

**COUNCILLORS' BULLETIN
13 JULY 2005**

CONTENTS



**South
Cambridgeshire
District Council**

INFORMATION ITEMS

1. Committee Meetings
2. Call-in Arrangements

DECISIONS MADE BY THE HOUSING PORTFOLIO HOLDER

1. Housing Allocation Appeals and Management Transfers

DECISIONS MADE BY THE PLANNING AND ECONOMIC DEVELOPMENT PORTFOLIO HOLDER

1. Draft LDF Monitoring Strategy 2005
2. Cambridgeshire Provisional Local Transport Plan 2006-11 – District Statement
3. Public Consultation on Cambridge Core Traffic Scheme Stage 4

DECISIONS MADE BY OFFICERS AND REPORTED FOR INFORMATION

1. Sports Project Officer / Community Development Officer:
Sports Development/Community Development Grants:
 - ERRSA
 - Comberton Village College Squash Club
 - Histon Hornets Football Club
 - Cambridge Lawn Tennis Association
 - Kelsey Resident Group
 - Teversham Youth Group
 - Linton Village College
2. Sports Project Officer:
TYSP Grants

MINUTES

1. Resources and Staffing Portfolio Holder – draft minutes of 21 June 2005
2. South Cambridgeshire Strategic Partnership Board – minutes of 14 June 2005
3. South Cambridgeshire Strategic Partnership Board – agenda for 18 July 2005 (please contact Democratic Services if you wish to access the papers associated with this agenda)
4. Cambridgeshire County Council/Cambridge City/South Cambridgeshire Environment and Transport Joint Strategic Forum – minutes of 22 June 2005 (Internet link)
5. Cambridgeshire County Council – agenda for 19 July 2005 (Internet link)

**COMMITTEE MEETINGS FROM:
18 July to 22 July 2005**

				Contact
Mon 18 Jul	10 am	Development and Conservation Control Committee Chairman's Delegation	Monkfield Room	Janice Fisher
	2 pm	South Cambridgeshire Local Strategic Partnership	Swansley Room	Simon McIntosh
Tue 19 Jul				
Wed 20 Jul	10 am	Conservation Advisory Group	Swansley Room	Ian Senior
	2 pm	Conservation, Sustainability and Community Planning Portfolio Holder	Swansley Room	Patrick Adams
	2 pm	Windmill Estates Project Steering Group	Monkfield Room	Carol Tyrrell
Thu 21 Jul	2 pm	Scrutiny and Overview Committee	Council Chamber	Patrick Adams
	2 pm	e-Gov Programme Board	Monkfield Room	Carol Tyrrell
Fri 22 Jul				

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 July 2005 at 5 pm**. All decisions not called in by this date may be implemented on **Thursday 21 July 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 HOUSING PORTFOLIO HOLDER

Applicant	Decision and Reasons
Mrs E (Ref: E/05/037)	Agreed transfer to alternative accommodation.

DECISIONS MADE BY THE PLANNING AND ECONOMIC DEVELOPMENT PORTFOLIO HOLDER

Subject	Decision	Reasons
Draft LDF Monitoring Strategy 2005	To endorse the draft South Cambridgeshire Local Development Framework Monitoring Strategy as part of a package of pre-submission LDF documents.	The production of Local Development Framework planning documents needed to be accompanied at the Pre-Submission Public Participation stage by a strategy setting out the overall approach towards monitoring the implementation of the policies in the LDF and draft indicators. Any comments received will be considered and a revised Monitoring Strategy will be sent to the Secretary of State alongside the submitted LDF documents. Members

		wishing to view the strategy, please contact Democratic Services for a copy.
Cambridgeshire Provisional Local Transport Plan 2006-11 – District Statement	To agree the attached (please ask Democratic Services for a copy) District Statement for inclusion within Cambridgeshire County Council's Provisional Local Transport Plan (LTP) 2006-11	The Provisional LTP 2006-11 is being submitted to the Secretary of State in July 2005, the full LTP will be submitted in March 2006. This Provisional LTP takes the strategies and programmes contained within the second LTP, produced in 2003, brings them up-to-date and makes sure that our LTP conforms to recent Government guidance on LTPs.
Public Consultation on Cambridge Core Traffic Scheme Stage 4	To submit a letter of comment in support of Cambridgeshire County Council as the Council's response to the proposals, in so far as they will improve conditions for public transport in the heart of Cambridge. In addition, suggest that consideration should be given to improving access to long distance bus services by the further promotion of Park and Ride sites as interchange points. Such a policy would reduce the need for passengers to access central Cambridge by private car. (See below for details of the Stage 4 proposal)	The proposal will improve access for South Cambridgeshire residents needing to access facilities in the City.

Public Consultation on Cambridge Core Traffic Scheme Stage 4 – County Council Proposal

The Proposal:

The first three stages of the Core Scheme saw closures to through traffic in Bridge Street, Emmanuel Road and Silver Street, using rising bollards to control access. Implementation of Stages 1 to 3 has been successful with a noticeable reduction in traffic in the central area and derived benefits associated with it.

Cambridgeshire County Council are now putting forward detailed proposals for the 4th stage which will affect the Drummer Street – Emmanuel Street – St Andrews Street – Regent Street – Downing Street – Tennis Court Road area.

The proposals include measures to:

- Improve access for public transport, cyclists and pedestrians
- Manage bus operations more effectively
- Enhance the appearance of the area
- Improve air quality

The scheme will deliver the following key objectives in the central area:

- Remove through traffic

- Improve conditions for public transport
- Provide safer / convenient routes for cyclists
- Create better / safer environment for pedestrians
- Achieve an overall improvement in air quality
- Provide opportunities for streetscape improvements
- Minimise visual intrusion on the highway
- Maintain essential vehicle access
- Achieve an OVERALL benefit

These proposals are essential to ensure that the predicted increases in the number of buses travelling into the central area, as a direct result of the anticipated growth in the area, can be accommodated without having a detrimental effect on the area.

DECISIONS MADE BY OFFICERS AND REPORTED FOR INFORMATION

Sports Development Officer / Community Development Officer

Applicant	Decision and Reasons
ERRSA SD04/06 and CD01/06	Awarded grant of £500 (£250 Sports Development and £250 Community Development) towards funding to develop rollerblading club within Cambourne. This will provide a popular activity for the whole community.
Comberton Village College Squash Club SD05/06	Awarded Sports Development grant of £500 for funding towards training volunteer coaches. This is to ensure that all coaches are fully qualified to lead the sessions.
Histon Hornets Football Club SD06/06	Awarded a Sports Development grant of £500 for funding towards coach education. This is to ensure that all coaches are fully qualified to lead the sessions.
Cambridge Lawn Tennis Association SD07/06	Awarded a Sports Development grant of £500 for funding towards school/club links. This is to enable high quality tennis coaching within the South Cambs primary schools linking to the club.
Kelsey Resident Group SD08/06 and CD02/06	Awarded a grant of £658.32 (£329.16 Sports Development and £329.16 Community Development) to provide sports activities for the young people of the area during the summer holidays. This is to promote the health/social benefits of sport and to help reduce anti social behaviour.
Teversham Youth Group SD09/06 and CD03/06	Awarded a grant of £500 (£250 Sports Development and £250 Community Development) to provide sports activities for the young people of the area during the summer holidays. This is to promote the health/social benefits of sport and to help reduce anti social behaviour.
Linton Village College SD10/06	Awarded a Sports Development grant of £497.75 for funding towards girls football development. This is to promote school-club links for girls aged 11-14 years.

Sports Development Officer

Applicant	Decision and Reasons
Sam Fleck (TYSP08/06)	TYSP Grant of £500 to help Sam to compete at regional level in tennis by assisting with transport and competition expenses.
Joshua Lightowler (TSYP09/06)	TYSP Grant of £500 to help Joshua compete at regional level in tennis by assisting with transport and competition expenses.
Lucy Dowcett (TYSP10/06)	TYSP Grant of £500 to enable Lucy to further develop her athletics career at regional and national level by assisting with transport and competition expenses.

SOUTH CAMBRIDGESHIRE DISTRICT COUNCIL

At a meeting of the Resources and Staffing Portfolio Holder Meeting held on
Tuesday, 21 June 2005

Present: Cllr RT Summerfield Portfolio Holder
Cllr SGM Kindersley Leader of the Council

Officers: John Ballantyne Chief Executive
Greg Harlock Finance and Resources Director

Lee Phanco, Ast Director of Finance and Resources (Revenues) was in attendance for items 5 and 6 and Chris Taylor Head of Legal Services, for items discussed under Any Other Business.

1. APOLOGIES FOR ABSENCE

None received.

2. MINUTES OF LAST MEETING

The Minutes of the meeting held on 24 May 2005 were agreed as a correct record.

3. MATTERS ARISING

Minute 9.1(b) – Fuel Reimbursement for Contract Hire Users – GJH reported that an additional paper would be brought to the Portfolio Holder quantifying the assumed average miles per gallon figure used to determine the mileage rate.

Minute 14.1 – Cambridge Office – Having previously agreed with the staff concerned, it was proposed that two of the three staff would be re-deployed at South Cambs Hall, the other member of staff remaining at the Cambridge office for three months in order to train staff from the City Council. The Leader and Portfolio Holder concurred with the proposal.

4. CAMBRIDGESHIRE COUNTY COUNCIL PENSION FUND ACTUARIAL VALUATION AS AT 31 MARCH 2005

The report and appendices prepared by Hymans Robertson was presented to the Portfolio Holder. The data provided assumed that employees continued to earn new benefits in line with the Regulations as they currently stand (ie allowing for the abolition of the Rule of 85) and that the Employer's pensionable payroll over the year to 31 March 2006 remained substantially stable, with new entrants replacing any leavers. The estimated Net Pension Asset as at 31 March 2005 showed a liability of £20,077,000. The Portfolio Holder noted the report.

5. UPDATE ON BENEFITS COUNTER FRAUD SERVICE FOLLOWING BFI INSPECTION

As a result of an inspection in December 2004 by the Benefit Fraud Inspectorate (BFI), 42 recommendations had been made. An action plan had subsequently been formulated to implement the recommendations and of the 42 actions required, 32 had been fully implemented, 9 were in progress and 1 relating to the use of an effective computerised case management system had not yet commenced.

The BFI's Performance Development Team, who assist councils in meeting recommendations, had highlighted the low level of staffing resources allocated to the service and the detrimental impact this could have on sustaining the improvements

already made. To resolve this issue, a recruitment process to appoint a Fraud Manager was initiated, however a suitable candidate was not forthcoming and therefore an interim Fraud Manager had been appointed on a fixed term agency contract until 30 September 2005. Discussions have also taken place with the City Council about sharing the duties of a Fraud Manager.

It was highlighted that reduced staffing levels would, inevitably, result in poor performance standards, affecting grant monies received.

The inefficiency of the Case Management ICT System was noted, however the temporary Fraud Manager was investigating alternative systems.

The Portfolio Holder noted the contents of the report.

6. UPDATE ON BENEFITS SERVICE CPA ACTION PLAN

The Portfolio Holder, having noted the contents of the report, particularly that in order to achieve and maintain performance standards, additional staffing would be required,

AGREED that a further and more detailed report be submitted for consideration at a future meeting regarding resource levels and staffing structures for Revenues Services. The report to include maximising income generation.

7. SELF ASSESSMENT USING CIPFA FINANCIAL MANAGEMENT MODEL - ORAL REPORT

It was reported that a CD-Rom had been purchased that would enable officers to access an interactive web site that asks questions about the Council's financial management. Auditors would subsequently review the results to help to measure the effectiveness of the Council's financial management. At the request of Management Team a workshop had been organised for senior staff; further training for other staff would follow prior to implementation of the system.

8. FINANCE DEPARTMENT STAFFING - ORAL DISCUSSION

The Portfolio Holder noted the information provided by the Finance and Resources Director.

9. PARKING - ORAL DISCUSSION

The Portfolio Holder noted that the Travel for Work Steering Group would be considering the options recommended by Management Team on 16 May.

10. CONCLUSION OF COMPROMISE AGREEMENT - ORAL DISCUSSION

The Portfolio Holder noted the information provided by the Finance and Resources Director concerning a member of staff employed at the Depot.

11. OPPORTUNITIES FOR COST SAVINGS

- (a) Discretionary Relief from Non-Domestic Rates - The Portfolio Holder noted the information provided in the report and in particular that considerable savings could be made in respect of Discretionary Charitable Relief. The Finance and Resources Director was requested to provide a list of the 174 charities awarded discretionary relief in 2004/05. **GJH to action**

- (b) HR and Payroll Sections (papers tabled) – The Portfolio Holder noted the projected savings that could be made in the Corporate and ICT Training Budgets and Salaries.

The Finance and Resources Director reported that a revised Financial Strategy would be required as a result of capping of the Council Tax. In the event that the Council obtained the outcome of the appeal against capping by 30 June, the matter would be reported to Cabinet at its 14 July meeting, otherwise a special Cabinet meeting would be held on 21 July.

12. LEAVERS IN PERIOD 1 APRIL 2004 - 31 MARCH 2005

The Portfolio Holder, having considered the report, noted the contents and in particular that compared with previous years, the figures showed a decrease in the number of leavers from 23% in 2000/01 to 8% in 2004/05. As a result of the decline, the target turnover Performance Indicator figure for 2005/06 had been reduced to 10%

13. SICKNESS ABSENCE 2004/05

It was noted that the number of days lost due to sickness for 2004/05 was 13.1 days per FTE; the target figure being 8 days per FTE. The target figure for 2005/06 had subsequently been increased to 11 days per FTE. Subject to the views of Management Team who would be discussing this item at a meeting to be held on 22 June, the Portfolio Holder

- (a) noted the figures for 2004/05 and the action being taken to address the sickness absence problems,
- (b) endorsed making absence management a performance target for all Managers, and
- (c) endorsed allowing time and space for a number of organisations to offer packages for private medical treatment, which were geared to local authority employees without any financial commitment from the Council.

14. MONITORING OF CASES OF LONG TERM SICKNESS ABSENCE

The Portfolio Holder noted the contents of confidential information provided to him relating to long-term sickness absence.

15. ACCOMMODATION - STANDING ITEM

The Portfolio Holder noted the situation regarding outstanding snagging issues as of 15 June 2005 and that Air Conditioning would be included in future lists. The snagging list is appended to these Minutes.

16. ANY OTHER BUSINESS

- (a) Member/staffing issue – The Portfolio Holder noted the information presented to him by the Head of Legal Services.
- (b) Council Tax Capping – Judicial Review – Legal advice had been sought regarding the pursuance of a Judicial Review in the event that the ODPM confirms that the Council's 2005/06 budget be capped by £3.6m as initially proposed. A response from Counsel was awaited. It was suggested and agreed that both South Cambridgeshire MPs be lobbied in order to speak on the Council's behalf when the issue was discussed in House of Commons.

- (c) Air Conditioning - It was reported that the air conditioning had developed a fault resulting in overheating of South Cambs Hall; failure of the air conditioning in the ICT room had also added to the problem. Temporary remedial action had been undertaken and David Enticknap (Development Securities) had been notified with a request for a response to the situation in order to report to Council at its meeting on 23 June 2005.

Appendix

The Meeting ended at 5.15 p.m.

FAULT	ACTION	UPDATED 15th June 2005
HEARING LOOPS Intermittent Fault		To be monitored.
ROAD SIGN	County Council are considering most appropriate location. The cost will be approx. £500.	Spoke with David Lines (CCC Highways) 11 th May. Cost will be approx £500. Estimated installation by end May. Sign was installed 31.05.05
RAIN SUPPRESSANT	Price now agreed. Work to be completed within 2 months.	David Enticknap (Development Securities) advised JSB that the spec has been approved; Env Health have raised some more queries on the technical data, which will be forwarded to AYH. Once cleared, SCDC to confirm acceptance or otherwise. Installation 10 weeks from order.
HEATING IN COUNCIL CHAMBER	To be monitored.	A thermograph has been used to make a continuous recording of the Chamber temperature over a period of 8 days. The temperature remained between 19 & 22 degrees C from day 1 to day 7 and between 19 & 21 from day 8 to day 14. Developers to confirm heating is now working OK.
HEATING IN HOUSING DEPT	Continued complaints from staff being too cold.	Monitoring instruments have indicated that temperatures are being maintained at design level in those offices previously reported as being cold. Developers to ask FM to confirm. Defects proformas had been issued for heating in Chamber, Mezzanine, some peripheral offices and trench heating in some areas. We are still awaiting formal responses re these. Queries were also raised re heating on Ground Floor East and areas on the first and second floors near to the "street". We are still awaiting replies to these.

FAULT	ACTION	UPDATED 15th June 2005
CATERING EQUIPMENT	McAlpines have agreed to install a commercial dishwasher and fridge/freezer. WT to indicate a timescale for completion	Following meeting between David Enticknap and JSB, issues need to be addressed with Env Health before drawer unit and dishwasher can be installed. Env Health have recommended several alterations to the kitchen area. A commercial refrigerator and freezer have been installed, markedly increasing the storage capacity. A start date for the other work is to be confirmed. McAlpines have given Dev Secs/AYH a quote for the work; Dev Secs/AYH to discuss this with SCDC.
GREENWAY PLANTING	Still not completed. WT to chase	Greenway work completed 11 th March, but some finishing off required to SCDC site. Lesley Dickinson (Landscape Design Officer) wrote to Aukett 17.05.05 to chase outstanding replacement planting. Lesley Dickinson is to meet the landscape contractor week beginning 13.06.05.
MEZZANINE	Remote control not yet received. Provision of data points to be chased.	Shepherd Engineering to supply remote control. McAlpines informed that data points should have been installed. Installation of data points completed 23rd May. Confirmed live by Serco on 9/6/05.
MEZZANINE & COUNCIL CHAMBER	Manual over-ride for lights required.	Other quotes being sought for this work. Quotations received and now being evaluated.
SUN GLARE	Problem raised with Wrenbridge and Development Securities, solution awaited.	Plan indicating all affected windows given to McAlpines by J.Garnham on 26 th Jan. Dev Secs looking at film on top windows and motorised blinds on frontages. Proposal agreed at meeting 15 th Mar. Company in 15/6/05 to agree date for installation.
DISABLED ACCESS	Still a problem, to be reported to McAlpines. WT to action	The motor is on its strongest setting. Reception and Caretakers are monitoring any instances of continued difficulty. Dev Secs are discussing motors with the manufacturer and are considering a screen; on this latter, AYH to request Auketts (architect) to consider. There are still concerns over H&S etc issues if a stronger closer is fitted, so Dev Secs are still investigating options.

FAULT	ACTION	UPDATED 15th June 2005
SOLAR LOUVRES		There would be 2 x 2 weeks period of trial in June; one where movement would be limited to 30° (taking place 2 weeks commencing 13/6/05) and another where the louvres would be locked on the horizontal position (due 2 weeks commencing 27/6/05).
HANDOVER OF BUILDING	No payment to be made until snagging issues resolved, however is likely to be in this financial year.	A substantial crack has appeared in the doorway of the Council Chamber.
SECURITY COSTS	Wrenbridge not yet billed.	John Garnham has actioned. Awaiting information from Legal Services re amounts included in addendum to agreement with developers; meeting being arranged with developers to discuss balance.
BALLUSTRADE SOLUTION	Bill Taylor to take over from John Garnham.	Quote from Specials Lighting Design Ltd (suppliers of existing perforated panels between floor plates) £21,072 for matching perforated in-fills. Quote from McMann Interiors Ltd £20,000 but will not carry out the work until confirmation from Design A Glass Ltd (original glass supplier) that glass conforms to all necessary standards. McAlpines asked to pursue this issue asap. Fenfast Ltd have made mesh panels. Cost will be less than £5,000 inclusive of weekend fitting. Completion was expected by end May but delayed because confirmation re suitability of glass still awaited. One confirmation outstanding.
CAR PARKING	Business Park have informed the Council that unauthorised parking in the Civic Square and surrounding area will result in cars being clamped (actual date to be confirmed).	Awaiting progress report of the Travel for Work plan. TfW report went to MT on 16/5/05: not lease add'l spaces; review parking procedures; survey staff & Member travel arrangements; etc.
RECREATION ROOM	Room to be cleared of all furniture and IT equipment as soon as possible.	Storage container installed in cycle shed on 27.05.05. Dimensions 12'x6'x8' cost £2,913.

SOUTH CAMBRIDGESHIRE STRATEGIC PARTNERSHIP BOARD: NOTES

Date: 14 June 2005

Time: 1400h – 1550h

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
D Kanka (substituting for S Standley)	South Cambridgeshire PCT
Councillor S G M Kindersley	South Cambridgeshire District Council
R Needle	Cambridgeshire Constabulary
K Nobbs	Cambridgeshire County Council
Councillor J Reynolds	Cambridgeshire County Council
R Rogers	South Cambridgeshire PCT
S Smith-Rawnsley	Voluntary Sector Representative
D Spreadbury	Voluntary Sector Representative
S Traverse-Healy	CALC Representative

In attendance:

E Cearns	South Cambridgeshire District Council
A Crundall	Cambridgeshire County Council
A Hampton	Cambridgeshire ACRE
S McIntosh	South Cambridgeshire District Council
T Pope	South Cambridgeshire District Council
S Rodriguez-Jimenez	Cambridgeshire County Council
M Vigor	Cambridgeshire County Council
M L Rowe (Secretary)	Cambridgeshire County Council

Apologies:

D Ball	Business Representative
Councillor J Healey	South Cambridgeshire District Council
M Lincoln	Youth Parliament Representative
K Lloyd	Youth Parliament
S Standley	South Cambridgeshire PCT

1. ELECTION OF CHAIRMAN

It was resolved unanimously:

- that Councillor J E Reynolds be elected Chairman of the Board for 2005/06.

2. INTRODUCTIONS

The Chairman welcomed Councillor Kindersley, the new South Cambridgeshire District Council representative, to his first meeting. On behalf of the Board, he wished Sally Standley well as this was her last working week before taking maternity leave. He also wished Dr David Kanka all the best for the future as he would soon be leaving the South Cambridgeshire PCT.

3. NOTES OF BOARD MEETING ON 19TH APRIL 2005 AND MATTERS ARISING

The notes of the meeting of the Board held on 19th April 2005 were agreed as

a correct record subject to the following amendment:

Page 7 – Item 7, Improving Health Partnership Performance Monitoring Report, replace “Comberton” with Swavesey.

Matters Arising

Note 2 – Notes of Board Meeting on 7th January 2005 and Matters Arising (Note 7 – Performance Monitoring and Management Reports – Environment and Housing)

The Head of Community Services reported that the proposal to appoint a representative from Housing Association providers to the Board was still being progressed.

S McIntosh

4. APPOINTMENT OF VICE-CHAIRMAN

It was resolved unanimously:

- that Ruth Rogers be appointed Vice-Chairman of the Board for 2005/06.

5. DEVELOPMENT OF THE VOLUNTARY SECTOR

Sheila Smith-Rawnsley, the Board Champion for the key priority relating to the development of the voluntary sector in the district, presented a report on current activity. The Voluntary Sector Forum was now operational, which was particularly important in the absence of a Council for Voluntary Services (CVS) in the district. The Forum was currently involved in a project to map the number of volunteer hours undertaken in the district each week. Responses from seven organisations had produced the equivalent of £2,000 of work per week for each organisation.

The Board noted the possible barriers faced by the Voluntary and Community Sector, which included having the resources to deliver services, and the ability of small organisations to understand funding. There was an imbalance of organisations able to participate with larger groups dominating and certain types of organisations particularly community based less likely to be represented. There was also concern that the sector was not regarded as an equal partner with organisations being invited to get involved in projects as an afterthought.

The importance of LSP partners in changing the ‘global mindset’ was highlighted. This included raising awareness about the need for realistic funding of the sector. The flexibility of the sector and its ability to lever in external funding needed to be publicised. It was noted that Directions Plus and Age Concern had received funding from the European Union Social Fund to engage a worker in East Cambridgeshire to encourage welfare benefit take-up, which would bring in an annual benefit of £30,000.

David Spreadbury, the other Voluntary Sector representative on the Board, reiterated the importance of changing the ‘global mindset’. He explained that the involvement of the sector was essential to deliver the Government’s agenda in relation to providing a full range of services involving local people. The role of the sector was crucial due to its close connection with people at the grass roots. Organisations could therefore use the sector

to create what the locality needed. It was the role of the LSP to establish structures to support this process. The sector should be seen as an important partner and provided with the necessary funding and support. He suggested inviting the Infrastructure Manager from the Cambridgeshire Voluntary Sector Infrastructure Consortium to address the Board in the future.

Points raised in the following discussion included:

- noted that the sector comprised a whole range of organisations with varying needs with some having paid members of staff. It was therefore no longer appropriate to consider it purely as the 'voluntary' sector.
- noted that many volunteers were highly skilled and more than capable of running a project professionally.
- the need to thank people involved in the sector for their work in the district. It was suggested that the Board should consider using Volunteers Week next June to honour the outstanding contribution of people involved in the sector. S Smith-Rawnsley reported that she would be asking Board members to circulate leaflets within their organisations to promote the "Way to Be" award relating to good accessible services.
- queried who partners should contact to engage the sector in their work. It was suggested that Cambridgeshire ACRE, Cambridge CVS or Trisha Pope at the District Council should be contacted in the first instance.
- the need for key information about various organisations comprising the sector to be included on the LSP's website. This could include hyperlinks to the Directory of Children and Young People's Services.

The Board supported the development of the Voluntary Sector Forum's action plan and its assessment of need.

6. DEVELOPING NEW COMMUNITY TRANSPORT SCHEMES

Kala Nobbs, the Board Champion for the key priority relating to the development of community transport schemes and the use of existing schemes and bus services to respond to local need, presented a report on current activity. Nine communities had been identified as having a low provision of transport services following an initial analysis of community transport schemes operating in the District. There were currently two dial-a-ride services into Cambridge City and settlements, and twenty-eight voluntary car schemes.

Work carried out to contribute to the development of a countywide Accessibility Strategy and Action Plan had identified the Balsham area as a key focus due to its lack of services and poor transport provision. The Transport and Access Sub Group would be identifying the local need through an area consultation and investigating potential solutions. There were a number of barriers to performance in particular financial limitations and the dependence of community transport schemes on volunteers. The Board noted priority actions for the Partnership, as follows:

- how community transport provision could be maintained and improved to meet priority needs.

- the need for SCSP partners to support and promote the use of public and community transport within their organisations.
- the need for SCSP partners to support and promote the work of the Rural Transport Partnership.

Points raised in the following discussion included:

- queried why Balsham had not been identified as one of the nine communities with low provision of transport services but had then been identified as a key focus area. It was noted that nine communities had been identified by the Transport and Access Sub Group as part of its consideration of the current level of provision in district. In the interim, the Government had identified funding linked to the Local Transport Plan to target groups with special transport needs such as young people. Government criteria applied countywide had identified Balsham as a key focus area. A meeting with Balsham Parish Council had already taken place, which had identified the need for a link service from Balsham and the surrounding villages to the Haverhill to Cambridge bus service. A proposal would therefore be compiled to connect these villages with this greatly improved commercial service.
- the need for more work to be carried out at a grass roots level in order to identify all the issues. The Board was informed that the nine communities would not be neglected.
- queried the timescale for the Accessibility Strategy and Action Plan. It was noted that a preliminary strategy would be produced in the autumn and a final strategy and plan would be available in 2006. The Board was informed that this provided sufficient time to allow officers to work closely with local communities.
- concern about under utilisation of vehicles purchased by community groups. It was suggested that groups should be encouraged to share one vehicle. It was noted that the County Council had been publicising community transport schemes to organisations interested in raising funds for their own vehicles over the last year. This process was being used to target under utilisation as the majority of schemes had paid drivers. However, many groups were not comfortable about hiring out their vehicles off-peak without a dedicated driver. It was suggested that groups should be encouraged to contact the CVS for suggestions. The Huntingdonshire Transport Access Group was setting up a brokerage arrangement, which was already operational in Bedfordshire and Lincolnshire, and officers would be monitoring its progress closely.
- queried the funding available for social car schemes. It was noted that the County Council provided a £50 start up float and 14p per mile for every journey undertaken. However, passengers were expected to make a contribution. The PCT provided funding to transport people to Addenbrooke's Hospital.
- queried whether bus subsidies should be targeted at community transport schemes, which were a tremendous asset to local communities. The Board was advised that community transport could not meet the needs of all users as they were required to pre-book journeys. It was therefore important that the County Council subsidised rural public transport services in order to meet this need.

7. ACCESS TO INFORMATION, LEARNING AND CULTURAL PROVISION

In the absence of a Board Champion, the Head of Community Services outlined the current position in relation to Action 17 to increase access to information, learning, cultural provision and partners' services through the development of 'community information hubs' in villages in new settlements. The roll out of broadband in the District had nearly been completed except for a few villages in Cambourne. Community Access Points (CAPs) were still in the early stage of development with 10 out of 13 installed in smaller villages in the district. It was noted that each scheme was developing in a different way and was dependent on local resources. Work was needed to develop each CAP as part of the basic village infrastructure.

The Board was informed of a number of possible projects involving CAPs. The input of the community and volunteers was essential to all these developments. However, it was important that the infrastructure was supported. The District Council had approved the appointment of a post to provide this necessary support. Unfortunately, recruitment had been put on hold due to the Council's funding situation. It was noted that the Cambridgeshire and Peterborough Learning Trust had spoken to the voluntary sector about funding and opportunities for cascading training. Members were informed that there would be opportunities to bid for funding from the CVS in September 2005.

Points raised in the following discussion included:

- queried the involvement of the Learning and Skills Council (LSC). It was noted that the LSC was focussing on work based and access skills. CAPs were an important part of this process to encourage people to get back into education in order to help meet the LSC's priority of getting people to Level 2. Members highlighted the need for the voluntary sector and schools to support CAPs.
- queried the possibility of using LPSA reward monies to fund a dedicated worker. Members were informed that this might be an option if it could be clearly linked to the LPSA targets. However, this funding would only be available for one year. Members suggested using commercial sponsorship and were informed that the scheme was already being sponsored by NTL and CIRCA. It was also suggested that funding opportunities could be pursued through Connexions.
- suggested the possibility of providing a Wireless Local Area Network at each CAP to enable a number of users to access broadband at the same time. This could be piloted at one CAP to ensure value for money. There was a possibility of using ChangeUp (the Capacity Building and Infrastructure Framework for the Voluntary and Community sector, published by the Active Community Unit) funding for IT to support this work.
- the need to consider ways of improving cultural provision in the district at the next meeting.

S McIntosh

8. PARISH PLANS AND SOUTH CAMBRIDGESHIRE STRATEGIC PARTNERSHIP

David Spreadbury, Cambridgeshire ACRE, reminded the Partnership that Parish Plans were a way of engaging the whole community into undertaking an audit of community need and encouraging community led-regeneration. Twenty parishes in Cambridgeshire and Peterborough had made use of funding from the Vital Villages Programme for Parish Plans. The process in the District had been led by Cambridgeshire ACRE with funding from the County Council, South Cambridgeshire District Council and the PCT. The plans provided an excellent way for LSPs to understand and listen to the needs of local communities. It was hoped that the SCSP would consider the use of these plans in relation to service provision in the new developments.

Alan Hampton, Cambridgeshire ACRE, reminded Members that they had received a report suggesting the implementation of a mechanism to integrate Parish Plans into the work of the Partnership at their meeting on 28 July 2004. It was noted that forty-two communities had shown an active interest in Parish Plans with more expected to take on a Parish Plan now that further funding had been announced by DEFRA for 2005/06.

Mr Hampton presented a report detailing an analysis of the issues identified by Arrington, Cottenham and Grantchester in their Parish Plans. Members noted a sample of Parish and community actions in the plans, which included a large percentage achievable at local level. Responses to actions requiring support from one or more partner agencies needed to indicate to Parishes whether the SCSP, or particular partners, could endorse, empower, take action, support or not support. Members noted a draft template for a response to be developed and forwarded to these communities. The Board acknowledged the importance of recognising the efforts of those parishes that had undertaken a Parish Plan.

The Chairman congratulated the Cambridgeshire ACRE representatives on the progress made with three very different parishes. He highlighted the importance of spreading good practice identified in these plans across the district. He therefore suggested that the SCSP arrange a promotion event in early 2006. The CALC representative reported that smaller villages needed technical help and assistance particularly in relation to processing data. He added that more parishes would be prepared to undertake Parish Plans if this assistance was available from the LSP. This was particularly important as Parish Plans were part of the planning process and parishes would need to review their plans in the future. The Voluntary Sector representative explained that administration support might be available from the Cambridge Women's Resource Centre.

E Cearns
S Rodriguez-
Jimenez

9. LPSA - UPDATE

The Board was informed that the County Council was still in negotiations with the Office of the Deputy Prime Minister (ODPM) regarding the Local Public Service Agreement. However, the Council was now hopeful that the Agreement would be signed off in the autumn, which was a year after it had commenced officially. The Board would receive a report at its next meeting. *(Note: The LPSA agreement will now be considered by the County Council's Cabinet in July as ODPM is keen to have it completed.)*

S Rodriguez-
Jimenez

10. LOCAL AREA AGREEMENT - UPDATE

The Board was informed that the County Council had expressed an interest in taking part in the second pilot, and would be informed of the outcome on 22 June 2005. It was noted that the ODPM was likely to agree more pilots than the original figure of 40.

11. PERFORMANCE MONITORING REPORT: TRANSPORT AND ACCESS

The Board received a report on the progress of priority actions 2, 16 and 18, and raised the following issues:

Action 2 – Working with Communities to Increase Road Safety

- reported that the Highways Agency together with the County Council and the Constabulary was launching a driver education initiative to reduce accidents on the A14.
- the need to offer further initiatives to target the number of road fatalities involving 18-year-old males. Officers acknowledged the need to undertake more analysis to identify further actions. It was noted that 'For My Girlfriend' and 'Bikesafe' would address this group.

Action 16 – Develop new Community Transport Schemes, and develop use of existing bus schemes (*progress on this action is covered in Minute 6*)

Action 18 – Increase cycling between villages and services, particularly between smaller villages and larger ones

- highlighted the needs of parishes on county borders.
- suggested linking with the National Cycle Network launch in September when a series of events would be held to raise the profile of cycling. It was noted that a County Council Working Group was considering how best to use the publicity generated from this event.
- suggested inviting the East of England Development Agency to a future meeting to report on the 'Bridge of Reeds' project, which it appeared might have attracted a sizeable grant.
- the importance of encouraging children to cycle on designated cycle paths only. There should be no pressure to encourage them to cycle on roads.

E Cearns

12. SOUTH CAMBRIDGESHIRE STRATEGIC PARTNERSHIP NEWSLETTER

The Board received the first version of the newsletter, which would be used to raise the profile of the Partnership. It would be published as an E-Newsletter on a quarterly basis for circulation amongst partners. It would also be available as a PDF document, which would improve the quality of the photographs, on the County and District Councils' websites. Each newsletter would highlight Partnership initiatives and provide a signpost for partners. The next issue would include an item on Parish Plans and the Neighbourhood Policing Initiative.

Members noted that the first newsletter contained an item on working for a smoke free South Cambridgeshire. One Member asked if the advisory group

could investigate the possibility of obtaining legal advice regarding the legal obligations of employers for allowing people to smoke on their premises, which could be circulated to all businesses in the district. It was suggested that this advice should be sponsored by businesses.

E Cearns

13. LIST OF BOARD CHAMPIONS AND TERMS OF REFERENCE

The Board received a list of Board Champions and Terms of Reference. It was agreed that Councillor Kindersley should be the champion for Action 8, and Kala Nobbs and Sean Traverse-Healey should be the champions for Actions 17 and 16 respectively.

14. SOUTH CAMBRIDGESHIRE STRATEGIC PARTNERSHIP SUB GROUPS

The Board received a list of Partnership Sub Groups, which would be posted on the Partnership's website. It was noted that a temporary replacement would need to be identified at the next meeting for S Standley.

S Rodriguez-
Jimenez

15. ANY OTHER BUSINESS

A member of the Board highlighted the need for the Local Development Framework (LDF) to be formally approved by the Partnership at a future meeting. He explained that conformity with the Community Strategy was a requirement of the LDF process. The Head of Community Services reported that a timetable would be presented to the next meeting.

S McIntosh

16. DATE OF NEXT MEETING

Monday, 18 July 2005 at 2.00p.m.

All

SOUTH CAMBRIDGESHIRE
STRATEGIC PARTNERSHIP BOARD

Meeting to be held at 2.00 p.m. on Monday 18th July 2005
Ground Floor Meeting Room, South Cambridgeshire Hall,
Cambourne Business Park, CAMBOURNE

Agenda

1. Introductions/apologies (oral)
2. Notes of Board Meeting on 14th June 2005 and Matters Arising (white)

Items for Decision

3. Lifelong Learning and Workforce Skills Development: Community Strategy Actions 11 and 12 (pink)
4. Cambridgeshire's Second Local Public Service Agreement (LPSA)
 - (a) Update (green)
 - (b) Implications for South Cambridgeshire Strategic Partnership (white)
5. Local Area Agreement (to follow)
6. Partnership Self-Assessment (pink)

Items for Information

7. Autumn Review Workshop (oral)
8. Performance Monitoring Report: Access to Broadband (to be tabled)
9. Performance Monitoring Report: Take Up of Benefits (white)
10. Investing in Communities (oral)
11. Any Other Business (oral)
12. Date of Next Meeting – Tuesday 25 October 2005 (oral)

Members of the Board:

County Councillor J E Reynolds, District Councillors J Healey and S G M Kindersley,
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,
P Kilby – Cambridgeshire Fire & Rescue Service,
M Lincoln – Youth Parliament Rep, R Needle – Cambridgeshire Constabulary,
S Smith-Rawnsley & D Spreadbury – Voluntary Sector Reps.,
S Standley and R Rogers – South Cambridgeshire PCT,
Sean Traverse-Healy – CALC Rep.

**CAMBRIDGESHIRE COUNTY COUNCIL/CAMBRIDGE CITY/SOUTH CAMBRIDGESHIRE
ENVIRONMENT AND TRANSPORT AREA JOINT COMMITTEE – MINUTES OF 22 JUNE 2005**

The minutes for the above meeting have now been published on the Internet. Please copy and paste the link below into your browser to access:

<http://www2.cambridgeshire.gov.uk/db/council2.nsf/e0c624b01b2e9ade80256b14004eb73b/ca25b50fca9bc39b80257021003a6c9e?OpenDocument>

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- * Agendas, Minutes & Reports
- * Agendas & Minutes

CAMBRIDGESHIRE COUNTY COUNCIL – AGENDA FOR 19 JULY 2005

The minutes for the above meeting have now been published on the Internet. Please copy and paste the link below into your browser to access:

<http://www2.cambridgeshire.gov.uk/db/council2.nsf/e0c624b01b2e9ade80256b14004eb73b/64a89790c01de66380257038004cbe7b?OpenDocument>

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