

**COUNCILLORS' BULLETIN
13 APRIL 2005**

CONTENTS



**South
Cambridgeshire
District Council**

INFORMATION ITEMS

1. Committee Meetings
2. Training Session: Discipline and Grievance 22 April 2005 – Places still available
3. Lunchtime Seminar - Journeys of the Heart and Mind – 18 April 2005
4. Close to EU: Europe in the East of England: Roadshow 15 July 2005
5. 2004/05 Expense Claim Deadline Two Weeks Away
6. Link to the Local Government Association's District Council Newsletter
7. Call-in Arrangements

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

1. Support for the Living Lands Project

DECISION MADE BY THE COMMUNITY DEVELOPMENT PORTFOLIO HOLDER

1. **Hauxton:** Community Facility Grant
2. **Madingley:** Community Facility Grant
3. **Bar Hill:** Village Sports Facility Grant

AGENDA AND MINUTES

1. South Cambridgeshire Local Strategic Partnership Board – Agenda 19th April 2005
2. South Cambridgeshire Local Strategic Partnership Board – Draft Notes of 7th January 2005

Please note that the above items, produced by Cambridgeshire County Council, have been included for information. Any Member wishing to see the Agenda reports should contact Carol Tyrrell in Democratic Services on 01954 713026 or e-mail carol.tyrrell@scambs.gov.uk, who will forward them as required.

COMMITTEE MEETINGS FROM: 18 April to 22 April 2005				Contact
Mon 18 Apr	10 am	Development and Conservation Control Committee Chairman's Delegation	Monkfield Room	Elaine Sargent
	12 pm	Lunchtime Seminar: Journeys of the Heart and Mind (see below)	Swansley Room	Reception
	2 pm	Northstowe Development Trust	Swansley Room	Carol Tyrrell
Tue 19 Apr	9.30 am	Housing Options Working Group	Swansley Room	Carol Tyrrell
	2 pm	Standards Committee Appointments	Mezzanine	Ian Senior
Wed 20 Apr	9.30 am	Home Improvement Agency Advisory Group	Swansley Room	
	2 pm	Information and Customer Services Portfolio Holder	Finance Office	Susan May
Thu 21 Apr	9.30 am	Special Council: LDF – Cambridge Southern Fringe	Council Chamber	Ian Senior
	2 pm	Scrutiny and Overview Committee	Council Chamber	Patrick Adams
Fri 22 Apr	9.30 am	Member Training: Discipline and Grievance (see below)	Swansley Room	Carol Tyrrell
	10 am	Windmill Estates Project Steering Group	Mezzanine	Carol Tyrrell

TRAINING SESSION: DISCIPLINE AND GRIEVANCE 22 APRIL 2005 – MANY PLACES STILL AVAILABLE.

Members are invited to a training session on Friday 22 April 2005 on Discipline and Grievance. The all day session (09.30 to 16.30) will be lead by Ian Johnson of EERA. If you haven't yet said that you'd like to attend, please contact Carol Tyrrell in Democratic Services on 01954 713026 or e-mail carol.tyrrell@scambs.gov.uk.

The following Members have already signed up:

Mrs SJO Doggett
SM Edwards
JA Heap
Mrs GJ Smith
Mrs SEK van de Ven (possible)
+ 7 places still available!

LUNCHTIME SEMINAR - JOURNEYS OF THE HEART AND MIND

Monday 18 April, 12 pm Council Chamber

Artists Beverly Carpenter, Jonny Boatfield and Richard Heeps – who have all exhibited their work at the Council Offices over the past year – talk about their work and tell their stories. Three short presentations followed by questions and a buffet lunch.

To ensure adequate parking and catering arrangements are made, please confirm your attendance with Reception (reception@scambs.gov.uk).

CLOSE TO EU: EUROPE IN THE EAST OF ENGLAND: ROADSHOW 15 JULY 2005

The Local Government International Bureau is organising a regional roadshow in association with the East of England Regional Assembly and Suffolk County Council, aimed at Councillors in the East of England. Booking forms and additional information are available in the Members' Lounge.

2004/05 EXPENSE CLAIM DEADLINE TWO WEEKS AWAY

The deadline for all 2004/05 expense claims is two weeks away. Under the current Members' Allowance Scheme, expenses will be paid for the current Council year only and all expense claims for that time must be received within one month of the year-end: by **30 April 2005 (a Saturday, so please submit all claims by Friday 29 April 2005)**. Any expense claims for the 2004/05 municipal year received after 30 April 2005 will not be paid. Expense claims received on or before 13 April 2005 will be paid at the end of April; claims between 14 and 29 April 2005 inclusive will be paid at the end of May.

Expense claim forms are available in the Members' Lounge or can be downloaded from the Members' Information section of the Intranet. Please remember to sign and date your expense claim and to print clearly your name and address at the top.

THE LOCAL GOVERNMENT ASSOCIATION'S DISTRICT COUNCIL NEWSLETTER

Any member wishing to read the LGA's District Council Newsletter may access the publication by clicking on the following link:

<http://www.lga.gov.uk/Briefing.asp?lSection=0&id= SX9571-A782D718>

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 20 April 2005 at 5 pm**. All decisions not called in by this date may be implemented on **Thursday 21 April 2005**.

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.

DECISION MADE BY THE CONSERVATION, SUSTAINABILITY AND COMMUNITY PLANNING PORTFOLIO HOLDER:

Subject	Decision	Reasons
Support for the Living Lands Project	To express support for the Living Lands Project and to explore an appropriate level of funding from the Heritage Initiatives budget, together with a possible partnership contribution from Community Development, not exceeding £10,000 over 5 years.	The project meets with many of the Corporate Objectives of the Council in so far that it will contribute to the quality of village life, assist in the development of community-based partnership projects, and contribute towards sustainable development through the conservation of habitats and species. The project is considered to be complementary to

		the community project work of the Ecology Officer.
--	--	--

DECISIONS MADE BY THE COMMUNITY DEVELOPMENT PORTFOLIO HOLDER:

Subject	Decision	Reasons
Community Facility Grants 05/06	AGREED: 1. To award grant of £5,670 to Hauxton Parish Council to make improvements to the Village Hall (CF01)	The improvements will benefit all users of the hall.
	2. To award a grant of £3,000 to Madingley Parish Council to replace the electrics in Madingley Village Hall (CF02)	The work needs to be carried out urgently in order for the hall to continue to be used.
Village Sports Facility Grant 05/06	AGREED: To award a grant of £4,060 to Bar Hill Parish Council to resurface tennis courts at Bar Hill Tennis Club. (VSF01)	The improvements will enable the club to develop and expand.

SOUTH CAMBRIDGESHIRE STRATEGIC PARTNERSHIP BOARD

Meeting to be held at 2.00 p.m. on Tuesday 19th April 2005
Ground Floor Meeting Room, South Cambridgeshire Hall,
Cambourne Business Park, CAMBOURNE

Agenda

1. Introductions/apologies (oral)
2. Notes of Board Meeting on 7th January 2005 and Matters Arising (white)

Items for Decision

3. 'Choosing Health' – presentation by Dr David Kanka, South Cambridgeshire Primary Care Trust (oral)
4. Tobacco Control – Promoting Smoke Free Workplaces and Smoke Free South Cambridgeshire (Community Strategy Action Points 4 and 24) (green)
5. Communications Plan (pink)
6. Local Public Service Agreements/Local Area Agreements (oral)

Items for Information

7. Improving Health Partnership Performance Monitoring Report (white)
8. Waste Minimisation (Priority 24) (to follow)
9. Position Statement on Housing Option Appraisal (oral)
10. Any Other Business (oral)
11. Date of Next Meeting: Tuesday 14 June 2005 & Dates for Meetings in July and October (oral)

<i>Members of the Board:</i>
County Councillor J E Reynolds, District Councillors J Healey and D S K Spink, J Ballantyne – District Council & K Nobbs - County Council, D Ball, J Barker & C Newsome – Business Community Reps., P Barlow - Faith Rep, A J Cooper – Village College Representative, S Hind and R Rogers – South Cambridgeshire PCT, M Lincoln – Youth Parliament Rep, P Needle – Cambridgeshire Constabulary, S Smith-Rawnsley & D Spreadbury – Voluntary Sector Reps., Sean Traverse-Healy – CALC Rep.

SOUTH CAMBRIDGESHIRE STRATEGIC PARTNERSHIP BOARD: NOTES

Date: 7 January 2005

Time: 1400h – 1625h

Place: South Cambridgeshire Hall, Cambourne Business Park, Cambourne

Present:

J Ballantyne	South Cambridgeshire District Council
J Barker	Business Representative
P Barlow	Faith Representative
A J Cooper	Village College Representative
Councillor J Healey	South Cambridgeshire District Council
R Needle	Cambridgeshire Constabulary
C D Newsome	Business Representative
K Nobbs	Cambridgeshire County Council
(substituting for I Stewart)	
M Phenner	Business Representative
(substituting for D Ball)	
Councillor J Reynolds	Cambridgeshire County Council
R Rogers	South Cambridgeshire PCT
Councillor D Spink	South Cambridgeshire District Council
D Spreadbury	Voluntary Sector Representative
S Standley	South Cambridgeshire PCT
S Traverse-Healy	CALC Representative

In attendance:

E Cearns	South Cambridgeshire District Council
S Ferguson	Cambridgeshire County Council
J Galwey	South Cambridgeshire PCT
N Grimshaw	South Cambridgeshire District Council
S Hampson	South Cambridgeshire District Council
S McIntosh	South Cambridgeshire District Council
S Rodriguez-Jimenez	Cambridgeshire County Council
M L Rowe (Secretary)	Cambridgeshire County Council

Apologies:

D Ball	Business Representative
M Fiddy	Youth Parliament
S Smith-Rawnsley	Voluntary Sector Representative
I Stewart	Cambridgeshire County Council

1. INTRODUCTIONS

The Chairman welcomed C Newsome and M Phenner to their first meeting.

2. NOTES OF BOARD MEETING ON 28TH JULY 2004 AND MATTERS ARISING

The notes of the meeting of the Board held on 28th July 2004 were agreed as a correct record.

Matters Arising

Note 5 – Review of Organisation and Structure of the South Cambridgeshire Local Strategic Partnership (LSP)

Members queried whether a process had been established regarding the attendance of Board members at Executive Group meetings. The Head of Community Services, South Cambridgeshire District Council, agreed to contact Board members with a programme.

S McIntosh

Note 6 – Performance Management for Local Strategic Partnerships – A Suggested Approach

Members highlighted the need for a specific group to progress the actions relating to Action 14 Take-Up of Benefits. The Head of Community Services agreed to follow up this issue.

S McIntosh

3. STRATEGIC CHOICES AND THE NEXT STEPS

The Board was reminded that it had identified seven strategic priorities from within the Community Strategy at a workshop on 14 October 2004 in order to focus on achievement of improvement. At the workshop, the Board had reviewed its current membership to include other organisations particularly in relation to the successful delivery of outcomes within the priority areas. Work was taking place to invite a number of organisations to attend Board meetings where priority areas relevant to the organisation in question would be discussed. Members would receive an update at a future meeting.

S
Rodriguez-
Jimenez

The Board considered a draft programme setting the general agenda up to October 2005. It was proposed to hold a further workshop in autumn 2005 to review priorities and achievement. It was noted that the Board would need to schedule an additional meeting in July 2005 in order to address selected priorities and conduct an annual review on performance and priorities by late autumn 2005. The Board also considered a table detailing some suggestions around which Board members could champion each priority. The Executive Group would consider performance monitoring reports in other areas of the Community Strategy, and determine which issues should be brought to the attention of the Board.

The Chairman reported that Members would be canvassed on meeting dates in July and the autumn. He welcomed the draft list of Board Champions for key priorities but suggested that this should not prevent them from being moved around in the future. Members congratulated officers on a very productive and successful workshop. It was suggested that actions should be linked to the performance framework when presented to the Board.

M L Rowe

S
Rodriguez-
Jimenez

4. PUBLIC VERSION OF COMMUNITY STRATEGY

The Board received a tabled copy of the draft public version of the Community Strategy. It was proposed to produce the document in A5 format in order to improve accessibility. The document was divided into a series of chapters with illustrations of the diverse projects the Board was promoting. In order to provide a more user-friendly public document, there had been less focus on what constituted a Community Strategy and the structure of the Board. It was proposed to launch the document in February. Members were invited to submit any comments on the text by 9.00a.m. on 12 January 2005. These would then be considered by the Lead Officer Group to enable printing to commence in mid January.

All

In considering the document, the Board raised the following issues:

- the need to check whether the people identified in the photographs were still in post.
- the need to avoid duplication (the section relating to travellers was included on pages 21 and 29).
- the need to replace the word “bodies” in the third paragraph of the preface.
- welcomed the inclusion of the LSP’s website. It was noted that the website had been established on the County Council’s site with an e-mail account to deal with queries. Members suggested that partner organisations should include a link on their own websites. The Chairman also highlighted the need to include the minutes of Board meetings on the website.
- queried whether the document would be circulated with the South Cambridgeshire magazine. Members were informed that there would be an article in the magazine but the document would not be circulated to every resident. Copies would be available on request, at public places and on the LSP’s website. Stakeholders such as the County, District and Parish Councils and schools would also receive a copy. Members highlighted the need to include GP and Dentist surgeries.
- highlighted the importance of circulating the document to all District Councillors particularly in view of the fact that the recent CPA inspection of the District Council had identified a lack of knowledge about the LSP amongst District Councillors. It was noted that the District Council would be running a series of lunchtime seminars for Councillors.

All

S
Rodriguez-
Jimenez

- queried the need to include the telephone numbers for projects in addition to the 'good neighbour' schemes being developed by the Care Network. It was noted that the Care Network had been very keen to raise its profile. It was proposed that the document should only contain one point of contact for all remaining projects.
- the need for the contents page to match the document.
- queried whether there was likely to be any confusion between this document and the County and District Councils corporate plans. It was noted that the document stressed the concept of partnership focused at district level. There were a whole range of plans which overlapped with this document. The Chairman suggested including a link to other plans on the LSP website.
- the need to amend "Marshalls Aerospace Group" on page 11 to Marshall Group.
- suggested circulating this document to one or two members of the public for comment to ensure that it was user-friendly.
- the need to be cautious when portraying the vision of the future on page 30 as this could lead to misconceptions. It was suggested that a photograph showing young and older people reflecting an ethnic mix should be included on this page.

S
Rodriguez-
Jimenez

E Cearns

The Chairman requested that the Board receive a copy of the final document before it was sent to print.

5. LAUNCH OF COMMUNITY STRATEGY

Members were reminded that they had been consulted on a possible launch date for the Community Strategy of 23 February 2005. Based on the responses, it was proposed to hold a breakfast event at Milton Country Park, which was the first site in the District to have a community access point, on this date. All stakeholders receiving a copy of the Strategy would be invited to attend.

All

The Chairman highlighted the need to have practical examples of LSP actions, which had been delivered, at the event. There could also be a walk after breakfast to demonstrate the Board's commitment to promoting a healthier district. It was suggested that the Project Worker for the Coton Project and a representative of the 'Bridge of Reeds' project be invited to exhibit. The Chairman highlighted the need to consider inviting other organisations to exhibit and welcomed any suggestions from Board Members. The Head of Community Services suggested inviting the local Police Community Support Officer.

S McIntosh

All

R Needle

6. CHANGE 4 CHILDREN: IMPROVING THE WELL BEING OF CHILDREN AND YOUNG PEOPLE IN CAMBRIDGESHIRE: THE ROLE OF LOCAL STRATEGIC PARTNERSHIPS

The Board received a presentation on the Change 4 Children agenda from Sarah Ferguson, Children and Young People's Development Team, Cambridgeshire County Council, and Jackie Galwey, Children's Services Manager, South Cambridgeshire PCT. It was noted that Jackie Galwey, and Clive Bush, Headteacher, Linton Village College, were leading on the work of the Area Group supported by Lorraine Lofting, Policy and Review Manager, Cambridgeshire County Council.

In discussion, points raised in relation to the issues covered in the presentation included:

- queried the timescales for delivering this agenda. Members were informed that there was a phased approach, which included the restructuring of the County Council. It was expected that all partnership groups including area based partnerships would be fully operational by March 2006. The Chairman suggested that the Board receive an update at its July meeting when it was scheduled to consider the action relating to lifelong learning.
- queried the relationship between this agenda and Village Colleges particularly in relation to after school and play groups. Members were advised that secondary schools in Cambridgeshire were already providing a wide range of services outside the national curriculum. It was noted that discussions were taking place regarding the operation of Northstowe Schools in the community. There was pressure on Village Colleges to provide better facilities outside of school hours. It was noted that the Government was promoting extended schools to help contribute to neighbourhood renewal and facilitate community cohesion. The commissioning and resourcing of these additional services still needed to be resolved, and guidance on what this would mean for governance arrangements was awaited. There was also concern about the risk to children of a facility open to the community. Members were reminded that each school had an independent governing body, which would require officers to work through any concerns at any individual level. It was noted that Ofsted inspections would be reflecting those schools not meeting the extended schools agenda. The Village College representative highlighted the need to promote the Village College ethos, as it was important that they were seen as part of the community. This could be achieved by demonstrating the advantages of involving the community and examples of good practice. The Chairman highlighted the need to involve primary schools.
- highlighted the importance of developing holiday play schemes using school facilities to alleviate the concerns of working parents.

S Rodriguez-
Jimenez

The Village College represented reported that schools had been affected by a reduction in the community education budget. However, the majority of schools supported the need to keep such services at schools open. The Chairman suggested that more information was needed to establish how schemes could be taken forward with schools.

- the need to review the actions and priorities of the South Cambridgeshire CYP Locality Group against those of the LSP in order to identify how both groups could help each other. Members were informed that the Locality Group would come back with some strategic challenges for South Cambridgeshire and how the LSP could be involved. It was noted that the Locality Group did not have any resources of its own and its role would therefore be to make better use of existing resources and attract new resources. It would be focusing on the modernisation of existing services in order to use resources more effectively.
- queried the involvement of the voluntary sector and what agencies were seen as important. There had been six sessions involving the voluntary sector as part of the 'Improving the Well Being of Children and Young People' consultation, which had primarily involved their contribution to prevention. It was noted that officers were currently trying to streamline the commissioning of home start services in order to obtain a more integrated approach from the Voluntary Sector.
- queried how the Locality Group and LSP could help people with real social care problems. It was acknowledged that the LSP and its partners had a real understanding of local needs, which in South Cambridgeshire were likely to relate to travellers or mental health issues. Members were advised that it would be a challenge in South Cambridgeshire to develop inclusive settlements, which would allow children who had difficulties to participate. There were also concerns about isolation in villages due to a lack of transport. Members suggested using demographic information prepared by the Health Forum of Cambridgeshire Horizons to reflect the different needs of developments.

The Head of Community Services reported that these issues would be raised at the South Cambridgeshire Learning Partnership on 10 January 2005. The Chairman suggested the possibility of holding a workshop in conjunction with other LSPs to consider this important agenda particularly in relation commonality of issues.

7. PERFORMANCE MONITORING AND MANAGEMENT REPORTS – ENVIRONMENT AND HOUSING

The Board noted the first performance monitoring and management reports.

It was reminded that the template to present progress on actions had been agreed at its July meeting.

Action 22 – Promote Opportunities for Access to the Countryside

Members received a tabled copy of the terms of reference for the South Cambridgeshire Environment Group (SCEG), a proposed 'Greenspace Strategy' for South Cambridgeshire to address Actions 22 and 25 of the Community Strategy, and a current list of SCEG projects.

The Chairman raised concerns about tabling strategies for approval. He highlighted the need for information on how it was proposed to solve performance barriers, and raised the need for LPSA data. In relation to barriers, it was noted that the strategy, using data from the County Council's Open Space Study, would help establish existing green spaces in order to identify gaps in provision. SCEG Members would provide a holistic approach in order to target necessary resources. The Group would consider large strategic open spaces and small-scale village schemes to enable it to compile a priority list. The Board highlighted the need for a clear vision given so many competing projects.

Members queried whether the Group could consider a proposal to plant fruit trees in the District to replace the gap left by the grubbing of historic orchards. It was noted that there had been funding for orchards from the District Council's Wildlife Enhancement Grant Fund. However, it was also important to look at spectacular schemes. Speaking as the District Council's portfolio holder for this area, Councillor Healey highlighted the importance of this agenda particularly in relation to children. The Board endorsed the SCEG terms of reference and the 'Greenspace Strategy' for South Cambridgeshire.

Action 25 – Climate Change

The Board noted the performance monitoring and management report for the action relating to climate change. It was noted that the 'Greenspace Strategy' would help mitigate the effects of climate change. Members were informed that there would also be a Climate Change Strategy.

Action - Increase the Supply of New Affordable Housing

The Board noted the performance monitoring and management report for the action relating to the increase in the supply of new affordable housing. Members were informed that the Housing Theme Group included local agencies beyond housing providers. It was noted that production volumes needed to be set against targets. Members were advised of the barriers to performance, which included a significant reduction in 'Supporting People' funding. They were informed that Affordable Housing Support Needs funding was allocated on a regional basis. The Sub Regional Strategy for Affordable Housing had been agreed last year and the regional strategy was currently out for consultation.

Members were informed that negotiations were still taking place with the ODPM on the LPSA target. South Cambridgeshire District Council along with other Districts was applying for Beacon Status in relation to affordable housing. The Board queried whether it was possible to restrict access to affordable housing to just local people. It was noted that the District Council

could restrict access to some types of property but it was obliged to keep open its housing register.

The Board was informed that there was a higher allocation for key worker housing in new developments for the District and Sub Region. The Chairman suggested that house-building performance measures should be based on homes completed and inhabited, not those started. There was concern that some key worker homes were standing empty due to the difficulty of locating a sufficient number of key workers. There was therefore a need to review the definition of a key worker nationally, which was currently very prescriptive. Members were informed that there was an issue about how the Cambridgeshire Constabulary bought into the scheme.

The Board was informed that all performance management reports would be linked to priorities in order to identify how the LSP could help. Members would receive a brief synopsis of information considered by the Theme Groups.

8. REPORT OF NEW COMMUNITIES WORKSHOP: 1ST NOVEMBER 2004

The Board noted the report of the new communities workshop held on 1st November 2004. The Head of Community Services explained that he would be meeting the City LSP officer representative and an officer from Cambridgeshire Horizons to take forward this work. Cambridgeshire Horizons was considering the number of groups needed to address issues including the establishment of a Project Board. Members were concerned that more focus would be paid to the areas, which had received greater attention at the workshop. There was therefore a need to test the priorities against the priorities of the LSPs in order to restore some balance.

9. NORTHSTOWE PROJECT BOARD

The Board approved the nomination of Councillor Reynolds to the Northstowe Project Board. It was agreed that the Head of Community Services would represent the LSP on the officer-working group, which would be meeting for the first time week beginning 10 January 2005.

10. DATE OF NEXT MEETING

Tuesday, 19 April 2005 at 2.00p.m.

All