



# SOUTH CAMBRIDGESHIRE DISTRICT COUNCIL

COUNCIL MEETING  
THURSDAY, 31 JANUARY 2008

AGENDA AND REPORTS

South Cambridgeshire Hall  
Cambourne Business Park  
Cambourne, Cambridge  
CB23 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 (as amended) 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, FIRST FLOOR** at **2.00 P.M.** on

**THURSDAY, 31 JANUARY 2008**

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

**DATED** 23 January 2008

**GJ HARLOCK**  
Chief Executive

Requests for a large print agenda must be received at least 48 hours before the meeting.

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**AGENDA**

1. **APOLOGIES**
2. **DECLARATIONS OF INTEREST**
3. **MINUTES**  
To authorise the Chairman to sign the Minutes of the meeting held on 18 October 2007 as a correct record (**attached**).  

**(Pages 1 - 10)**
4. **CHAIRMAN'S ANNOUNCEMENTS**
5. **QUESTIONS FROM COUNCILLORS AND THE PUBLIC**
- 5 (a) **From Councillor Dr JE Lockwood to the Resources and Housing and Environmental Services Portfolio Holders**  
"Would the Portfolio Holder for Resources and the Portfolio Holder for Housing and Environmental Services consider reviving a scheme to provide free rat control for residents on housing benefit and residents in sheltered housing? There has been a recent infestation around sheltered housing in my Ward, which was very distressing for residents who could not afford the £50 fee or get out to buy their own rat poison. It may be that, in the interests of environmental health, and bearing in mind the development of poison resistance in some rat populations, all rat control should be free."
- 5 (b) **From Councillor RT Summerfield to the Staffing and Communication Portfolio Holder**  
"I am pleased to see that the Housing and Environmental Services Portfolio Holder is undertaking a consultation over the Christmas recycling and refuse collections for next year. There is no doubt that many people found the gap of up to 3 weeks for a black bin collection or 4 weeks for a green bin collection particularly difficult at this

time of year when people may have exceptional amounts of waste due to relations staying for the holidays.

"My question is about the communication of the Collection Calendar, which compounded the problem this year. Why was the Christmas collection arrangement not printed in the winter edition of the South Cambs Magazine, which came out in December, but only in the autumn edition which most people had disposed of long before the holiday period?"

**5 (c) From Councillor MJ Mason to the Growth and Sustainable Communities and Planning Services Portfolio Holders**

"With reference to the Cambridgeshire Guided Busway (CGB) contract, I refer to my report to Council on 19 July 2007 (Minute 33) to subsequent meetings of the CGB Liaison Forum, to the Planning Committee on 5 December (Minute 140) and to the public question at Scrutiny Committee on 17 January 2008 from Impington Parish Council (reference to building on Busway land).

"In view of the continuing public anger over the dismissal of duly raised concerns and representations over contract management and road closures, Parish Council objections to junction and lighting designs submitted to discharge the various planning conditions and very real concerns about cost overrun and late delivery, will the Council now make full representation on behalf of the residents and taxpayers of the District to our County Council partners, with a view to full and open disclosure of contract progress, cost to date and final projection? Furthermore will any revision of realistic completion dates and commencement of services now be used in the process of determination of the Northstowe Planning Application?"

**5 (d) From Mr D Kelleway to the Housing Options Portfolio Holder**

"Given firstly, the Council's well known record of financial misjudgements, which have not only resulted in the council being capped, but also in the spending of millions of pounds on these council offices, much of which could be empty if the housing stock is sold off, and secondly, given that the £600,000 plus of Council tax payers' and tenants' rent money being proposed to spend on working up plans to sell off the council's housing stock will be wasted if tenants do not vote for transfer, do you not agree that it would be totally irresponsible to proceed with this expenditure without first conducting a test of tenants' opinion on the proposals?"

**5 (e) From Ms S Barker to the Growth and Sustainable Communities Portfolio Holder**

'Following the closure to all vehicular traffic of Park Lane (aka Gatehouse Lane) Histon for 7.5 weeks in February 2007 to create a cycle way, businesses and particularly the traders in Histon & Impington became aware of how severely their trade was affected. In October the same road was again closed by the County Council to construct crossings for the Guided Busway. This was despite petitioning of the County Council (with suggestions from the businesses for methods of maintaining through traffic). The character of Histon & Impington is largely dependent on the balance between residential, industrial and commercial areas.

What actions has South Cambridgeshire District Council taken, and

what does it intend to do, to preserve the commercial businesses of the villages?'

**6. PETITIONS**

To note all petitions received since the last Council meeting.

**7. TO CONSIDER THE FOLLOWING RECOMMENDATIONS:**

**7 (a) Licensing Act 2003 Policy (Cabinet, 13 December 2007) (Key)**

Cabinet **RECOMMENDED** to Council that the revised Licensing Policy document be adopted as Council policy.

*The revised policy considered by the Cabinet is available to view using the following link from the Council's website, [www.scambs.gov.uk/meetings](http://www.scambs.gov.uk/meetings)*

**7 (b) Scrutiny Role Descriptions (Scrutiny and Overview Committee, 17 December 2007)**

The Scrutiny and Overview Committee **RECOMMENDED TO COUNCIL** that the scrutiny members' job description and the portfolio monitors' job descriptions be approved for incorporation into Part 5 of the Constitution (Section I – Member Role Descriptions) and the Members' Toolkit.

*The draft role descriptions are available to view with the electronic version of this Agenda, available using the following link from the Council's website, [www.scambs.gov.uk](http://www.scambs.gov.uk):*

*<http://scambs.moderngov.co.uk/ieListDocuments.asp?CId=410&MId=3512&Ver=4>*

**7 (c) Review of Financial Regulations (Corporate Governance Committee, 20 December 2007)**

The Corporate Governance Committee **RECOMMENDED TO COUNCIL** adoption of the revised Financial Regulations for incorporation into Part 4 of the Constitution, subject to the following amendments and minor typographical corrections:

- (a) references to "Chief Accountant" to read "Head of Accountancy";
- (b) the penultimate sentence of paragraph 3.6 read: "No body of the Council nor any officer will commit items of expenditure not provided in their estimates unless, in cases of extreme importance and after opportunities for virement have been exhausted, specifically approved by the Executive up to level 3 and within approved policy or specifically approved by Council if outside approved policy and / or above level 3"; and
- (c) amendments to section 6, Operation of Bank Accounts, to include specific reference to BACS transfers.

*The revised regulations, incorporating the above changes, are **attached**.*

**(Pages 11 - 30)**

**7 (d) Local Code of Governance (Corporate Governance Committee, 20 December 2007) (Key)**

The Corporate Governance Committee **RECOMMENDED TO COUNCIL** adoption of a Local Code of Governance.

*The Code considered by the Committee is available to view using the following [link from the Council's website](http://www.scambs.gov.uk/meetings). ([www.scambs.gov.uk/meetings](http://www.scambs.gov.uk/meetings))*

**7 (e) Housing Futures (Cabinet, 10 January 2008) (Key)**

Cabinet **RECOMMENDED TO COUNCIL**:

- (a) that the Council develop a housing transfer proposal in consultation with its tenants, as it considers transfer to a not for profit housing association to be in the best interests of the Council's tenants, future housing applicants and staff because:
- it would enable improvements to homes and housing services;
  - it would be the most sustainable option for the longer term ownership management and development of affordable homes in the district; and
  - it offered the best prospects for staff in terms of job security.
- Council recognises that housing transfer cannot proceed without the support of its tenants and wishes to involve them fully in developing its proposal.
- (b) that an application be submitted to Communities and Local Government (CLG) for a place on the 2008 housing transfer programme by the deadline of 31 March 2008; and
- (c) that authority be delegated to the Leader and Cabinet to agree a new landlord selection process that involves tenants, elected members and staff, the result of the new landlord selection process being presented to Council for approval.

*The report and appendices submitted to the Cabinet are **attached** by way of supporting information.*

**(Pages 31 - 98)**

**7 (f) Review of Standing Orders (Constitution Review Working Party, 21 January 2008)**

The Constitution Review Working Party **RECOMMENDED TO COUNCIL** that the changes to Council Standing Orders set out in the report be approved for incorporation into Part 4 of the Constitution.

*The proposed amendments are available to view with the electronic version of this Agenda, available using the following link from the Council's website, [www.scambs.gov.uk](http://www.scambs.gov.uk):*

<http://scambs.moderngov.co.uk/ieListDocuments.asp?CId=410&MId=3512&Ver=4>

**7 (g) Recognition of Partnership Working (Constitution Review Working Party, 21 January 2008)**

The Constitution Review Working Party **RECOMMENDED TO COUNCIL** that proposed revisions to Article 11 (Joint Arrangements) be approved.

*The proposed revised Article 11 is available to view with the electronic version of this Agenda, available using the following link from the Council's website, [www.scambs.gov.uk](http://www.scambs.gov.uk):*

**7 (h) Delegation by the Employment Committee (Constitution Review Working Party, 21 January 2008)**

The Constitution Review Working Party **RECOMMENDED TO COUNCIL** that:

- (1) Responsibility for the initial re-grading and re-evaluation of posts and the determination of the scale point applicable following re-evaluation be removed from the Terms of Reference of the Employment Committee and delegated to the Chief Executive for onward delegation as appropriate, and that
- (2) The Employment Committee retain responsibility for appeals functions arising from these processes.

**7 (i) Speaking rights at Portfolio Holder meetings (Constitution Review Working Party, 21 January 2008)**

The Constitution Review Working Party **RECOMMENDED TO COUNCIL** that the following paragraph be added to the Executive Procedure Rules in Part 4 of the Constitution:

**“3.2 Speaking rights at Portfolio Holder Meetings**

The following persons shall be entitled to speak once, to ask questions and/or make representations, on each item of business under consideration at a Portfolio Holder meeting:

- Monitors appointed by the Scrutiny and Overview Committee;
- Spokespersons appointed by the Major Opposition Group.
- Other Members of the Council who may be present.

No Member shall speak for longer than three minutes without the Portfolio Holder’s permission; this includes Members who are appointed to both the above positions.

The Portfolio Holder may, at his/her discretion:

- Allow Monitors and/or spokespersons and other Members to speak more than once;
- Allow other persons present at the meeting to speak.”

**8. FORMAL REQUEST FOR THE ESTABLISHMENT OF THE CAMBRIDGE FRINGES JOINT POLICY COMMITTEE (Key)**

Report and appendices **attached**.

**RECOMMENDATION**

That:

1. The Council enters a Local Agreement with Cambridgeshire County Council and Cambridge City Council to establish a Section 29 Committee for relevant fringe areas of Cambridge;

2. In consequence of (1) above, the Council makes a formal request to the Secretary of State for Communities and Local Government to publish an Order for the establishment of a Joint Policy Committee for the Cambridge Fringes under Section 29 of the Planning & Compulsory Purchase Act 2004; and
3. The Council notes that final proposals will be referred back to the Council when the Secretary of State consults upon the draft Order, although consideration will be restricted by the terms of the Local Agreement to which the Council will be a signatory.

(Pages 99 - 130)

**9. SOUTH CAMBRIDGESHIRE LOCAL DEVELOPMENT FRAMEWORK: ADOPTION OF CAMBRIDGE SOUTHERN FRINGE & CAMBRIDGE EAST AREA ACTION PLANS (Key)**

The report and recommendations of the Corporate Manager for Planning and Sustainable Communities is **attached**.

**RECOMMENDATIONS**

Council is recommended to:

- a. **RESOLVE TO ADOPT** the Cambridge Southern Fringe and Cambridge East AAPs, as contained in Appendices 1 and 2, on 21 February 2008 (adoption of Cambridge East AAP being subject to Cambridge City Council adopting the Cambridge East AAP on that day), and proceed in accordance with Regulations 35 and 36 for both plans, subject to incorporation of the changes referred to in the Supplementary note below;
- b. **RESOLVE TO ADOPT** the revisions to the adopted Proposals Map, as contained in Appendices 4 and 5;
- c. **NOTE** the Sustainability Statements as contained in Appendices 6 and 7; and
- d. **NOTE** the Habitats Directive Assessments as contained in Appendices 8 and 9.

*The appendices to the report are available to view at the Council Offices and have been published with the electronic version of this Agenda. They are available to view using the following link to the Council's website, [www.scambs.gov.uk](http://www.scambs.gov.uk): <http://scambs.moderngov.co.uk/ieListDocuments.asp?CId=410&MId=3512&Ver=4>*

**SUPPLEMENTARY NOTE**

Attached is an erratum to the version of the Cambridge East Area Action Plan recommended for adoption. One relates to an error in the Inspector's Report and the others are cases where the Inspector's changes have not found their way into the AAP. These changes need to be incorporated into the adopted plan and recommendation (a) above has been altered accordingly.

(Pages 131 - 140)

**10. COUNCIL MEETING SCHEDULE 2008-09**



Report attached.

## RECOMMENDATION

That meetings during the 2008-2009 Civic Year be scheduled as follows:

Date	Type of meeting
17 July 2008	Ordinary
25 September 2008	Ordinary
27 November 2008	Ordinary
29 January 2009	Ordinary
26 February 2009	Budget
23 April 2009	Ordinary
28 May 2009	Annual

(Pages 141 - 144)

### 11. MEMBERS' ALLOWANCES LEVELS FOR 2008-2009 AND REAPPOINTMENT OF MEMBERS TO THE INDEPENDENT REMUNERATION PANEL

The report and recommendations of the Independent Remuneration Panel and covering report of the Chief Executive are **attached**.

#### RECOMMENDATIONS

Council is recommended to

- (a) Accept the recommendations contained in the independent Members' Remuneration Panel report attached as appendix A to this report, i.e. that
  - (i) The basic allowance and Special Responsibility Allowance (SRA) be increased by 2.5%.
  - (ii) No SRA be payable for the Chairman of Northstowe JDCC.
  - (iii) The Chairmen of the Corporate Governance and Policy Development Committees receive SRAs of £1775 per annum.
  - (iv) The SRA for the Chair of Licensing Committee be reduced to £1775 per annum.
  - (v) No change be agreed in the allowance for members of the Standards Committee.
  - (vi) The Vice-Chairmen of Council and the Planning and Licensing Committees receive 50% of the Chairman's allowance.
  - (vii) An increase of 2.5% be made to the Dependant's Carer's Allowance
  - (viii) No increase be made to the remaining Travel and Subsistence allowances
  - (ix) The allowance paid to the Panel for expenses be replaced with payment for travelling to the meeting only.

The above allowances to be effective from 1 April 2008 to 31 March 2009

- (b) Re-appoint Valerie Bright and appoint Jonathan Barker, as members of the Remuneration Panel for a three-year period to 31 January 2011.
- (c) Authorise payment of a Financial Loss Allowance of £20.00 per meeting per member to the Independent Remuneration panel when conducting future annual reviews of Members' allowances.

- (d) Advise the Democratic Services Manager of any issues it wishes to be considered as part of the next review.

(Pages 145 - 150)

**12. NAMING OR RE-NAMING OF STREETS WITHIN THE DISTRICT**

Report attached.

**RECOMMENDATION**

That Sections 17, 18 and 19 of the Public Health Act 1925 be adopted by the Council.

(Pages 151 - 154)

**13. ANTI-THEFT, FRAUD AND CORRUPTION POLICY**

The Anti-theft, fraud and corruption policy has been updated. A revised version, endorsed by the Corporate Governance Committee, is **attached**.

The policy requires Council approval as it is included as an appendix to the Officers' Code of Conduct in Part 5, Section G of the Constitution.

**RECOMMENDATION**

That the revised Anti-theft, Fraud and Corruption Policy be adopted by the Council and incorporated into the Constitution.

(Pages 155 - 162)

**14. QUESTIONS ON JOINT MEETINGS**

<b>Joint Body</b>	<b>Date of Meeting</b>	<b>Minutes Published in Weekly Bulletin</b>
Local Strategic Partnership (LSP) Board	5 October 2007	31 October 2007
South Cambridgeshire Traffic Management Area Joint Committee	26 November 2007	Available on the County Council's website, <a href="http://www.cambridgeshire.gov.uk">www.cambridgeshire.gov.uk</a>
LSP Board	18 December 2007	16 January 2008

**15. UPDATES FROM MEMBERS APPOINTED TO OUTSIDE BODIES**

**16. NOTICES OF MOTION**

**16 (a) Standing in the name of Councillors Dr SEK van de Ven and Mrs EM Heazell**

"At present, South Cambs District Council policy is to charge a flat fee of £60 for the delivery of new bins (one green bin, one black bin, and a green box) to all new homes in the district. No exceptions of any kind are made, and for health and safety reasons it is not possible for residents to collect bins from our depot.

We believe that while the principle of charging council tax-payers for something so fundamental to environmental health is questionable, it is also impractical for many residents, who simply can't afford it.

We call upon the Executive to waive this fee for all new social rented housing units in the district, at the earliest opportunity."

- 16 (b) Standing in the names of Councillors JD Batchelor and RT Summerfield**  
"This Council instructs the relevant portfolio holder to carry out a review of the governance arrangements for the South Cambridgeshire Local Strategic Partnership and, in particular, to call for justification for its recent decision regarding the expenditure of £100,000 of taxpayers' money. The report to be available at the next council meeting."

- 16 (c) Standing in the name of Councillor SGM Kindersley**  
"That this Council takes all necessary steps to create a new Parish at Arbury Park as soon as possible."

**17. CHAIRMAN AND VICE-CHAIRMAN'S ENGAGEMENTS**

To note the Chairman's engagements since the last Council meeting:

<b>Date</b>	<b>Venue / Event</b>
27 October	Opening of children's play area at Landbeach
30 October	Opening of Miller Sands (Solicitors) new offices at Impington
9 November	Civic Reception at South Cambridgeshire Hall
11 November	Laid wreath at War Memorial, Milton Country Park
12 November	Laid wreath at American Military Cemetery, Madingley
16 November	Civic Reception at Cambridge City Council
17 November	Cambridgeshire County Council Reception and concert, University Concert Hall
24 November	British Red Cross, Cambridge Branch, Forum and awards
5 December	Welcomed Beijing Delegation to South Cambridgeshire Hall
7 December	Huntingdonshire District Council Reception at Hinchingbrooke House
9 December	The Farmland Museum and Denny Abbey Christmas Event
11 December	Presentation of staff gifts to representatives of Fulbourn Hospital League of Friends
20 December	Visit to staff at Milton County Park and the Waterbeach Depot with Christmas cheer (Accompanied by the Vice-Chairman)
20 December	Visit to Scotsdales to the Cambridge Cancer Help Centre (Accompanied by the Vice-Chairman)
21 December	Judging the best decorated office area, South Cambridgeshire Hall, and presentation of raffle prizes. (Accompanied by the Vice-Chairman)
19 January	County Royal British Legion Annual Conference to give Civic Welcome address
19 January	Visit to Wysing Arts Centre to open the Open Weekend in the new facilities which were part-financed by South Cambridgeshire District Council
22 January	Opening of the refurbished Sheltered Housing Communal Room at Denson Close, Waterbeach

To note the following engagements, in addition to the above, attended by the Vice-

Chairman since the last meeting:

<b>Date</b>	<b>Venue / Event</b>
25 November	North Hertfordshire District Council, Chairman's Civic Reception at Knebworth
11 December	Staff football tournament prize presentation at Comberton Village College
5 January	Duke of Edinburgh Award Scheme at Hinchingsbrooke

## **GUIDANCE NOTES FOR VISITORS TO SOUTH CAMBRIDGESHIRE HALL**

Whilst the District Council endeavours to ensure that you come to no harm when visiting South Cambridgeshire Hall you also have a responsibility to ensure that you do not risk your own or others' safety.

### **Security**

Visitors should report to the main reception desk where they will be asked to sign a register. Visitors will be given a visitor's pass that must be worn at all times whilst in the building. Please remember to sign out and return your pass before you leave. The visitors' book is used as a register in cases of emergency and building evacuation.

### **Emergency and Evacuation**

In the event of a fire you will hear a continuous alarm. Evacuate the building using the nearest escape route; from the Council Chamber or Mezzanine viewing gallery this would be via the staircase just outside the door. Go to the assembly point at the far side of the staff car park.

Do not use the lifts to exit the building. If you are unable to negotiate stairs by yourself, the emergency staircase landings are provided with fire refuge areas, which afford protection for a minimum of 1.5 hours. Press the alarm button and wait for assistance from the Council fire wardens or the fire brigade.

**Do not** re-enter the building until the officer in charge or the fire brigade confirms that it is safe to do so.

### **First Aid**

If someone feels unwell or needs first aid, please alert a member of staff.

### **Access for People with Disabilities**

All meeting rooms are accessible to wheelchair users. There are disabled toilet facilities on each floor of the building. Hearing loops and earphones are available from reception and can be used in all meeting rooms.

### **Toilets**

Public toilets are available on each floor of the building next to the lift.

### **Recording of Business**

Unless specifically authorised by resolution, no audio and / or visual or photographic recording in any format is allowed at any meeting of the Council, the executive (Cabinet), or any committee or sub-committee of the Council or the executive.

### **Banners / Placards / Etc.**

No member of the public shall be allowed to bring into or display at any Council meeting any banner, placard, poster or other similar item. The Chairman may require any such item to be removed.

### **Disturbance by Public**

If a member of the public interrupts proceedings, the Chairman will warn the person concerned. If they continue to interrupt, the Chairman will order their removal from the meeting room. If there is a general disturbance in any part of the meeting room open to the public, the Chairman may call for that part to be cleared.

### **Smoking**

The Council operates a NO SMOKING policy.

### **Food and Drink**

Vending machines and a water dispenser are available on the ground floor near the lifts. There shall be no food and drink in the Council Chamber.

### **Mobile Phones**

Please ensure that your phone is set on silent / vibrate mode during meetings.