



**SOUTH CAMBRIDGESHIRE DISTRICT  
COUNCIL**

**COUNCIL MEETING  
THURSDAY, 26 FEBRUARY 2004**

**REPORTS AND MINUTES**

South Cambridgeshire Hall  
Cambourne Business Park  
Cambourne, Cambridge  
CB3 6ES

If the press and public are likely to be excluded from the meeting during consideration of the following item on the grounds that exempt information is to be considered, it will be necessary to pass the following resolution: "That under Section 100(A) (4) of the Local Government Act 1972, the public be excluded from the meeting for the following item on the grounds that it involves the likely disclosure of exempt information as defined in paragraph (quoting relevant paragraph) of Part 1 of Schedule 12A of the Act."

**SOUTH CAMBRIDGESHIRE DISTRICT COUNCIL**

TO: The Chairman and Members of the  
South Cambridgeshire District Council

**NOTICE IS HEREBY GIVEN** that the next meeting of the **COUNCIL** will be held in the **COUNCIL CHAMBER** at **2.00 P.M.** on

**THURSDAY THE 26<sup>TH</sup> DAY OF FEBRUARY 2004**

and I am, therefore to summon you to attend accordingly for the transaction of the business specified below.

**DATED this 18<sup>TH</sup> DAY OF FEBRUARY 2004**

**GJ HARLOCK**

Finance and Resources Director

---

**AGENDA**

**1. MINUTES**

To authorise the Chairman to sign the Minutes of the meeting held on 11th December 2003 as a correct record.

(Pages 1 - 12)

**2. DECLARATIONS OF INTEREST**

To receive any declarations of interest from Members on matters arising in this agenda.

**3. Chairman's Announcements**

**4. PUBLIC QUESTIONS**

None received to date.

**5. To Consider the Following Recommendations:**

**5 (a) Cabinet on 8th January 2004**

**Minute 4: Priorities and Spending Plans 2004/05-2006/07**

Cabinet recommend Council

(a) That the following be adopted as a three year programme of annual priorities from 2004/05:

- i. ESD and customer service
- ii. Affordable homes
- iii. Decent homes
- iv. Reducing the fear of crime
- v. Youth provision
- vi. Cleaner villages
- vii. The new settlements at Northstowe and Cambridge fringes
- viii. Rural Transport
- ix. Recycling and waste minimisation

- (b) Approval of the three year strategy to address annual priorities set out in paragraphs 13 and 14 of the report and to request Management Team to prepare a more detailed three year programme to enable Members to plan for 2005/06 onwards;
- (c) That the Council will address priorities emerging from public consultation (fear of crime; youth provision; rural transport and cleaner villages) in 2005/06 and 2006/07.

**5 (b) Cabinet 22nd January 2004**  
**Minute 4: Management Team – Terms of Reference**

Cabinet recommends Council that Management Team terms of reference as amended by Cabinet be included in the Constitution.

**5 (c) Cabinet 29th January 2004**  
**Minute 2: Priorities and Spending Plans 2004/05-2006/07**

Cabinet recommends to Council that the draft budget be produced incorporating:

- (a) a Band D Council Tax of £70 for 2004/05;
- (b) £503,000 additional spend for 2004/05 with recurring costs of £457,000 in subsequent years (both figures gross of the identified savings of £146,000), reflecting:
  - i. only the inescapable bids of £94,000;
  - ii. the CASCADE bid of £224,000, Land and Property Gazetteer bid of £20,000;
  - iii. the senior Strategic Housing Officer bid of £43,000; and
  - iv. the plastics recycling banks bid of £50,000, the latter of which being subject to:
    - £50,000 costs in 2004/05 being funded by the DEFRA grant; and
    - the ongoing revenue costs of £42,000 being funded from 'savings' within the Environmental Health portfolio;
- (c) the additional expenditure on refuse collection and street cleansing service estimated at £76,000.

**5 (d) Cabinet 16th February 2004**  
**Minute 3: Capital and Revenue Estimates and Council Tax**

Cabinet recommends to Council

- (a) that the capital programme up to the year ending 31st March 2007 be approved as submitted, including the sum of £34.189 million to be spent on affordable housing for the years from 2004-05 to 2006-07;
- (b) that the revised revenue estimates for the year 2003-04 and the revenue estimates for 2004-05 be approved as submitted;
- (c) that the District Council demand for general expenses for 2004-05 be £3.821 millions;
- (d) that the Council sets the amount of Council Tax for each of the relevant categories of dwelling in accordance with Section 30(2) of the Local

Government Finance Act 1992 on the basis of a District Council Tax for general expenses on a Band D property of £70 plus the relevant amounts required by the precepts of Parish Councils, Cambridgeshire County Council and the Cambridgeshire Police and Fire Authorities, details of those precepts and their effect to be circulated with the formal resolution required at the Council meeting; and

- (e) that the prudential indicators from the Prudential Code for Capital Finance in Local Authorities be approved.

**5 (e) Cabinet 16th February 2004**

**Minute 4: Housing Revenue Account, Rents and Charges**

Cabinet recommends to Council

- (a) that the Housing Revenue Account revised revenue estimates for 2003/04 and estimates 2004/05 be approved;
- (b) that the HRA rents for 2004/05 be increased by £1.25 per week (i.e. this means a maximum plus or minus variation of £1.25 per week)
- (c) that the following proposed charges be adopted:

***Services and Facilities – Charges to Tenants***

Service or Facility	Current charge per week £.p	Proposed charge per week £.p
<b>Sheltered Housing Service Charge for Tenants</b>		
• support element		
those in residence prior to 01/04/03	7.92	8.12
other tenants	14.42	14.78
• other (communal facilities etc)	5.50	5.64
<b>Garage Rents</b>		
• up to two garages rented to a Council house tenant	5.50	5.64
• other garages rented to a Council house tenant	5.50 +VAT	5.64 +VAT
• garages not rented to a Council house tenant	6.50 +VAT	6.66 +VAT
Rent reduction for tied accommodation occupied by wardens, deputy wardens or rangers	(12.13)	(12.43)

***Services and Facilities – Sheltered Housing Service Charges to Equity Shareholders***

Service or Facility		
<b>Sheltered Housing Service Charge for Shareholders</b>		
schemes with all facilities		
those in residence prior to 1/04/03	16.20	16.61
other shareholders	22.70	23.27
schemes without a common room		
those in residence prior to 1/04/03	10.70	10.97
other shareholders	17.20	17.63

- (d) that the Portfolio Holder for Housing be given delegated authority to vary any charges that qualify for aid from the Supporting People Pot in order to bring such charges in line with the level of financial assistance available in 2004-05.

**5 (f) Cabinet 16th February 2004**

**Minute 5: Investment Strategy (Treasury Management)**

Cabinet recommends to Council that the investment strategy be approved as presented at that meeting.

**5 (g) Development and Conservation Control Committee 4th February 2004**

In its capacity as consultee, the Development and Conservation Control Committee recommended that the Portfolio Holder for Planning and Economic Development

commends the Refuse Design Guide to full Council, and invite full Council to adopt it as Council policy and, in due course, as a Supplementary Planning Document, subject to the amendment about flexibility of capacity suggested by the Head of Legal Services; and

The Portfolio Holder commends the Design Guide to Council.

**6. SWAVESEY BYEWAYS RATE**

To consider the recommendation of the Swavesey Byways Advisory Committee that the current level of byway maintenance be maintained and a rate of £0.90 be levied for 2004/05.

An explanatory report from the Chief Environmental Health Officer is attached.

(Pages 13 - 16)

**7. CAMBOURNE OFFICE - RECORDED VOTING SYSTEM**

To consider the recommendation of the Constitution Review Working Party that a recorded voting system should be purchased for the Cambourne office and the NOW Group given authority to incur the additional expenditure of £15,400 for the smart card readers and £5,154 for the software.

An extract from the Working Party minutes of the 13th January 2004 is attached.

(Pages 17 - 18)

**8. PROGRAMME OF COUNCIL MEETINGS 2004/05**

To consider the attached report of the Constitution Review Working Party recommendations on the frequency, programming and timing of Council meetings.

(Pages 19 - 22)

**9. AMENDMENTS TO THE CONSTITUTION**

To consider other changes to the constitution recommended by the Constitution Working Party, as attached.

The Working Party is still considering changes and will report further to the next meeting of Council.

(Pages 23 - 24)

**10. DESIGNATION OF LOCAL NATURE RESERVES**

To consider the attached report from the Head of Legal Services.

(Pages 25 - 26)

**11. ANNUAL AUDIT LETTER**

To receive the Annual Audit Letter from the Council's external auditors, enclosed separately with this agenda for members.

The Audit Panel considered the Annual Audit Letter on 17th December 2003 and its minutes are attached in this agenda. Since that meeting, the external auditors have expressed a preference that the Letter be put in front of the whole Council.

**12. QUESTIONS BY MEMBERS**

None received to date.

**13. NOTICES OF MOTION**

To consider the following Notices of Motion standing in the name of Councillor R  
Page:

**13 (a) Recording of Meetings**

In view of recent lapses of memory and misleading information, that all the meetings of this council and its various committees are recorded on mini-discs and saved for at least five years. Then for the sake of accuracy, and for the benefit of the electors and councillors, a complete and accurate record of the Council's business can be retained cheaply for use, if and when required.

**13 (b) Stansted Airport Expansion**

That this Council is totally opposed to the current unsustainable plan for the expansion of Stansted Airport. That the Deputy Prime Minister, the Minister for Transport, and the Australian Stansted apologist, Germaine Greer, be informed that this Council considers the new runway to be environmentally and socially unacceptable.

**14. TO RECEIVE THE REPORTS OF THE FOLLOWING MEETINGS**

(\* indicates that the Minutes have already been confirmed as a correct record)

**14 (a) Cabinet 18th December 2003\*** (Pages 27 - 36)

**14 (b) Cabinet 8th January 2004\***

*Amendments to Minute 4 (Priorities and Spending Plans 2004/05-2006/07) agreed on 22nd January 2004 have been incorporated.*

(Pages 37 - 42)

**14 (c) Cabinet 22nd January 2004\***

*Amendments to Minute 3 (Priorities and Spending Plans 2004/05-2006/07) agreed on 16th February 2004 have been incorporated.*

(Pages 43 - 50)

**14 (d) Cabinet 29th January 2004\***

*Amendments to Minute 2 (Priorities and Spending Plans 2004/05-2006/07) agreed on 16th February 2004 have been incorporated.*

(Pages 51 - 56)

**14 (e) Cabinet 16th February 2004** (Pages 57 - 66)

**14 (f) New Offices Working Group 15th December 2003\*** (Pages 67 - 74)

**14 (g) New Offices Working Group 13th January 2004** (Pages 75 - 80)

- 14 (h) Development and Conservation Control Committee 3rd December 2003\*** (Pages 81 - 88)
- 14 (i) Development and Conservation Control Committee 7th January 2004\***  
*Amendments to Minute 3(8) Gamlingay, agreed on 4th December 2003 have been incorporated.*  
(Pages 89 - 96)
- 14 (j) Development and Conservation Control Committee 4th February 2004** (Pages 97 - 106)
- 14 (k) Electoral Arrangements Committee 11th December 2003** (Pages 107 - 108)
- 14 (l) Employment Committee 22nd January 2004** (Pages 109 - 110)
- 14 (m) Scrutiny Committee 27th November 2003\***  
*Amendments to Minute 1 (Apologies) agreed on 18th December 2003 have been incorporated.*  
(Pages 111 - 124)
- 14 (n) Scrutiny Committee 18th December 2003\*** (Pages 125 - 130)
- 14 (o) Scrutiny Committee 22nd January 2004\*** (Pages 131 - 140)
- 14 (p) Scrutiny Committee 12th February 2004**  
*N.B. These Minutes have not yet been checked by the Chairman*  
(Pages 141 - 150)
- 14 (q) Audit Panel 17th December 2003** (Pages 151 - 154)
- 14 (r) Crime and Disorder Partnership Group 26th January 2004** (Pages 155 - 162)
- 15. TO RECEIVE QUESTIONS ON JOINT MEETINGS**  
South Cambridgeshire Area Joint Committee – 8th December 2003 (see Bulletin 14th January 2004)  
South Cambridgeshire Local Strategic Partnership – 2nd December 2003 (see Bulletin 21st January 2004)
- 16. CHAIRMAN'S ENGAGEMENTS**  
To note the Chairman's engagements since the last Council meeting  
(Pages 163 - 164)