mrs JM Healey	Conservation, Sustainability and Community Planning Portfolio Holder
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**East of England Regional Assembly**

Mrs DSK Spink	Leader of Council
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**Local Government Association: General Assembly and Rural Commission**

Mrs DSK Spink	Leader of Council
Mrs JM Healey	Conservation, Sustainability and Community Planning Portfolio Holder

**5. APPOINTMENT OF AN EXECUTIVE MEMBER TO ATTEND THE LOCAL GOVERNMENT ASSOCIATION ANNUAL CONFERENCE**

Cabinet **AGREED** that Councillor Dr DR Bard attend the Local Government Association Annual Conference from 6-9 July 2004 in Bournemouth.



It was **NOTED** that Council had appointed Councillor Mrs GJ Smith as the non-executive Member to attend the Conference.

**6. DATE OF NEXT MEETING**

It was **AGREED** that the Cabinet meeting programmed for the 8th July 2004 be postponed to Tuesday, 20th July 2004 at 9.00 a.m. [*time subsequently changed to 2.30 p.m.*]; but that normally the start time of Cabinet meetings revert to 10.00 a.m.

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**The Meeting ended at 6.50 p.m.**

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## SCRUTINY AND OVERVIEW COMMITTEE

At a meeting of the Committee held on the  
24<sup>th</sup> June 2004 at 6 p.m.

### PRESENT:

Councillors:	SJ Agnew	HC Hurrell	Mrs GJ Smith
	RE Barrett	MJ Mason	Mrs HM Smith
	RF Bryant	DC McCraith	Dr SEK van de Ven
	NN Cathcart	DH Morgan	DALG Wherrell
	R Hall	CAED Murfitt	
	MP Howell	CR Nightingale	

Officers: Patrick Adams - Senior Democratic Services Officer

### 1. APOLOGIES FOR ABSENCE

None.

### 2. ELECTION OF CHAIRMAN

Councillor SJ Agnew proposed and Councillor Mrs CAED Murfitt seconded Councillor MP Howell for Chairman. There were no other nominations and Councillor Howell was duly elected as Chairman for the forthcoming year.

### 3. ELECTION OF VICE-CHAIRMAN

Councillor NN Cathcart proposed and Councillor Mrs H Smith seconded Councillor Mrs GJ Smith for Vice-Chairman. There were no other nominations and Councillor Mrs GJ Smith was duly elected as Vice-Chairman for the forthcoming year.

### 4. MEMBERSHIP OF AUDIT PANEL

Nominations were invited for the Audit Panel, a sub-group of this Committee.

The Committee

**AGREED** to appoint the following members to Audit Panel for 2004/05: the Chairman Councillor Howell and the following members from each political group: Councillors DH Morgan(Conservative), Mrs GJ Smith (Liberal Democrat), RF Bryant (Independent) and NN Cathcart (Labour).

### 5. DATES OF FUTURE MEETINGS

It was noted that future meetings would be held on:

**2004:** 19<sup>th</sup> August, 16<sup>th</sup> September, 21<sup>st</sup> October, 18<sup>th</sup> November & 16<sup>th</sup> December

**2005:** 20<sup>th</sup> January, 17<sup>th</sup> February, 17<sup>th</sup> March & 21<sup>st</sup> April

It was noted that the Committee meets at 2pm on the third Thursday of every month.

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The meeting closed at 6:10 p.m.

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