

**COUNCILLORS' BULLETIN  
19 OCTOBER 2005**

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Cambridgeshire  
District Council**

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**COMMITTEE MEETINGS FROM:  
24 October to 28 October 2005**

**Contact**

<b>Mon 24 Oct</b>				
<b>Tue 25 Oct</b>	9 am	Resources and Staffing Portfolio Holder	Finance and Resources Directors office	Vikki Millard
<b>Wed 26 Oct</b>	10 am	Conservation Advisory Group	Swansley Room	Ian Senior
	2 pm	Conservation, Sustainability and Community Planning Portfolio Holder	Swansley Room	Patrick Adams
<b>Thu 27 Oct</b>	2 pm	Council	Council Chamber	Susan May
<b>Fri 28 Oct</b>	10 am	Housing Portfolio Holder	Swansley Room	Ian Senior

**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 26 October 2005 at 5 pm**. All decisions not called in by this date may be implemented on **Thursday 27 October 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.

**POLITICAL SPEED DATING – NEW DATES**

Thank you to all members who have already responded to my previous email, inviting you to participate in the speed-dating event for the local democracy week. We are still having a problem identifying a convenient date and time for councillors and young people, so have now moved the event to after half term, which is week commencing 24<sup>th</sup> October. I would therefore appreciate it, if you are interested in being involved in this exciting event, to email me the dates that you are available in weeks commencing 31<sup>st</sup> October, 7<sup>th</sup> or 14<sup>th</sup> November.

If you have already expressed your interest, please could you send me your updated availability for these dates.

Please contact me, Susannah Harris on 01954 713355 or [Susannah.harris@scambs.gov.uk](mailto:Susannah.harris@scambs.gov.uk). Thank you.

**SWITCH OFF DAY**

This Friday 21 October members and staff are being encouraged to help save money and the environment by taking part in a 'switch off' day.

Along with other Cambridgeshire councils, Cambridge University, the British Antarctic Survey and Anglian Water, we want to see how much energy can be saved in our offices this coming Friday.

Everyone is being encouraged to:

- switch off computer monitors when away from their desks
- switch off PCs
- unplug mobile phone chargers when not in use
- ensure thermostats are set at 18 degrees centigrade in our meeting rooms

Meter readings at South Cambs Hall in Cambourne will be recorded before and after the day to show how much energy we save. Being more energy efficient will help ensure we save money and that we play our part in reducing the ongoing impacts of climate change caused by the burning of non-renewable fossil fuels and the associated release of carbon emissions.

### TRAVEL TO WORK SURVEY

Members are invited to take part in the Travel to Work Survey 2005 by entering the Cambourne business park prize draw to win £200 towards a bike. If you haven't already done so, please visit [www.tfw.org.uk/survey](http://www.tfw.org.uk/survey) and complete the online survey to show how you travelled to work from Saturday 8 October to Friday 14 October. Alternatively, a copy of the survey will be emailed separately from Democratic Services to all Members. Please email the completed form to: [cameron.adams@scambbs.gov.uk](mailto:cameron.adams@scambbs.gov.uk)

### PUBLIC APPOINTMENTS TO THE NHS

The NHS Appointments Commission, under the chairmanship of Sir William Wells, has taken over from Ministers the duty of making chair and non-executive appointments to the boards of NHS organizations.

An advertisement for Non-Executive Board Directors for the Cambridgeshire and Peterborough Mental health Partnership NHS Trust appeared in the press today (19<sup>th</sup> October 2005). A copy is also available from Democratic Services.

It is essential that chairs and non-executives of the NHS boards have a knowledge and understanding of their local community, as well as the skills necessary for a position of leadership.

Requests for an information pack and an application form may be made to the NHS Appointments Commission Recruitment Services Centre on 0870 240 3802, quoting reference E5308. The closing date for completed applications is 17<sup>th</sup> November 2005.

### DECISIONS MADE BY THE ENVIRONMENTAL HEALTH PORTFOLIO HOLDER

Subject	Decision and Reasons
Covell's Drain, <b>Swavesey</b>	Agreed that the Environment Agency advice is followed by reducing the height of sections of the bank as directed by the Environment Agency, provided in advance of the works being carried out, the Agency indemnifies the Council. The foregoing decision also being subject to further legal advice and detailed discussions with Officers.
Balancing Pond at Home Farm, <b>Longstanton</b>	Agreed the adoption of the maintenance of the Balancing Pond at Home Farm, Longstanton by the Council on the payment of a commuted sum to be agreed.

### DECISIONS MADE BY THE PLANNING AND ECONOMIC DEVELOPMENT PORTFOLIO HOLDER

Subject	Decision	Reasons
Street Naming, <b>Willingham</b>	Bourneys Manor Close	Parish Council's proposal most suitable
Street Naming, <b>Longstanton</b>	Nelson Collingwood Hardy Bullen Blackwood	Continuation of nautical theme with local connection

## **SOUTH CAMBRIDGESHIRE DISTRICT COUNCIL**

At a meeting of the Conservation Advisory Group held on  
Wednesday, 14 September 2005 at 10.00 a.m.

**PRESENT:** Councillor SJ Agnew – Chairman  
Councillor NN Cathcart – Vice-Chairman

Councillors:	RF Bryant	Mrs PS Corney
	Mrs SJO Doggett	Dr JA Heap
	Mrs CA Hunt	Dr JPR Orme
	EJ Pateman	Mrs DSK Spink MBE
	RJ Turner	Dr JR Williamson
	NIC Wright	

and Councillors Mrs JM Healey, (Conservation, Sustainability and Community Planning Portfolio Holder).

Councillor SGM Kindersley (Leader of the Council) was in attendance, by invitation.

### **1. APOLOGIES FOR ABSENCE**

Councillors Mrs A Elsby, R Hall and JH Stewart sent their apologies for absence.

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

There were no Declarations of Interest.

### **3. MINUTES OF PREVIOUS MEETING**

The Conservation Advisory Group authorised the Chairman to sign, as a correct record, the Minutes of the meeting held on 20<sup>th</sup> July 2005.

In connection with Minute nos. 4, 5, 6 and 7 (Conservation Area Appraisals), Councillor Mrs DSK Spink thanked officers for making sure that the four issues were presented to Cabinet on 8<sup>th</sup> September 2005 (the first available Cabinet meeting).

In connection with Minute no. 8 (Thatch and thatching policy), the Conservation Manager highlighted a recent planning appeal won by South Cambridgeshire District Council, supporting its policy. A report would be presented to the next meeting of the Conservation Advisory Group.

In connection with Minute no. 9 (War Memorial Guidance and Gazetteer), Councillor RF Bryant asked the Conservation Manager to convey to the Historic Buildings Officer the Group's appreciation for the way in which she had promoted the Council's recently published Gazetteer, and sold a number of copies at the Imperial War Museum, Duxford.

### **4. ARCHAEOLOGY AND PLANNING: PARTNERSHIP WORKING**

The Conservation Advisory Group considered a report on the curatorial work of the County Archaeologists and their partnership working with South Cambridgeshire District Council, with a focus on the enhanced use of the Historic Environment Record.

Adrian Tindall the Head of Archaeology at Cambridgeshire County Council, Quinton Carroll and Andy Thomas made a PowerPoint presentation on this subject. They

highlighted the significant shift towards the greater use of Information Technology, and the aim of using the Internet as a means of promoting the County Council's work to as many people as possible. Associated with this was the County Council's desire still to develop a Heritage Resource and Cultural Service within Cambridgeshire.

Members discussed the proposed simplification in the scheduling of historic buildings and monuments.

It was stated that developers now viewed archaeology as a necessary development cost. In general terms, the high standard, and effectiveness, of work carried out tended to facilitate, rather than hinder, development.

In response to a question, Mr Tindall explained that any artefact found belonged to the landowner. The County Council would enter into a legal agreement with that landowner to secure possession of the artefact, which then remained within Cambridgeshire. However, there was an urgent need for a means of displaying these artefacts to members of the public.

All costs were borne by those wishing to develop those sites on which the archaeological digs take place.

The Conservation Advisory Group **RECOMMENDED** that the Conservation, Sustainability and Community Planning Portfolio Holder confirms South Cambridgeshire District Council's continuing support for the development of partnership working with the County archaeologists, and the development of the Historic Environment Record.

#### **5. CONSERVATION AREA APPRAISALS: BVPI 2005-06 PROGRESS**

The Conservation Advisory Group considered a report on the work to date of the sub-group, established to review emerging draft Appraisals, and progress towards meeting the Best Value Performance Indicator targets for 2005-06.

Noting that the Government had not made any additional funds available to local authorities in respect of this new target, the Conservation Manager referred to the implications this had for Planning Delivery Grant. Nevertheless, the Vice Chairman urged the Council to maintain its momentum in the context of Conservation Area Appraisals by seeking imaginative methods of funding them. The Leader added that the Council should encourage its neighbouring Authorities, through commenting on their draft Local Development Framework proposals, to be equally proactive in developing their Appraisals.

The Conservation Advisory Group endorsed the work undertaken to date by the sub-Group on the delivery of Conservation Area Appraisals, and **RECOMMENDED** that the Conservation, Sustainability and Community Planning Portfolio Holder request a more detailed report on progress towards meeting the BVPI and the resource implications for consideration by the Conservation Advisory Group at its meeting on 8<sup>th</sup> March 2006 to enable appropriate targets to be set for 2006-07.

#### **6. PLANNING POLICY STATEMENT 9: BIODIVERSITY AND GEOLOGICAL CONSERVATION**

The Conservation Advisory Group considered a report on the implications of the Government's policy statement on "Biodiversity and Geological Conservation" (Planning Policy Statement no. 9 – August 2005), which sought to ensure the integration of these principles throughout the Council's decision making.

The Chairman commented that PPS9 would form a crucial element of the Council's work. Members discussed the need for an imaginative approach in order to secure developer

support for the statement's aims and aspirations.

Parish councils should also be involved in the process.

The Conservation Advisory Group noted the policy and resource implications of PPS9 (Biodiversity and Geological Conservation), and **RECOMMENDED** that the Conservation, Sustainability and Community Planning Portfolio Holder ensures the integration of these principles throughout the Council's decision making and resource budgeting, presenting a progress report on the implementation of the policy statement at the Conservation Advisory Group's meeting on 8<sup>th</sup> March 2006, to enable resource implications to be determined.

## **7. BUILT HERITAGE AWARDS 2005-06: SHORTLISTING**

The Conservation Advisory Group received a report setting out suggested criteria and, circulated at the meeting, a long list of schemes for selection as a short-list for consideration as contenders for the 2005-06 Built Heritage Awards.

The Conservation Advisory Group supported the launch of the South Cambridgeshire Built Heritage Awards 2005-06, as described in the Conservation Manager's report.

The Conservation Advisory Group:

- (1) **APPOINTED** a sub-Group consisting of Councillors SJ Agnew, RF Bryant, NN Cathcart and Mrs S Doggett to analyse the long list and finalise a short list of about ten nominations;
- (2) **AGREED** that a coach tour be arranged for Wednesday 23<sup>rd</sup> November 2005 to enable members of the Conservation Advisory Group to visit those sites short listed; and
- (3) **RECOMMENDED** that the Conservation, Sustainability and Community Planning Portfolio Holder authorises the allocation of appropriate funding to facilitate the :promotion, consideration and presentation of the various awards.

## **8. DATE OF THE NEXT MEETING**

Members noted that the next meeting of the Conservation Advisory Group would be held at South Cambridgeshire Hall on Wednesday 26<sup>th</sup> October 2005 starting at 10.00am.

## **9. EXCLUSION OF PRESS AND PUBLIC**

The Conservation Advisory Group

**RESOLVED** That the Press and public be excluded during the consideration of the following item number 10 in accordance with Section 100(A) (4) of the Local Government Act 1972 on the grounds that, if present, there would be disclosure to them of exempt information as defined in paragraphs 1 and 5 of Part 1 of Schedule 12A of the Act.

## **10. CONSERVATION OPERATIONAL PLAN 2006-07 AND 2007-08: PROTECTING SERVICES AND MAINTAINING ESTABLISHED PARTTNERSHIPS AND KEY PRIORITIES**

The Conservation Manager distributed a report setting out a proposed strategy for reducing Conservation budgets and establishing a framework for a revised service plan.

Members applauded the proposal, the Vice-Chairman observing that it demonstrated how well the Conservation Section could cope with the financial constraints imposed upon it by virtue of the Council having been Council Tax capped. The Conservation, Sustainability and Community Planning Portfolio Holder also welcomed the proposed strategy, which succeeded in preserving the Section's professional staff structure.

The Conservation Advisory Group:

- (1) supported the proposed reduction in the Conservation Revenue budget as set out in Paragraphs 6 and 8 of, and Appendix 1 to, the Conservation Manager's report, and **RECOMMENDED** that the Conservation Sustainability and Community Planning Portfolio Holder presents this to Cabinet as part of the package of budget reductions;
- (2) supported the principle of future funding of partnership initiatives from the capital programme, subject to there being no overall increase in that budget, and a review of the criteria for funding individual projects, and **RECOMMENDED** that the Conservation, Sustainability and Community Planning Portfolio Holder invites Cabinet to endorse this action as part of the overall Portfolio revenue reductions; and
- (3) supported the principle of a more flexible use of the remaining funding within the *Historic Buildings Preservation Fund*, subject to the consideration of individual heritage partnership initiatives by the Conservation Advisory Group and Conservation, Sustainability and Community Planning Portfolio Holder.

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**The Meeting ended at 1.00 p.m.**

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## **SOUTH CAMBRIDGESHIRE DISTRICT COUNCIL**

At a meeting of the Housing for Older People Advisory Group held on  
Monday, 19 September 2005 at 2.00 p.m.

### **PRESENT:**

Councillors:                    RE Barrett                    RF Bryant  
                                     Mrs A Elsby                    Mrs SA Hatton  
                                     Mrs HF Kember                J Shepperson  
                                     Dr JR Williamson

and Councillor Mrs EM Heazell (Housing Portfolio Holder).

### **External:**

Officers:                        Tracey Cassidy                Tenant Participation Officer  
                                     Pauline Gardner               Housing Manager  
                                     Steve Hampson                Housing and Environmental Services Director  
                                     Mike Knight                    Housing Strategy Manager  
                                     Jo Norcross                    Neighbourhood Manager  
                                     Ann Pears                      Area Scheme Manager  
                                     Kevin Reynolds                Strategic Lead Community Living

It was **AGREED** that Councillor RF Bryant would act as Chairman in place of Councillor Cathcart. Councillor RF Bryant announced that this would be the last of the scheduled meetings for the Housing for Older People Advisory Group. He thanked Steve Hampson and the SCDC staff involved for providing detailed information and arranging the meetings.

Kevin Reynolds working for both SCDC and the PCT on Services for Older People was welcomed to the meeting.

### **11. APOLOGIES FOR ABSENCE**

It was **AGREED** that Councillor RF Bryant would act as Chairman in place of Councillor Cathcart. Councillor RF Bryant announced that this would be the last of the scheduled meetings for the Housing for Older People Advisory Group. He thanked Steve Hampson and the SCDC staff involved for providing detailed information and arranging the meetings.

Kevin Reynolds working for both SCDC and the PCT on Services for Older People was welcomed to the meeting.

Apologies for absence were received from Councillor NN Cathcart and Kari Greaves (Head of Shire Homes).

### **12. MINUTES OF PREVIOUS MEETING**

The Minutes of the meeting held on 2 June 2005 were agreed as a correct record.

### **13. DECLARATIONS OF INTEREST**

The following interest was declared:

Councillor Mrs HF Kember as a resident of a sheltered scheme.



## 14. REVIEW OF THE SHELTERED HOUSING SERVICE

Steve Hampson introduced the Review of the Sheltered Housing Service to the HOPAG. The review would be in the form of a presentation instead of going through the report page by page, and would focus on key issues and principles.

A copy of the Report had been forwarded to all Members prior to the meeting.

The same presentation had been made to Sheltered Housing Staff 2 weeks ago.

The purpose of the presentation and review was to propose to members of the HOPAG a number of key principles for the future development of the service and to highlight a number of key issues that would affect any reorganisation. If agreed, the HOPAG would be asked to endorse the recommendations to the Housing Portfolio Holder before presentation to Cabinet for consideration within the next few months.

Mike Knight briefed the meeting on the financial considerations for the scheme and the pressures for change. These pressures were:

- Supporting People – Best Value Review. This recommended a reduction in the overall number of units in SCDC, which had begun by de-commissioning difficult to let bedsits.
- Supporting People funding reductions. The Supporting People grant was to be cut by 15.9% (£2.1m) from the value of the grant received in 2004/5 (£13.3m) resulting in a 2007/8 grant of £11.2m.
- The future Housing Revenue Account (HRA). The HRA would fall in to deficit from 2007/08 unless savings of around £410,000 - £437,000 per annum were made from 2006/7. The capital investment required to maintain the Decent Homes Standard was projected to exceed available resources in 2012/13.
- Impact of capping.

Members were informed that any new supported housing projects must be paid for at the cost of existing services/facilities/staff. Financial restrictions would have to be accepted, as would cuts in other areas in order to make improvements in core services.

Mike Knight believed that a more 'financially sustainable' service (as contained in the vision statement) was achievable with the proposed changes.

### 14 (a) Consultation Results - Tracey Cassidy

Tracey Cassidy presented the results of the Survey of Residents. Of 1369 questionnaires sent out, 904 (66%) were returned.

Key results included:

- Largest proportion of tenants was aged between 70 to 89.
- 56% said that service received from sheltered housing staff was 'Very Good'; 28% said it was 'Good'.
- The top three elements of the service – ranked in importance – were:
  - 24 Hour alarm service (29%)
  - Daily contact with scheme manager (28%)
  - Security of living on a sheltered housing scheme (26%)

Consultation feedback was carried out in the form of focus groups. 10 sessions were held with 159 attendees. It was noted that off the 10 groups only one (Histon/Girton area) was adamant that the scheme manager should be retained.

In response to a question as to whether follow up action had been carried out on those indicating that the service was poor, Tracey Cassidy informed the meeting that these

only equated to 22 returnees. This was a small number and there was no intention to follow them up, some had not given their names and addresses and there was an element of confidentiality that had to be considered.

#### **14 (b) The Vision and Future Working Arrangements - Steve Hampson**

Steve Hampson explained that the Vision statement was an attempt to encapsulate in words what the initiative was trying to achieve.

Clearly in order to be financially sustainable, we could not afford a 'Rolls Royce' service, however the potential existed to improve the service.

It was intended to transform the role of the scheme managers, which would see them working more closely with neighbourhood managers, involve them in accompanied viewings, lifeline fitting and testing, and in facilitating social activities and events.

The new central role for scheme managers would provide a more flexible service. This would involve a team approach with no division between the role of the scheme manager and mobile, a proposal that over a period of time there would be a move away from team members being resident on site and an approach that allowed residents to know the members of the team as cover would always be provided by the same team. It was acknowledged that this last point was particularly important as residents needed to see familiar faces.

A team approach had been devised. The basis of the teams had initially been calculated on 46 properties to one member of staff. These numbers were then rounded up to whole people and additional numbers added to account for annual leave, sickness, training etc. In the East of the area, two teams totalling 14 staff members would look after 508 properties; in the West two teams totalling 14 staff would look after 472 properties and in the South, two teams totalling 12 staff would look after 400 properties.

If this proposal was adopted, potential savings through a full year of implementation of the new structure could be £470,000.

#### **14 (c) The Out of Hours Service and Emergency Response - Kevin Reynolds**

Kevin Reynolds reported to the meeting that the out of hours service would be available from 5 pm to 9 am. The service would be provided by START (Short Term Assessment Rehabilitation Team) whose remit was to provide short-term provision of care.

The team, which already operated across South Cambs, consisted of Care Assistant and Support Workers, with access to Community Nurses. The START response time was 30 minutes; Kevin Reynolds would insist this requirement remain.

Kevin Reynolds informed the HOPAG that to date, use of the night service had been low.

#### **15. WHAT HAPPENS NEXT?**

The HOPAG was informed that a 30-day staff consultation on the team approach had commenced. The staff working group would continue to meet; there would also be meetings with trade unions and formal consultation with tenants by letter.

Management Team and the Housing Portfolio Holder would consider the Review and proposals for the future in October 2005. These would go before Cabinet on 10<sup>th</sup> November 2005 and Full Council on 24<sup>th</sup> November 2005 for the final decision. A staff briefing would be held after the Council decision followed by individual staff

consultations. Tenants would be informed via the Sheltered Housing Forum, key issues and sheltered housing newsletter.

## 16. QUESTIONS AND COMMENTS

Following the presentation, Members of the HOPAG discussed the proposals. Key points, including questions and answers were as follows:

- **Use of premises:**

- A number of members said they would like to see premises used more than at present. The Housing Portfolio Holder reported that she had tried to get the local surgery to use the Communal room at the Scheme for a weekly surgery although this had been refused. Kevin Reynolds agreed to take the issue back.

**Action: Kevin Reynolds**

- Other suggestions for use included weekly visits by local shops and opening the communal rooms for meetings and other events. It was noted that rental of communal rooms had been considered before but there had been issues with the Inland Revenue.
  - It was agreed that while residents 'self help' for social activities was the way ahead, there was resistance to this in certain areas, particularly where the wardens had been proactive in arranging events. It was acknowledged that the level of residents' involvement varied within schemes.
  - Councillor Mrs HF Kember informed the meeting that her communal room was used extensively and suggested that it could be used as an example for other Schemes.
- **Care workers.**
    - Concern was expressed about care workers of other nationalities working in parts of the District, who did not appear to understand the local culture and who some residents found difficult to understand.
  - **Team Working/Staff**
    - The Housing Portfolio Holder declared that she was not in favour of the Team approach but would discuss it further outside of this meeting.
    - The importance of familiar faces to residents was emphasised. It was noted that if the initiative sought to sever relationships between people, a great deal would be lost and the effect on residents detrimental.
    - It was suggested that a Primary Scheme Manager be allocated to each Scheme.
  - **Finance**
    - In response to a question regarding possible increased travel costs for the proposed Team working, Steve Hampson informed the meeting that although significant travel would be involved, the area to be covered would be smaller than now and it was anticipated travel costs would not substantially increase.
    - Appendix 1 of the report detailed Sheltered Housing current charges and actual costs per week for 2004/5. Different costs listed reflected the different sizes of the Housing schemes. Although the average costs for the future had

not yet been determined, the suggested staffing levels for the new initiative could result in a saving of about 30%.

- Most of the £1m remaining after a reduction of £.5m in staffing costs would go on recharges from other services.
- The Housing Portfolio Holder stated that at present, staff were being paid to wait around to provide assistance. A new approach to staffing would provide an opportunity to save money and ensure best use of staff was made and that they were fully occupied.
- Steve Hampson reported that there was a considerable amount of detailed work to be done, looking at each scheme in detail. However, we could not realistically wait until a financial upturn instead of funding new schemes by closure of old.
- The Financial implications associated with the difficulty in letting some flats in sheltered schemes had not yet been worked out.

Kevin Reynolds confirmed that alarm calls would continue to be answered by the Invicta centre based in Kent. Staff there determined the action to be taken on receipt of calls.

## 17. CONCLUSION

Members of the HOPAG **AGREED** the recommendations of the report as follows:

1. That the Group endorse the vision for the Sheltered Housing Service as set out in Paragraph 19 and the key principles set out at Paragraph 20 for referral as a recommendation to the Portfolio Holder.
2. That the Housing and Environmental Services Director produce a report for Cabinet and Council with more detailed proposals for re-structuring the Sheltered Housing Service based upon the vision and key principles.
3. That work continues with staff, stakeholders and older people themselves on the long term vision for housing for older people, to be incorporated in a South Cambridgeshire Strategy for Older People.
4. That the Difficult to Let flats detailed at Paragraph 15 be re-designated as non-sheltered properties for letting to single people in the 40 to 60 age group.
5. That there be no increase in charges for Support Services and housing-management related services as a consequence of this exercise, other than as a result of the Council's existing policy for such increases.

The report as outlined in the second recommendation would go to the Housing portfolio holder before submission to Cabinet.

The Housing Portfolio Holder suggested that all the members of the HOPAG should receive a copy of the report once it was ready. Members were invited to attend the next Housing Portfolio Holders Meeting where they could make their comments on the report, or their comments could be submitted separately.

This was **AGREED**

**Post Meeting Note:** the next Housing Portfolio Holder's Meeting would be held on Friday 28<sup>th</sup> October 2005 at 10.00 am in the Swansley Room.

Members would be invited to the next Housing Portfolio Holders meeting in due course.

**Action: Carol Tyrrell**

The Housing Portfolio Holder thanked staff and Members for giving up their time to attend the meetings and for their valuable input.

The Chairman thanked Officers for providing Members with clear, detailed information on the initiative. The visits to various Sheltered Housing Schemes had also been much appreciated.

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**The Meeting ended at 4.12  
p.m.**

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## **SOUTH CAMBRIDGESHIRE DISTRICT COUNCIL**

Minutes of a meeting of the South Cambridgeshire  
Crime and Disorder Reduction Partnership held on  
Monday, 26 September 2005 at 10.00 a.m.

PRESENT: Cllr Mrs JM Healey – Chairman

Attendees:

JS Ballantyne	South Cambridgeshire District Council
Cllr RF Bryant	South Cambridgeshire District Council
M Chalmers	Cambridgeshire County Council
Ms B Cunningham	South Cambridgeshire District Council
Ms T Edwards	South Cambridgeshire District Council
M Kemp	Cambridgeshire County Council
P Kilby	Divisional Fire Officer, Cambridgeshire Fire
S McIntosh	South Cambridgeshire District Council
P Miles	Cambridgeshire County Council
Cllr Mrs L Oliver	Cambridgeshire County Council
Ms I O'Meara	Assistant Director, Health Improvement, PCT
P Ormerod	Cambridgeshire Police
Ms V Skeels	Cambridgeshire Police
Ms G Webb	Cambridgeshire County Council
Ms H Wells	Cambridgeshire Police

**Action**

### **18. APOLOGIES FOR ABSENCE**

1.1 Apologies for absence were received from Terry Moore and Liz Sim.

### **19. MINUTES OF THE LAST MEETING**

2.1 The Minutes of the meeting held on 27 June 2005 were agreed as a correct record.

### **20. MATTERS ARISING FROM MINUTES**

3.1 Minute 6.10 – Prolific and other Priority Offenders (PPO) Update –SMc reported that Mark Peck, Youth Service Area Manager was on annual leave and unable to attend the meeting, however by way of an update, a paper was distributed containing a list of villages where various youth projects were taking place. Belinda Cunningham, Anti Social Behaviour Caseworker addressed the meeting and informed the Partnership that, in conjunction with the Youth Service, hotspot areas that have been or are in the process of being targeted and where youth activities are being improved are in Teversham, Sawston, Linton, the Abingtons, Melbourn and Bassingbourn.

3.2 LO raised the question of the Connections bus extending to more villages, particularly Bassingbourn. BC undertook to enquire if there was additional lottery funding available to facilitate that request.

**BC**

3.3 lo'M commented that there might be some pump priming funding available from an initiative set up in Fulbourn arising from an LPSA target.

- 3.4 Minute 9.1 - 'Burning Inside' project – It was noted that all Village Colleges in the District would now have the opportunity to experience the project.
- 3.5 Minute 10 – Community Safety Strategy Launch – It was reported that several more representatives from Parish Councils had attended the event this year compared with previous years which was encouraging. As a result of consideration of the evaluation slips, it had been noted that additional time should have been allocated for the individual workshops. A more detailed report on the launch will be brought to the next meeting. **TE**
- 3.6 PK reported that a new community safety vehicle was launched at the event. It was noted that the vehicle had been used at the scene of a recent fatal fire incident and as a result approximately 300 villagers had visited the vehicle with 30 residents requesting the installation of smoke detectors. As this was a partnership vehicle it would be made available for any events, including Parish Councils and could be booked on 01223 376217.
- 3.7 Minute 11 – CDRP Review – The re-worded comments approved at the last meeting had been accepted by the Community Safety Strategic Group.

## **21. PRESENTATION**

- 4.1 A short film made by the Linton Action for Youth Group was shown to the Partnership meeting. The film was made as a result of a Section 30 Dispersal Order placed on the Copperfields area of Linton in 2004 and showed several teenagers giving their opinions on how their behaviour affected people in the community. Most of those teenagers shown in the film had now completed Level 1 of a Youth Worker course.
- 4.2 In order to combat the unacceptable behaviour of youths in the village, the Partnership noted that the Police Community Safety Officer acted as mediator and issued GAP forms (Guardian Awareness Programme) to young people they found on the street in situations where there was evidence of drug or alcohol consumption. The PCSO's hand deliver the letters to the parents of young people informing them of where their child has been and possibly involved in. PCSO's can put forward names of young people who they feel might benefit from being on an ABC (Acceptable Behaviour Contract).
- 4.3 A drop in centre where teenagers can feel safe was open 2/3 evenings per week and a metal shelter had been erected in the village for youngsters to congregate. The shelter was not however enclosed and it was commented upon that it did not actually provide any shelter at all. The perceived high costs (£5k) involved in providing metal shelters was also mentioned and BC undertook to investigate how the costs were justified. **BC**

## **22. LOCAL AREA AGREEMENTS**

- 5.1 It was noted that LAAs were a relatively new initiative, initially aimed at County Councils, however the Office of the Deputy Prime Minister had subsequently announced the inclusion of all County and District Councils in the Eastern Region in the next round of LAA pilots to take effect from

April 2006.

- 5.2 LAAs are a three-year agreement struck between Government, local authorities and their partners, working through the Local Strategic Partnership and are an extension of the Local Public Service Agreement principles. They are intended to bring together a number currently separate public sector funding streams into one pot. They will enable local authorities and their partners to deliver national outcomes that reflect local priorities.
- 5.3 The draft vision and objectives presented to the partnership had been based on the five Community Strategies. Comment was made on the allocation of funding and in particular the timetable; in response it was noted that that specific area was likely to be considered once the draft documents had been approved in October and would be reported at the December meeting. The Home Office had however not given any indication on funding arrangements, which made it difficult when deciding targets; as a result of this, the individual Partnership Groups were encouraged to write to the Home Office requesting guidance.

**ALL**

### **23. EVALUATION OF 2004 CRIME AND DISORDER AUDITS**

- 6.1 The Partnership Group considered and endorsed the findings of the evaluation included in the agenda papers and supported the Crime Research Team in the implementation of its recommendations.

### **24. SOUTH CAMBS ENVIRONMENTAL HEALTH AND THE CDRP**

- 7.1 It was noted that a discussion would be led by Dale Robinson, the Chief Environmental Health Officer for SCDC at the next meeting of the CDRP concerning the Clean Neighbourhoods and Environment Act 2005. The Act requires Partnerships to take an interest in cross-boundary issues with Environmental Health, eg litter, fly-tipping, dog fouling etc.
- 7.2 PO reported that he was due to meet Paul Quigley, Environmental Services Manager concerning fly-tipping and once authority was given to PCSOs, the matter could be progressed.

### **25. PARTNERSHIP SUPPORT OFFICER**

- 8.1 As the post of Partnership Support Officer was funded through the Partnership, it had been agreed with the Chief Executive that the vacant post be advertised. The post would be re-evaluated once the job description and personal specification had been updated; the likely cost would be approximately £29,000 including on-costs. At the request of the Group, TE to e-mail the paperwork to all Partnership members for comments.

**TE**

### **26. COSTS OF DOMESTIC VIOLENCE IN CAMBRIDGESHIRE**

- 9.1 The data provided in the agenda was noted, together with an amendment to two figures contained in the 'Costs to Individual Agencies' table. The figures should read in respect of Court Service, £970,532 and Crown Prosecution Service, £475,583.
- 9.2 The Partnership commended the report.



**27. ANY OTHER BUSINESS**

10.1 (a) Community Safety Vehicle

PK informed the Group that the back of the new vehicle had deliberately been left blank as it was hoped that with the help of BC a number of youngsters could be encouraged to help with a suitable design.

**PK/BC**

10.2 (b) Police Matters

PO reported that the last remaining parishes, namely Graveley, Papworth, Caxton, Eltisley and Croxton would be transferred from the St Neots to the Southern Division. Similarly, Gamlingay, Gransden, Hatley and Longstowe will transfer to Melbourn.

10.3 (c) Customer Service Centre

As a result of a number of concerns raised at the Strategy launch relating to the customer service centre, it was noted that problems had occurred when incidents were not being recorded. PO had been assured that the situation was improving as additional staff, having taken the appropriate training had been employed. A document relating to the centre containing the most frequently questions and answers had been prepared and that together with the Quarterly Crime Report would be circulated to all members of the Group.

**PO**

10.4 (d) Helen Wells

VS introduced Helen Wells to the Group; it was noted that Helen would attend future CDRP meetings.

**28. DATES OF NEXT MEETINGS**

11.1 The dates for future meetings will be:

19 December 2005  
20 February 2006

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**The meeting ended at 11.50 a.m.**

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**COUNTY COUNCIL/SOUTH CAMBS/CAMBRIDGE CITY JOINT STRATEGIC FORUM  
MEETING HELD ON 14 SEPTEMBER 2005**

The minutes for the above meeting have now been published on the Internet. Please click on the link below to access:

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