

COUNCILLORS' BULLETIN
13TH OCTOBER 2004

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1. Community Development Projects – Award a grant of £5,000 to Care Network to employ a South Cambs Development Officer

DECISIONS MADE BY INFORMATION AND CUSTOMER SERVICES PORTFOLIO HOLDER

1. Agree an on-going programme of training and development seminars and the associated budgets

MINUTES

1. Draft Minutes of the Conservation Advisory Group held on the 15th September 2004
2. Draft Minutes of the Housing Options Working Group held on the 30th of September 2004

COMMITTEE MEETINGS FROM: 18th – 22nd October 2004			
Monday 18th October 04	2 pm	*Housing Portfolio Holders Meeting	Grd Floor Meeting room
Tuesday 19th October 04	2 pm	Scrutiny and Overview Committee	Council Chamber
Wednesday 20th October 04	2.30pm	Area Environment and Transport Joint Strategic Forum	Shire Hall, Cambridge
	12pm	*Lunch Time seminar – Corporate Identity	Council Chamber
Thursday 21st October 04	2 pm	Housing Options Working Group	Council Chamber
Friday 22nd October 04	10 am	Crime and Disorder Partnership	Council Chamber

*The Housing Portfolio Holder is very happy to welcome any member who wishes to attend the Portfolio Holder's meeting, if you would like to attend, please contact Lucie Edginton (01954 713026) or email lucie.edginton@scams.gov.uk in advance.

*Corporate Identity - Ironing out the Creases

Members are invited to attend a lunch seminar at 12pm on Wednesday 20 October in the Council Chamber. The communications and graphics teams will cover the basics of the corporate identity, hand out a simple users guide and explain what is available to use on the intranet. All questions answered.

To reserve your place (and to ensure we have enough lunch for everyone) please let reception know if you would like to attend contact reception on (01954) 713001/713002 or email reception@scams.gov.uk

Councillor Training and Development update

During June, July and August 2004, 147 training sessions were delivered with 77% of Councillors attending at least one session. This equates to 44 Councillors receiving training in the first 3 months of this municipal year. The training and induction programme has been well received and well attended apart from the IT courses.

The Member Training Advisory Group has now agreed an on-going programme of seminars and courses. If you would be interested in attending any of the following courses, please contact Lucie Edginton (01954 713026) or email lucie.edginton@scams.gov.uk to register your interest. Dates and locations for these courses will be advertised shortly.

- Speed Reading (A repeat for those Councillors unable to attend the recent course)
- The Role of the Parish Council and where District Councillors fit in
- Charing Meetings – Useful for any chair or vice-chair
- Member/Officer Relationships – How to maintain professional working relationships
- Local Government Finance explained, apportionment of recharges, budget setting and Council Tax
- Modern.Gov – This is the new agenda and minutes software being used by Democratic Services, sessions for both officers and Councillors will be organised before the end of the year including how you access the intranet
- Planning Policy explained, this will be delivered by the Planning Policy section.

Councillor Question and Answer session

A new section for the weekly bulletin to share commonly asked questions and answers. If you have any queries that have been answered recently that you think would benefit your fellow councillors to know, please share your knowledge by contacting Lucie Edginton (01954 713026) or email lucie.edginton@scamb.gov.uk

Recent examples include:

- Who do I phone when I have an abandoned car to report?
Sue Ralphs 01954 713131 or Tara King 01954 713144
- Who do I phone to discuss a constituents rent arrears?
Katrina Maris 01954 713105 or Kevin Jay 01954 713108
- Who deals with dirty dog bins?
Carol Lythell at the Waterbeach Depot 01954 713475
- Who is best to forward complaints about the wheelie bins to?
Gemma Sortwell 01954 713478 Tony Croft 01954 713192
- Can I book a meeting room at Cambourne for my parish council to use?
Room bookings are decided by Bill Taylor based on availability and charges may be levied for meetings that do not directly involve SCDC. Bill can be contacted on 01954 713022

Please note the telephone numbers given here are only for District Councillors to use and are not for general distribution to constituents

Future Electoral Arrangements for the County Council

A copy of The Boundary Committee for England's final recommendations regarding the future electoral arrangements for Cambridgeshire County Council is in the Members' Lounge. The Electoral Commission will decide whether to endorse these recommendations and they will consider any written representations made to them by 26th October 2004. The Electoral Commission can be contacted on: implementation@electoralcommission.org.uk

Bus Service Tenders April 2004

I am writing to notify you that the County Council is undertaking its review of bus services that may be included in new contracts issued from April 2005. At this stage, we are asking for your comments and opinions on the existing services. It is noteworthy that the Council is operating within the confines of budgetary constraints and some rationalisation of services may be necessary in order to maintain an efficient network. I have attached a document that details the services that will be tendered and would appreciate your feedback by **20th October 2004**. As you will see the document provides the opportunity for you to record your preferred option and comments regarding the proposed service changes in your area. No decisions will be taken on the recommendations put forward until after the above deadline, in order to incorporate your feedback.

Further notifications will be forthcoming, but this is your opportunity to ensure that the local community has its say. Where possible, it will be useful to identify which strategic locations require access (e.g. doctors surgeries, schools). I look forward to receiving your comments.

Yours sincerely,

Alex Gee
Passenger Transport Development Manager

Note – please see below for the Consultation for contracted service changes

Consultation for contracted service changes – April 2005

Please tick the preferred option and add comments for services affecting your area.

Parish/District/County Councillor.....

Cambridge City

Service number	Route	Days of operation	Frequency	Suggestions Include	Option	Comments
100	City Centre free shuttle	Monday to Saturday	Every 15 min	Potential route change via Sidney Street to provide better access to Sainsbury's. Possible alteration of vehicle type to meet Electric or Euro 3 emission standards. Possible utilisation of advertising to maximise revenues.	No change	
					Change to route	
					Change to Timetable	
					Merge service	
					Withdraw service	
199	Newnham – City Centre	Tuesday and Friday	One return journey on each day	Possible reduction to one day a week (either Tuesday or Friday). Potential to utilise local Dial-a-Ride services that may better meet the needs of passengers.	No change	
					Change to route	
					Change to Timetable	
					Merge service	
					Withdraw service	

East Cambridgeshire						
Service number	Route	Days of operation	Frequency	Suggestions Include	Option	Comments
106a	Broad Street - Lisle Lane - High Barns schools	School days only Addition to 106 service to enable links between Broad Street and Lisle Lane through to High Barns schools	One return journey each day	Current service has a high subsidy and a low ridership. Possibility of linking to other services in the area or finding alternative mechanisms to meet passenger needs more efficiently.	No change Change to route Change to Timetable Merge service Withdraw service	
11	Cambridge – Bottisham - Newmarket	Only the Sunday journeys of the service	All Sunday journeys Every one and a half hours.	Possible revision to timetable	No change Change to route Change to Timetable Merge service Withdraw service	
122	Cambridge – Burwell – Soham/Newmarket	Monday to Saturday evenings and Sunday journeys only.		Possibility of reducing subsidy through a change in timetable or route to reflect low ridership.	No change Change to route Change to Timetable Merge service Withdraw service	
129	Black Horse Drove – Prickwillow - Ely	Thursday only	One return journey	Possibility of merging this service with 213 and 133 service, operating one day a week potentially Thursday.	No change Change to route Change to Timetable Merge service Withdraw service	
213	Ely – Littleport – Bury St Edmunds	Wednesday only	One return journey	Possibility of merging service with 129 and 133 service, operating one day a week potentially Thursday.	No change Change to route Change to Timetable Merge service Withdraw service	
133	Ely Town Service	Monday and Thursday only	4 round trips	Possibility of merging service with 129 and 133 service, operating one day a week potentially Thursday. Potential to link up with the 106a to provide 1 journey per day in school term.	No change Change to route Change to Timetable Merge service Withdraw service	

Service number	Route	Days of operation	Frequency	Suggestions Include	Option		Comments
16	Haverhill – Fulbourn - Cambridge	Monday to Saturday	Every 2 hours	Current timetable experiences reliability issues. Suggestions include a reduction in frequency in some parts of the route and utilise more feeder services, providing a direct route between Cambridge and Haverhill.	Change to route		
					No change		
					Change to Timetable		
					Merge service		
					Withdraw service		
17	Newmarket – Fulbourn - Cambridge	Monday to Saturday	Every 2 hours	Current timetable experiences reliability issues. Suggestions include a reduction in frequency along some parts of the route and utilise more feeder services, providing a direct route between Cambridge and Newmarket.	No change		
					Change to route		
					Change to Timetable		
					Merge service		
					Withdraw service		

Service number	Route	Days of operation	Frequency	Suggestions Include	Option	Comments
46	Peak: Ashley – Newmarket Off peak: Streetly End – Dullingham - Newmarket	Monday to Saturday. Daily variations to route	2 return journeys per day	Possibility of merging with service 47 and 900's to provide links into Newmarket.	No change	
					Change to route	
					Change to Timetable	
					Merge service	
					Withdraw service	
47	Dullingham - Newmarket	Monday to Friday	1 return journey per day	Possibility of merging with service 46 and 900's to provide links into Newmarket.	No change	
					Change to route	
					Change to Timetable	
					Merge service	
					Withdraw service	
901 902 903 904	Newmarket – Cheveley - Ashley Newmarket – Kirtling - Cheveley - Ashley Dullingham – Newmarket Newmarket – Brinkley - Dullingham	Monday to Saturday apart from Wednesday Monday to Saturday apart from Wednesday Monday to Saturday apart from Wednesday	One return journey per day One return journey per day One return journey per day One return journey per day	Suggestions include changing the timetable to become more uniform and develop into a feeder service for the 16/17 and 46/47 to reflect current low ridership.	Change to route	
					No change	
					Change to Timetable	
					Merge service	
					Withdraw service	
					Change to route	
					Change to Timetable	
					Merge service	
					Withdraw service	
X12	Newmarket – Ely journeys only	Monday to Saturday	One journey return journey in the early morning	Review required	No change	
					Change to route	
					Change to Timetable	
					Merge service	
					Withdraw service	

Fenland						
Service number	Route	Days of operation	Frequency	Suggestions Include	Option	Comments
352	Connington – Peterborough Puddock Bridge - Peterborough	Saturday only	2 return journeys	The majority of the route is covered by other services; passenger needs require identification before any alterations are made.	Change to route	
353		Saturday only	2 return journeys		No change	
					Change to Timetable	
					Merge service	
					Withdraw service	
356	March town service	Monday to Saturday		Review required.	No change	
				Change to route		
				Change to Timetable		
				Merge service		
				Withdraw service		
46	March - Wisbech	Monday to Saturday	Certain journeys receive a subsidy	Review Required.	No change	
				Change to route		
				Change to Timetable		
				Merge service		
				Withdraw service		
60	Wisbech – Upwell - Christchurch	Monday to Saturday	Hourly service	Review Required.	No change	
				Change to route		
				Change to Timetable		
				Merge service		
				Withdraw service		
X94	Kings Lynn to Peterborough	Monday to Saturday	2 evening journeys only Kings Lynn to Peterborough	Possibility of commercial operation	No change	
				Change to route		
				Change to Timetable		
				Merge service		
				Withdraw service		

Huntingdonshire and South Cambs

Service number	Route	Days of operation	Frequency	Suggestions Include	Option	Comments
400	Huntingdon – Keystone – Grafham	Monday to Saturday	One return journey	Parts of the route are already well served through Community Transport schemes. This may be optimised to link services, providing more comprehensive coverage.	No change	
401	Huntingdon – Grafham	Monday to Saturday	One return journey		Change to route	
402	Huntingdon – St Ives	Monday only	One return journey		Change to Timetable	
403	Huntingdon – Thrapston	Monday only	One return journey		Merge service	
404	Huntingdon – Bedford	Tuesday only	One return journey		Withdraw service	
405	Huntingdon – Peterborough	1 st Wednesday of the month	One return journey			
406	Huntingdon – Kettering	2 nd Wednesday of the month	One return journey			
407	Huntingdon – Peterborough	3 rd Wednesday of the month	One return journey			
408	Huntingdon – St Neots	4 th Wednesday of the month	One return journey			
409	Huntingdon – Great Gidding	Thursday only	One return journey			
		Friday only				

Service number	Route	Days of operation	Frequency	Suggestions Include	Option	Comments
152	St Neots – Kimbolton - Bedford	Monday to Saturday	Varies dependant on the day of the week	Needs to be reviewed to link to Bedfordshire routes	Change to route	
					No change	
					Change to Timetable	
					Merge service	
					Withdraw service	
3	Papworth – Graveley – Godmanchester - Huntingdon	Monday to Saturday	Two return journeys per day	Potential to link in with the 414 & 465 to provide links to St Neots / Huntingdon.	No change	
					Change to route	
					Change to Timetable	
					Merge service	
					Withdraw service	
465	St Neots – Southoe – Little Paxton – St Neots	Monday to Saturday	Three round trips	Seek to maximize commercial viability of the route in conjunction with operators	No change	
					Change to route	
					Change to Timetable	
					Merge service	
					Withdraw service	
553, 554, 556	Cambridge – Fenstanton - Huntingdon	Monday to Saturday	Evening journeys of the service only	Seek to maximize commercial viability of the route in conjunction with operators.	No change	
					Change to route	
					Change to Timetable	
					Merge service	
					Withdraw service	
8	Papworth Everard – Dry Drayton - Cambridge	Monday to Saturday	4 return journeys	Possible merger with service 9.	No change	
					Change to route	
					Change to Timetable	
					Merge service	
					Withdraw service	

Service number	Route	Days of operation	Frequency	Suggestions Include	Option	Comments
9	Conington – Bar Hill – Fenstanton Conington – Bar Hill Elsworth – Fenstanton – St Ives Papworth Everard – Bar Hill Elsworth – Bar Hill – Cambridge	Monday to Friday	1 return journey	Service could be provided in a more uniform fashion and merge with service 8. This could result in some settlements with existing low usage levels not being served.	Change to route	
					No change	
					Change to Timetable	
					Merge service	
					Withdraw service	
X14 436	Huntingdon - St. Ives – Cambridge Somersham - Earith - St.Ives - Hemingfords - Godmanchester – H'don – H'ingbrooke	Monday to Saturday	Commuter journeys	Due to the current budgetary position, this service will be reviewed.	No change	
					Change to route	
					Change to Timetable	
					Merge service	
					Withdraw service	
101	Whittlesford - Duxford - Saffron Walden	Tuesday only	One return journey	Potential to adapt into a feeder service connecting to the 32 and the 139. This may result in a change to the day service operates.	No change	
					Change to route	
					Change to Timetable	
					Merge service	
					Withdraw service	

Service number	Route	Days of operation	Frequency	Suggestions Include	Option	Comments
139	Foxton – Sawston - Royston	Wednesday only	1 journey in 2 journeys back	Service has the potential to merge with service 101 and feed into services 32 and 127, providing links to Saffron Walden.	No change	
					Change to route	
					Change to Timetable	
					Merge service	
					Withdraw service	
118,119	Cambridge – Comberton - Gamblingay	Monday to Saturday	15 journeys in each direction	Possible modification to serve Cambourne and link to service 14 providing journeys to St Neots.	No change	
					Change to route	
					Change to Timetable	
					Merge service	
					Withdraw service	
14	Cambourne to St Neots only	Monday to Sunday	24 journeys in each direction M – F	Possible modification of contracted journeys to link with service 118/119 service at Cambourne.	No change	
			5 journeys on Sunday		Change to route	
					Change to Timetable	
					Merge service	
					Withdraw service	
110	Histon to Ely	Thursday only service	1 return journey	Due to the current budgetary position, this service will be reviewed.	No change	
					Change to route	
					Change to Timetable	
					Merge service	
					Withdraw service	

Interest rate change for loans made by the Authority in relation to Right to Buy purchases

The Secretary of State has increased the Standard National Rate of interest to 6.28% with effect from 1st October 2004. The Authority is obliged to charge this rate on all Right to Buy loans and, as a consequence, the variable interest rate charged on Council mortgages has been increased from 5.19% to 6.28%.

Headed Paper and Business Cards

The headed paper and business cards are now ready for collection from your pigeon holes. Due to their weight, these will not be posted out and will have to be collected in person.

LDF Paperwork - URGENT

The following Councillors still need to collect their LDF paperwork from Planning Policy, this document is too large and too expensive to post to Members. Please can you urgently come to the office to collect this item. Please collect this from Planning Policy who are located on the first floor near David Hussell's office. Your co-operation would be much appreciated.

Wherrell, Truman, Zian-Gillian, Wright, Page, Van De Ven, Sheppersen, G Smith, Nightingale, Manning, Kember, Hockney, Hurrell, Heap, Hatton, Chatfield, Burling, Edwards, Corney, Harangozo, Bullman and Agnew

Change to Councillor Address Details

Please note for your records that Cllr John Heap has a new address:

"The new house"

27 High Street

Harston

Cambridge

CB2 5PX

How to contact ITNET

Would all councillors who have an IT issue that needs resolving please ensure that they log a service request with the IT helpdesk. Any councillor who brings in their equipment to be repaired without having logged a call will not be seen

ITNET require this process to be followed to track work and to ensure that it is fairly completed in order of urgency. Please phone 0800 783 7237 with all your IT problems and do not phone IT support staff directly, they cannot help you unless you have logged a call with the helpdesk.

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 20th October 2004 at 5pm**. All decisions not called in by this date may be implemented on **Thursday 21st October 2004**.

Any member considering calling in a decision made by Cabinet is requested to contact the Democratic Services Section to determine whether any relevant amendments have been incorporated.

The call in procedure is set out in full in Part 4 of the Council's Constitution, 'Scrutiny Committee Procedure Rules', paragraph 12.

DECISION MADE BY COMMUNITY DEVELOPMENT PORTFOLIO HOLDER

Reason	Decision
Community Development Projects: The post would be based in South Cambridgeshire and would involve supporting existing projects such as the social car and mobile warden schemes and encourage communities to develop new projects.	Agree to award a grant of £5,000 to Care Network to employ a South Cambs Development Officer. The grant will come from the Community Development Projects budget.

DECISIONS MADE BY INFORMATION & CUSTOMER SERVICES PORTFOLIO HOLDER

Reason	Decision
Due to the poor attendance on previous courses this does not provide a good cost benefit to the majority of Councillors. At the end of the municipal year if there is budget left then this decision could be revisited.	Agree that IT Courses <u>should not</u> be provided
Course was well received and already has 5 delegates wishing to attend	Repeat the Speed Reading Course, if 11 Councillors sign up to attend. Cost of £600.
Topics have been requested by new members	Chairing Meetings and Role of Parish Council Courses should be booked at a cost of £950
The Employment Committee has new members who will require training on Recruitment and Selection, Equalities and Disciplinary and Grievance procedures	£2,000 to be held in reserve for when the Employment Committee requires training.
Improved training, on-going development and induction for Members will help improve the service provided to constituents, their access to the Council and the democratic process and will help inform Members of the best way to represent their village/wards' interests.	All internal sessions should be organised providing the relevant management agreement to use officer time has been sought: <ul style="list-style-type: none"> • Planning IT demystified, maps, on-line access to planning applications etc • Local Government Finance including Apportionment of recharges Needs to be delivered in November in advance of the budget setting • Modern.Gov - This is the new agenda and minutes software being used by Democratic Services • Intranet - Once problems with Councillor log-on have been rectified then training sessions to introduce how to get the most from the intranet will be organised. • Planning Policy explained, this will be delivered by the Planning Policy section.
Budget Management	The total cost of providing this programme would be £1,550 with £2,000 to be held on reserve, leaving £2,426.74 for seminars and conferences.

SOUTH CAMBRIDGESHIRE DISTRICT COUNCIL

At a meeting of the Conservation Advisory Group held on
Wednesday, 15 September 2004 at 10.00am

Councillors: SJ Agnew NN Cathcart
 Mrs CA Hunt Dr JPR Orme
 RGR Smith RJ Turner
 NIC Wright

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

Councillors Mrs A Elsby in attendance, by invitation.

Apologies for absence were received from Councillor R Page.

**Councillor Mrs JM Healey
in the Chair**

1. ELECTION OF CHAIRMAN

Councillor RGR Smith nominated Councillor SJ Agnew as Chairman of the Conservation Advisory Group. This was seconded by Councillor Mrs CA Hunt and, there being no further nominations, it was

RESOLVED that Councillor SJ Agnew be elected Chairman of the Conservation Advisory Group for the coming year.

Councillor SJ Agnew took the Chair, welcomed Councillor Mrs CA Hunt and Councillor NIC Wright as new members of the Conservation Advisory Group, and congratulated Councillor Mrs JM Healey on her appointment to the Cabinet as Portfolio Holder for Conservation, Sustainability and Community Planning.

2. APPOINTMENT OF VICE-CHAIRMAN

Councillor Dr JPR Orme nominated Councillor NN Cathcart as Vice-Chairman of the Conservation Advisory Group. This was seconded by Councillor RJ Turner and, there being no further nominations, it was

RESOLVED that Councillor NN Cathcart be appointed Vice-Chairman of the Conservation Advisory Group for the coming year.

3. CAMBRIDGESHIRE HISTORIC CHURCHES TRUST (CHCT) - COUNCIL REPRESENTATIVE

This item had not been included on the agenda but, due to it being of a purely procedural nature, the Chairman agreed that the Advisory Group should consider it as an urgent item.

Council had appointed Councillor Dr SK van de Ven as its representative on the CHCT, under the Council's present arrangements, its representative on the CHCT should have been a member of the Conservation Advisory Group. Councillor Dr van de Ven was not a member of that Advisory Group.

The rationale behind the current arrangement was to provide a convenient opportunity for the representative to report back to the appropriate Council body, and to enable that body, namely the Conservation Advisory Group, to advise on any strategic issues raised.

RESOLVED that Councillor Dr SK van de Ven be endorsed as the South Cambridgeshire District Council representative on the Cambridgeshire Historic Churches Trust, and that she be invited formally to report to the Conservation Advisory Group on any relevant issues arising out of meetings of the CHCT.

4. DECLARATIONS OF INTEREST

Councillor SJ Agnew declared a personal interest as Chairman of the Friends of the Roman Road and Fleam Dyke, referred to in the Minutes of the previous meeting.

Councillor RGR Smith declared a personal interest as a farmer of land within the Cam Catchment area, who had benefited in the past from the Cam Catchment area initiative and from advice offered by the Farming and Wildlife Advisory Group.

5. MINUTES OF PREVIOUS MEETING

The Conservation Advisory Group authorised the Chairman to sign, as a correct record, the Minutes of the meeting held on 21st April 2004.

In relation to Minute no. 8 (Trees and Hedgerow Partnership Scheme), the Conservation Manager informed Members that it was likely that the Farming and Wildlife Advisory Group would be in a position, from 2005-06 onwards, to assume the administrative function recently relinquished by Cambridgeshire County Council. Accordingly, there would be no partner during 2004-05, and officers would endeavour to identify an alternative use for the budget agreed for the current year.

In relation to minute no. 9 (Consultation on the proposed high hedges procedure (Part 8 Anti-Social Behaviour Act 2003)), the Conservation Manager informed Members that the Government was currently analysing the results of consultation carried out on the issue. He had no indication of what the timescale might be for final implementation.

6. SUPPORT FOR THE DEVELOPMENT OF COTON COUNTRYSIDE RESERVE

The Conservation Advisory Group considered a report outlining details of the proposed Coton Countryside Reserve and initial funding implications.

Carolin Göhler, Project Manager of the Coton Countryside Reserve, from the Cambridge Preservation Society gave a Powerpoint presentation focussing on a range of capital and revenue requirements.

The local Member (Councillor R Page) had requested a deferral of this item until such time as he could attend the meeting. It was pointed out, though, that this was a long-term project, for which the Council had already given planning consent.

Upon a show of hands, it was

RESOLVED that consideration of the development of Coton Countryside Reserve be not deferred.

Members ascertained that

- the proposed reservoir would act as a flood attenuation feature and visitor attraction, but not as a source of irrigation or recreation
- soil excavated in order to develop the reservoir would be used to construct bunds and other landscape features
- it was envisaged that renewable energy would play a significant, but as yet unquantified, role in the development of the Countryside Reserve
- an appropriate emphasis would be placed on the educational opportunities provided by the development, and the volunteer resource available within local schools and colleges
- given its limited financial resources, the Council could contribute, in 2004-05, to the landscaping requirement by utilising some, or all, of the budget allocated to the temporarily defunct trees and hedgerow partnership scheme

The developers should strive to create a landscape that reflected, as closely as possible, those that had existed there before. Members would welcome the opportunity to visit the site, perhaps as soon as in Spring 2005.

The Conservation Advisory Group **RECOMMENDED**

- (1) that the Conservation, Sustainability and Community Planning Portfolio Holder formally confirm South Cambridgeshire District Council's on-going commitment to the development and realisation of the Coton Countryside Reserve; and
- (2) that the Conservation, Sustainability and Community Planning Portfolio Holder examine existing budgets, across portfolios, and identifies appropriate funding sources which might contribute to the scheme's long-term implementation and develop a funding support strategy for the project, as a part of the implementation of the Community Strategy objectives, initially spread over a three year period.

7. CHAPEL ORCHARD, ORWELL VILLAGE GREEN SPACE - CONSIDERATION OF MANAGEMENT PLAN

The Advisory Group considered the *Chapel Orchard, Orwell Draft Village Green Space Management Plan* as the basis for the future development of the site as a "Village Greenspace" to be maintained by Orwell Parish Council.

The Chapel Orchard Community Group made a Powerpoint presentation of the proposals, and distributed copies of the Management Plan as a publicly-available background paper. External funding was subject to the Community Group acquiring a legal title to the land through completion of a lease with South Cambridgeshire District Council, which intended reserving to itself a right of way across the site to neighbouring land earmarked for social housing.

The local Member (Councillor RF Bryant) had expressed his support for the scheme.

Members made the following points:

- that the Community Group should consider exploring, with the Countryside Services Team at Cambridgeshire County Council, options for developing the footpaths as public rights of way
- that local businesses should be canvassed with a view to obtaining funding
- that benches could be donated or sponsored
- that the Parish Council would be able to reclaim VAT

Members welcomed the idea of undertaking 'before and after' visits to the site as a way of monitoring progress of the scheme.

The Conservation Advisory Group **RECOMMENDED**

- (1) that the Conservation, Sustainability and Community Planning Portfolio Holder authorises adoption of the draft *Chapel Orchard, Orwell Village Greenspace Management Plan - September 2004* as the basis for the development of the Orwell Village Greenspace; and
- (2) that the Conservation, Sustainability and Community Planning Portfolio Holder authorises release of funding of up to £5,000, from the Heritage Initiative Fund, to Orwell Parish Council to support the implementation of the Management Plan, on completion of the legal transfer of the site to Orwell Parish Council.

8. THE CAM CATCHMENT SUSTAINABLE FARMING PROJECT - YEAR 2

The Advisory Group recognised the partnership working aspect of the Cam Catchment Sustainable Farming Project, and considered a report outlining the achievements made during the 'pilot' year.

The Conservation Manager gave a further update, and stressed the importance of maintaining momentum.

Members recognised that the Project offered significant benefits to the countryside and to the improvement and preservation of waterways and natural habitats, but stressed that partners must ensure that there was no duplication of effort.

A site visit would be organised in due course.

The Chairman asked officers to arrange a future presentation to the Conservation Advisory Group of recent structural and funding changes relating to the Common Agricultural Policy.

The Conservation Advisory Group **RECOMMENDED** that the Conservation, Sustainability and Community Planning Portfolio Holder endorses the Cam Catchment Sustainable Farming Project, and authorises a further sum of £4,000 from the Heritage Initiatives Fund to support a second year of the project from October 2004 to September 2005.

9. ENGLISH HERITAGE SUPPORT TO ARREST DETERIORATION FOR THE REDUNDANT CHURCH OF ST. DENIS, EAST HATLEY.

The Conservation Advisory Group considered a report outlining the results of the recent grant submission to English Heritage.

For the benefit of new Members, the Conservation Manager summarised the history of the Council's ownership of St Denis Church. He informed Members that the ongoing costs of renting the scaffolding and security fence that had to be erected at the site amounted to about £6,000 a year, and outlined the costs of the various options.

Members ascertained the following:

- that the existing scaffolding could be used in part to undertake the necessary repairs, but that additional scaffolding would be needed
- allowing the church to become a ruin was not an option
- a tiled roof was preferred: the alternative would be a temporary corrugated iron roof which would require the scaffolding to be re-erected at a future date to enable the roof to be retiled in due course
- efforts should continue to identify a community use for the church, once renovated

Members asked officers to keep them informed of progress so that, in particular, at least some of them could attend the appropriate meeting of Cabinet to offer further background information, if required.

The Conservation Advisory Group **RECOMMENDED**

- (1) that the Conservation, Sustainability and Community Planning Portfolio Holder welcome the offer of grant aid from English Heritage, and authorises officers to seek Tender prices to undertake the programme of works suggested by English Heritage on the basis of comparative submissions for repairing the roof using recycled and new tiles; and
- (2) that, subject to the receipt of satisfactory tenders, the Conservation, Sustainability and Community Planning Portfolio Holder seeks Cabinet approval to let a contract of works, based on the results of a schedule of work as outlined by English Heritage, such works to be funded from the Portfolio Holder's existing Historic Buildings Preservation Fund and to be subject to confirmation of grant support of up to 50% of the works' cost from English Heritage.

10. DEVELOPMENT OF CONSERVATION AREA APPRAISALS - REVISED PROGRAMME

The Advisory Group considered a report on progress being made in preparing Conservation Area Appraisals, with particular reference to those conservation areas most likely to be affected by Northstowe and development of the Cambridge Airport site.

RESOLVED that a Sub-Group consisting of Councillors SJ Agnew, NN Cathcart, RJ Turner and either RGR Smith or Dr JPR Orme (depending on availability on the day) be appointed to take on the role of considering the drafts of each of the emerging appraisals to enable them to be presented by the Conservation, Sustainability and Community Planning Portfolio Holder to Council for adoption as Supplementary

Planning Guidance.

11. NATURAL HERITAGE AWARDS SCHEME

The Advisory Group considered a report on the Natural Heritage Awards Scheme.

Members supported the idea of keeping the criteria flexible, but were concerned at the timetable set out in the report.

RESOLVED

- (1) that a selection panel be established, consisting of Councillors SJ Agnew, NN Cathcart, Mrs CA Hunt and NIC Wright, to select a short list of entrants for consideration by the full Conservation Advisory Group;
- (2) that a coach trip be organised for Spring 2005 to enable members of the Conservation Advisory Group to visit suitable schemes; and
- (3) that a date for the award ceremony be set for some time after the assessment of suitable schemes.

The Meeting ended at 1.08 p.m.

SOUTH CAMBRIDGESHIRE DISTRICT COUNCIL

Minutes of a meeting of the Housing
Options Working Group held on
Thursday, 30th September 2004 at 9:00
a.m.

PRESENT:	Councillor Mrs A Elsby –Vice-Chairman	
External:	H Dawson	PS Consultants
Tenant Representatives:	Mrs H Ballantyne Mrs G Smeaton	A Booth
Officers:	Tracey Cassidy Steve Hampson Sarah Lyons Martin Williams Lucie Edginton	Tenant Participation Officer Housing & Environmental Services Director UNISON representative UNISON representative Democratic Services Officer

Action

14. APOLOGIES FOR ABSENCE

- 1.1 Apologies for absence were received from:
Councillor HF Kember
Councillor Mrs EM Heazell
Greg Harlock
John Ballantyne
Kari Greaves
Howard Renshaw
Janice Curtis

15. DECLARATIONS OF INTEREST

- 2.1 None

16. PRESENTATION FROM THE ITA – FEEDBACK FROM PHASE 1 TENANT CONSULTATION

- 4.1 Helen Dawson (ITA Consultant) reported to the Group a 36% response rate from the Council Households in the district. This was an excellent response and higher than she had seen in other surveys. The most replies came from those who had occupied their properties for more than 20 years. The responses by property type also reflected the overall % breakdown by types of stock that SCDC owns. Typically, people in the age bracket 65+ would reply to this type of survey, as they tend to have occupied the properties for longer, the SCDC survey confirmed this.
- 4.2 The main part of the survey relating to what tenants felt were the most important elements to have in or around their home showed the highest response to be for Efficient Central Heating (81%) followed by a Modern Kitchen (53%) and then UPVC double glazed windows and doors (48%). This was an interesting result, as SCDC has been involved in an extensive heating refurbishment and replacement programme in the last few years to comply with Decent Homes Standard and to provide an

acceptable level of thermal comfort and so it was surprising that this came out as the most important element.

- 4.3 The priorities of all respondents showed that the council should ensure:
- That all requested repairs and improvements are carried out (85%)
 - That all existing services continue to be provided e.g. decoration and hedge cutting for elderly and disabled tenants (73%)
 - That new affordable housing is provided within the district (44%)

4.4 Tenants overwhelmingly indicated that their preferred method for being kept informed about the process was through newsletters at 93% of respondents. 169 tenants indicated that they would like to be more involved with the process that was felt to be a high number by the ITA based on previous surveys. The Tenant Participation officer had been passed these details to use this group of tenants to form detailed focus groups.

- 4.5 After the presentation, the following comments were raised:
- Local free newspapers, parish magazines and local magazines were useful ways in which to communicate information as most people received these free and they did tend to be read. This was seen to be more advantageous than using the CEN.
 - The Housing and Environmental Services Director asked if the focus groups could clarify exactly which existing services they felt should be retained versus what new services they would like to see provided to enable an accurate cost analysis to be done.
 - The Focus groups need to be balanced in terms of age, tenure mix and length of stay in the properties as far as possible.
 - It would be helpful if the Focus groups could discuss the idea of levying a service charge to cover hedge cutting and verge mowing and if this was something they felt tenants would be happy to pay for.
 - Would a handy man service be useful? Set up and run by the Council for doing additional work outside of the Council's normal remit and funded by charging those who utilised the service.

- 4.6 Communication
The Group discussed the result of the survey at length with regard to the best way to communicate with tenants. The Housing and Environmental Services Director asked that as the results showed that road shows were not a useful method of communication, they should not be used for Phase 2 consultations? The Group suggested some alternatives:
- Have information points set up at Sheltered Homes for people to pop in and collect information sheets and updates
 - Use Bingo meetings
 - Use Mums and Tots events
 - Target primary schools
 - Increase the work with scheme managers to disseminate the information as widely as possible
 - Do not use the term "Road show" as this does not communicate what the event is about

5. MATTERS ARISING

- 5.1 The Housing Options Working Group attended a presentation at Hereward Housing in Ely given by Nick Abbey, Chief Executive of Hereward. It was useful for officers and members alike to meet with their counterparts and to have an opportunity to ask questions. The Group had found the trip most helpful and thanked all that had been involved in organising the trip.

The Housing and Environmental Services Director would write to Nick Abbey to thank him for providing the HOW Group with such a useful presentation.

SH

6. DATE OF NEXT MEETING

- 6.1 21st of October 2pm in the Council Chamber
(This date had previously been set for the 19th October)

10th December 10am in the Ground Floor meeting room
(This time had previously been set for 2-4pm)

The meeting ended at 2 p.m.
