



SOUTH CAMBRIDGESHIRE DISTRICT COUNCIL

COUNCIL MEETING
THURSDAY, 27 NOVEMBER 2008

AGENDA AND REPORTS

South Cambridgeshire Hall
Cambourne Business Park
Cambourne, Cambridge
CB23 6EA

The law allows Councils to consider a limited range of issues in private session without members of the Press and public being present. Typically, such issues relate to personal details, financial and business affairs, legal privilege and so on. In every case, the public interest in excluding the Press and Public from the meeting room must outweigh the public interest in having the information disclosed to them. The following statement will be proposed, seconded and voted upon.

"I propose that the Press and public be excluded from the meeting during the consideration of the following item number(s) 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 paragraph(s) of Part 1 of Schedule 12A of the Act."

If exempt (confidential) information has been provided as part of the agenda, the Press and public will not be able to view it. There will be an explanation on the website however as to why the information is exempt.

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, 27 NOVEMBER 2008

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

DATED 19 November 2008

GJ HARLOCK
Chief Executive

The Council is committed to improving, for all members of the community, access to its agendas and minutes. We try to take all circumstances into account but, if you have any specific needs, please let us know, and we will do what we can to help you.

AGENDA

PRESENTATION

Prior to the formal start of the meeting, the Chairman will present Georgina Hayward, Communications Manager, with a Diploma from the Chartered Institute of Public Relations, a qualification in which Miss Hayward achieved a merit.

1. APOLOGIES

2. DECLARATIONS OF INTEREST

3. MINUTES

To authorise the Chairman to sign the Minutes of the meeting held on 25 September 2008 as a correct record (**attached**).

(Pages 1 - 10)

4. ANNOUNCEMENTS

5. REPORT OF THE RETURNING OFFICER

To advise of the outcome of the by-election for the Teversham Ward held on Thursday 20 November 2008.

6. QUESTIONS FROM COUNCILLORS AND THE PUBLIC

6 (a) From Councillor CR Nightingale to the Planning Portfolio Holder

Please will the Portfolio Holder support me in requesting that a Section 215 Amenity

Notice be placed on Sites on Orchard Park and Cambourne where work has stopped, specifically to ensure that all site safety fencing and access paving is completed to allow access to all completed properties, and to leave all sites safe, clean and tidy?

6 (b) From Councillor VG Ford to the Environmental Services Portfolio Holder

Given the falling commodity prices for both recyclable plastics and paper, please could the Portfolio Holder provide an update on whether the Council faces a potential shortfall in budget or increase in cost for 2008/9 or 2009/10?

6 (c) From Councillor Mrs HM Smith to the Housing Portfolio Holder

Given that Peterborough City Council is reducing the required percentage of affordable housing to get development moving, can the Portfolio Holder tell us what the Council is doing to encourage the development of affordable housing in the area, without losing the high percentage of affordable housing needed here which is written into our Local Development Framework? Equity share houses are going to be more difficult for people to afford. If they are expected to bring in funding for affordable housing to subsidise the social rented houses, how does the Housing Portfolio Holder envisage those houses being financed? How can the Council encourage more private rented housing in the area?

6 (d) From Councillor SGM Kindersley to the New Communities Portfolio Holder

In the light of recent research showing this Authority was the 28th worst performer in the UK in terms of its carbon footprint, can we be advised (a) what immediate steps if any are being taken by the Administration to better our performance and (b) what steps are being taken in relation to the Development Agenda to ensure it does not impact adversely on climate change?

6 (e) From Councillor R Hall to the Chairman of the Electoral Arrangements Committee

Considering that the Electoral Arrangements Committee accepted the recommendation of the Arbury Park Scrutiny Review that a new Parish Council for the development called the Orchard Park Community Council should be put in place as soon as possible, a recommendation confirmed by this Council on 25 September 2008, why have councillors only recently been informed that this is not possible before April next year?

6 (f) From Councillor MJ Mason to the New Communities Portfolio Holder

Please could the New Communities Portfolio Holder:

- (a) Confirm that the Electoral Arrangements Section 106 contribution of £24,800 has now been claimed and received from the developer and that these monies will be properly used for expenditure directly related to the electoral review and not for other incidental items such the purchase of new software?
- (b) Give an undertaking that Council will reimburse Impington Parish Council for all expenditure, incurred as a direct result of the delay, and for the

- governance of the new community in the interim period to June 2009?
- (c) Confirm that the Principal Solicitor has now fully briefed the Chairman and members of Electoral Arrangements Committee of all the circumstances and implications of the delay in the creation of the new Parish?

7. PETITIONS

To note all petitions received since the last Council meeting.

8. TO CONSIDER THE FOLLOWING RECOMMENDATIONS BY THE CABINET:

8 (a) Council Aims, Approaches and Actions (9 October 2008)

Cabinet **RECOMMENDED** to Council:

- A)** That the **attached** Aims, Approaches and Actions be adopted with effect from 1 April 2009;
- B)** That the Corporate Plan, existing service plans and strategies based on the current Corporate Objectives remain in force until they would normally be revised;
- C)** That, for the remainder of the current financial year, new and revised policies and strategies should be tested for compatibility with the Aims, Approaches and Actions agreed in (A) above, and also with the existing Corporate Objectives.

The report and appendices considered by the Cabinet can be accessed using the following links to the Council's website, www.scambsgov.uk:

- [- Report](#)
- [- Appendix](#)

A hard copy of the papers is available to view in the Members' Room. Please contact Democratic Services if you wish to obtain a hard copy – telephone (01954) 713016 e-mail democratic.services@scambsgov.uk

(Pages 11 - 14)

8 (b) Review of Medium Term Financial Strategy (13 November 2008)

Cabinet **RECOMMENDED TO COUNCIL** that Option B, **attached** as Appendix 2, (with the amendment of the cost of the Aims, Approaches and Actions and Inescapable Bids, plus inflation for 2008/09 from £100,000 to £50,000) and the following assumptions, be approved as the basis for the Medium Term Financial Strategy and planning of the budget for 2009/10 onwards:

- a) the base budget and carry forward of expenditure approved for 2008/09 being rolled forward;
- b) an increase in pay inflation to 3% from 2.5% for 2008/09;
- c) inflation at 2.5% for 2009/10 onwards and increased employer's pension contributions of 2.1% each year (cumulative) until 2010/11;
- d) from 2010/11 a further increase of 3% on the pay budget as an estimation of the effect of the pay and grading review;
- e) 2.5% for non-pay budgets (officers are reviewing actual inflation requirements rather than applying the general increase to all budget areas. This will lead to increases in some areas based on contract

increases and inflation pressures, off-set by no increases in some budget headings);

- f) the substantial efficiency savings targets (of which some are still unidentified) will be achieved;
- g) the maintenance of debt free status;
- h) the continued use of capital receipts to finance capital expenditure not met by grants, contributions and reserves;
- i) formula grant increases from 2008/09 to 2010/11 based on the three year settlement. From 2011/12 an estimated increase of 2.5%, plus allowance for growth at half the rate of increase in the tax base;
- j) a revised tax base, based on the current tax base growth in 2008/09 and taking into account the slow down in the housing market;
- k) no allowance for LABGI;
- l) increases of Council Tax at 4.9% per annum (at Band D);
- m) the Housing and Planning Delivery Grant will continue at the same level as the 2007/08 allocations, as the additional grant received in 2008/09 is unlikely to continue in future years. The additional grant received will be used to offset the lower income projections for planning and land charges over the next few years contributing to a balanced budget.

The full report and appendices considered by Cabinet can be accessed using the following [link to the Council's website, www.scams.gov.uk](http://www.scams.gov.uk). Item 5 refers. A hard copy of Appendix 2 is attached; hard copies of the full papers are available to view in the Members' Room. Alternatively, to obtain a hard copy, please contact Democratic Services, telephone (01954) 713016 e-mail democratic.services@scams.gov.uk.

(Pages 15 - 16)

8 (c) Housing Futures: Developing the Council's Offer to tenants (13 November 2008)

Cabinet **RECOMMENDED TO COUNCIL:**

- (a) That the Council seeks to make the best possible transfer offer to tenants by reflecting tenants' aspirations as expressed through the extensive Housing Futures consultation activities, while having regard to the financial impact on the Council.
- (b) That the outline proposals set out in paragraph 33 of the report are fully supported as Cabinet considers that transfer to South Cambridgeshire Village Homes, a new local not for profit Housing Association, is in the best interests of the Council's tenants.
- (c) That officers be instructed to develop the details of those proposals, in consultation with tenants, staff and the shadow board of South Cambridgeshire Village Homes for inclusion in the formal consultation (or 'offer') document for presentation to the Housing Portfolio Holder and Council early in 2009.
- (d) That the Council is prepared to consider reducing its places on the board of South Cambridgeshire Village Homes from five to three, in order to allow for a higher number of tenant board members, if principles from the Community Gateway Association model are incorporated in future.
- (e) That the Council supports in principle, a commitment that the housing transfer proposal should deliver an increase in the supply of affordable

homes in the district's villages.

The report and appendix considered by the Cabinet can be accessed using the following links to the Council's website, www.scambbs.gov.uk:

[- Report](#)
[- Appendix](#)

A hard copy of the papers is available to view in the Members' Room. Alternatively, to obtain a hard copy, please contact Democratic Services, telephone (01954) 713016 e-mail democratic.services@scambbs.gov.uk.

8 (d) Pay Award 2008/09 (13 November 2008)
Cabinet **RECOMMENDED TO COUNCIL:**

- (1) That a 3% increase be implemented to conclude the annual pay negotiations (*backdated 1 to April 2008*).
- (2) That the matter of future negotiating frameworks be referred to the Staffing and Finance Portfolio Holders for consideration.

The report and appendix considered by the Cabinet can be accessed using the following links to the Council's website, www.scambbs.gov.uk:

[- Report](#)
[- Appendix](#)

A hard copy of the papers is available to view in the Members' Room. Alternatively, to obtain a hard copy, please contact Democratic Services, telephone (01954) 713016 e-mail democratic.services@scambbs.gov.uk.

9. TO CONSIDER THE FOLLOWING RECOMMENDATIONS BY THE STANDARDS COMMITTEE

9 (a) Recruitment of additional Independent Member to the Standards Committee (24 September 2008)

The Standards Committee, at its meeting on 24 September 2008, noted that successful interviews had resulted in the recommendation of two candidates for appointment by Council as Independent Members on 25 September 2008. These appointments were subsequently confirmed by Council. In considering the issue, the Committee noted the high calibre of the candidates and resolved that the Appointments Panel might recommend a third appointment, should a suitable appointee be identified.

Following a subsequent interview, the Appointments Panel **RECOMMENDED TO COUNCIL** that Mr. Alan Charles Hampton be appointed to the Standards Committee as an Independent Member to serve a four-year term ending 27 November 2012.

9 (b) Procedure for Initial Assessment of Complaints (24 September 2008)

The Standards Committee **RECOMMENDED TO COUNCIL** that the procedure for the Initial Assessment of Complaints, set out at Part 5 M(2) of the Constitution, be amended to give discretion to the Monitoring Officer as to whether a Subject Member should be informed of receipt of a complaint against them, the relevant part being

amended to read (amendment marked in ***bold italics***):

Acknowledging receipt of a complaint

On receiving a complaint and after determining that it is a Code complaint, the Monitoring Officer:

- (a) Shall send written acknowledgement to the complainant,
- (b) ***Has the discretion to*** inform the subject member of that complaint, (*having due regard to the Data Protection Act 1998 and Section 63 of the Local Government Act 2000 as modified by Regulation 12 of the regulations*) including:
 - i. The name of the complainant (unless the complainant has requested confidentiality and the standards committee has not yet considered whether or not to grant it)
 - ii. The relevant paragraphs of the Code of Conduct that are alleged to have been breached.
 - iii. A statement explaining that a written summary of the allegation will only be provided to the subject member once the assessment sub-committee has met to consider the complaint,
 - iv. And the date of the meeting of the Assessment Panel, if known.

10. ORCHARD PARK COMMUNITY COUNCIL - AMENDMENT TO REORGANISATION ORDER

At its last meeting, Council resolved that a reorganisation order be made in the following terms:

- i) To create a new parish at Arbury Park with a Council, thus amending the parish boundaries of Impington Parish and Milton Parish, by reference to a plan of the proposed changes,
- ii) The Parish created be called Orchard Park and the council created be styled Orchard Park Community Council,
- iii) The Parish created to be not warded,
- iv) The council created to consist of 9 councillors,
- v) First elections to take place on 27 November 2008 and the ordinary year of elections to be 2012,
- vi) No changes to be made to the electoral arrangements of Impington Parish and Milton Parish,
- vii) The Principal Solicitor of the authority to calculate the budget requirement for the created authority through negotiations with the Finance Section of the District Council and Impington Parish Council.

The Principal Solicitor has since established, in consultation with the Department for Communities and Local Government and Electoral Commission, that it is not legally possible for mid-year elections to be held for the establishment of the new parish council at Orchard Park. The new Council has to come into effect on 1st April in any year.

It was hoped that the new Council could come into being as soon as possible to lift the burden of the additional workload on Impington Parish Council by

the new development at Orchard Park.

However, the Reorganisation Order can be made in advance of 1st April to allow for preparations to be made for the creation of the new community council after the elections are held in June 2009.

RECOMMENDATION

That the Reorganisation Order approved at the last meeting be amended to reflect that Orchard Park Parish will come into effect on 1 April 2009 and that the Council elections will be held on 4 June 2009, being the ordinary date of elections for 2009.

11. JOINT PLANNING POLICY COMMITTEE: CONSULTATION ON DRAFT REGULATIONS

To consider the report of the Executive Director (**attached**).

Recommendation (from paragraph 11 of the report)

Council is recommended to agree the draft regulations set out at Appendix 3 (**attached**), with the addition of a requirement that a joint Local Development Scheme be submitted to the Secretary of State within 6 months of the order coming into effect.

(Pages 17 - 32)

12. APPOINTMENTS TO THE CAMBRIDGESHIRE REGIONAL SPATIAL STRATEGY REVIEW PANEL (CRESSP)

To consider the report of the Executive Director (**attached**).

Recommendation (from paragraph 11 of the report)

Council is **RECOMMENDED** to appoint three Members to the Regional Spatial Strategy Review Panel, in accordance with the Council's political proportionality and including the Portfolio Holder with responsibility for Regional Planning.

(Pages 33 - 36)

13. COUNCIL SCHEDULE OF MEETINGS 2009-2010

To consider the report of the Chief Executive (**attached**).

RECOMMENDATION (from paragraph 7 of the report)

Council is asked to resolve that meetings during the 2009-2010 Civic Year be scheduled as follows:

Date	Type of meeting
16 July 2009	Ordinary
24 September 2009	Ordinary
26 November 2009	Ordinary
28 January 2010	Ordinary
25 February 2010	Budget

14. APPOINTMENT OF EXECUTIVE DIRECTOR AND CHIEF FINANCE OFFICER

The Council is currently undertaking the recruitment and selection process for the position of Executive Director for Corporate Services. Article 12.01 of the Constitution provides that the appointment of Chief Officers is a matter reserved to the Council. The Appointments Panel of the Employment Committee will be carrying out interviews for the role on Wednesday 26 November and will be requested to make a preliminary offer to the candidate selected. Given the time required to complete key elements of the process following an offer, however, it is not considered that the Council will be in a position to make an appointment at this meeting.

On account of the length of time until the next Council meeting, Council is **RECOMMENDED** to delegate authority to the Appointments Panel of the Employment Committee to undertake the following steps:

- (1) To make an appointment to the position of Executive Director for Corporate Services, the detailed terms and conditions to be agreed by the Chief Executive.
- (2) To designate the successful candidate as Chief Finance Officer of the Council in accordance with the requirements of Section 151 of the Local Government Act 1972.
- (3) To designate the successful candidate as the Council's Lead Officer in respect of Risk Management, Procurement and Electronic Service Delivery, future appointments to these roles to be delegated to the Chief Executive as an operational staffing matter.

15. CHIEF EXECUTIVE CONDITIONS OF APPOINTMENT

Council is requested to consider whether it wishes to extend the contract with Mr GJ Harlock to continue to serve as Chief Executive and Returning Officer for a further period following the expiry of his present contract on 30 June 2009.

At its meeting on 25 January 2007, Council resolved to extend the contract with Mr GJ Harlock to continue to serve as Chief Executive, Chief Finance Officer and Returning Officer for a further period to 30 June 2009. Members are requested to note that, subject to the appointment of an Executive Director under Agenda Item 14 above, Mr. Harlock will no longer hold the position of Chief Finance Officer.

In response to a request by the Leader of the Council for flexibility, and in the interests of effective succession planning, Council is **RECOMMENDED** to appoint Mr. GJ Harlock to the positions of Chief Executive, Electoral Registration Officer and Returning Officer for an indefinite period from 1 July 2009, with access to the previously-agreed termination package at the expiry of six months' notice in writing by Mr. Harlock.

16. APPOINTMENTS TO COMMITTEES

Following the resignation from the Council of Mrs Caroline Hunt, Council is **RECOMMENDED** to approve the nominations of the Conservative Group to fill vacancies which have arisen on the Planning Committee and Licensing Committee.

17. APPOINTMENT TO THE CLIMATE CHANGE WORKING GROUP

Following the resignation from the working group of Councillor JA Hockney, Council is **RECOMMENDED** to approve the nomination of the Conservative Group to fill this vacancy.

18. APPOINTMENTS TO OUTSIDE AND JOINT BODIES

Following the resignation of Mrs. Caroline Hunt from the Council, vacancies have arisen on the following outside and joint bodies:

(1) Cambridge Airport Consultative Committee

The appointment of a district councillor to sit on the consultative Committee.

(2) Farmland Museum Trustees

The appointment of a district councillor to act as representative of the Council on the Board of Trustees. The Curator of the Museum has requested that a local Ward Member be appointed.

(3) Cambridge East Joint Member Reference Group

This group is appointed in accordance with the Council's political balance, therefore Council is requested to appoint a Member of the Conservative Group.

RECOMMENDATIONS

(1) That Council make appointments of elected Members to the following outside bodies, nominees to serve until the date of the Annual Meeting of Council in 2011 or until they are no longer a district councillor, whichever is the sooner:

- Cambridge Airport Consultative Committee.
- Farmland Museum Trustees.

(2) That Council appoint a Member of the Conservative Group to the Cambridge East Joint Member Reference Group.

19. UPDATES FROM MEMBERS APPOINTED TO OUTSIDE BODIES

20. NOTICE OF MOTION

20 (a) Standing in the name of Councillor R Hall

'In the village of Dry Drayton, the local pub, the Black Horse, has recently closed and residents are concerned as to the long-term future of its school. This Council, therefore, welcomes proposals to build affordable housing for local people in our villages so that they will continue to be inhabited by people across the age range and village facilities will remain open and viable.'

21. CHAIRMAN'S ENGAGEMENTS

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

Events attended by the Chairman of the Council

Date	Venue / Event
1 October	Celebrating Age, services for older people, Salvation Army Community Centre, Cambridge
5 October	High Sheriff's Justice Service, Ely Cathedral
11 October	Addenbrokes NHS Trust afternoon tea to thank the WRVS for voluntary work, Scotsdales Garden Centre
22 October	Opening extension/refurbishment at Fowlmere Village Hall
3 November	Presenting Best Kept Garden Awards, Scotsdales Garden Centre
6 November	Presenting Health and Safety Certificates, South Cambs Hall
12 November	Laying wreath, Veterans' Day, American Military Cemetary, Madingley
14 November	Mayor of Cambridge's reception, Fitzwilliam Museum, Cambridge
19 November	Visit to the Womens' Institute Country Market at the Memorial Hall, Great Shelford
24 November	Recreation Ground Opening, Guilden Morden

Events attended by the Vice-Chairman of the Council

Date	Venue / Event
1 October	Celebrating Age, services for older people, Salvation Army Community Centre, Cambridge (with Chairman)
11 October	Addenbrokes NHS Trust afternoon tea to thank the WRVS for voluntary work, Scotsdales Garden Centre (with Chairman)
2 November	East Cambridgeshire District Council Civic Service, Soham
3 November	Cambridgeshire Constabulary Awards Evening
9 November	Remembrance Day Service, Great Shelford
20 November	Cambridge Community Mediation Service Annual General Meeting
22 November	Opening of Cambridge Steiner School

GUIDANCE NOTES FOR VISITORS TO SOUTH CAMBRIDGESHIRE HALL

While the District Council endeavours to ensure that visitors come to no harm when visiting South Cambridgeshire Hall, those visitors also have a responsibility to make sure that they do not risk their own or others' safety.

Security

Members of the public attending meetings in non-public areas of the Council offices must report to Reception, sign in, and at all times wear the Visitor badges issued. Before leaving the building, such visitors must sign out and return their Visitor badges to Reception.

Emergency and Evacuation

In the event of a fire, a continuous alarm will sound. 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

The Council is committed to improving, for all members of the community, access to its agendas and minutes. We try to take all circumstances into account but, if you have any specific needs, please let us know, and we will do what we can to help you. 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 lifts.

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, sub-committee or other sub-group of the Council or the executive.

Banners, Placards and similar items

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

Since 1 July 2008, the Council has operated a new Smoke Free Policy. Visitors are not allowed to smoke at any time within the Council offices, or in the car park or other grounds forming part of those offices.

Food and Drink

Vending machines and a water dispenser are available on the ground floor near the lifts at the front of the building. Visitors are not allowed to bring food or drink into the meeting room.

Mobile Phones

Visitors are asked to make sure that their phones and other mobile devices are set on silent / vibrate mode during meetings or are switched off altogether.

This page is left blank intentionally.

SOUTH CAMBRIDGESHIRE DISTRICT COUNCIL

Minutes of a meeting of the Council held on
Thursday, 25 September 2008 at 2.00 p.m.

PRESENT: Councillor JH Stewart – Chairman
Councillor CR Nightingale – Vice-Chairman

Councillors: Dr DR Bard, RE Barrett, Mrs VM Barrett, JD Batchelor, Mrs PM Bear, AN Berent, NCF Bolitho, FWM Burkitt, TD Bygott, NN Cathcart, JP Chatfield, Mrs PS Corney, NS Davies, Miss JA Dipple, SM Edwards, Mrs SM Ellington, Mrs VG Ford, R Hall, Dr SA Harangozo, Mrs EM Heazell, JA Hockney, MP Howell, Mrs CA Hunt, PT Johnson, SGM Kindersley, Dr DR de Lacey, Mrs JE Lockwood, MB Loynes, RMA Manning, RB Martlew, MJ Mason, RM Matthews, DC McCraith, Mrs LA Morgan, Mrs CAED Murfitt, AG Orgee, Mrs DP Roberts, NJ Scarr, Ms BZD Smith, Mrs HM Smith, PW Topping, Dr SEK van de Ven, Mrs BE Waters, JF Williams, TJ Wotherspoon and NIC Wright

Officers:	Catriona Dunnett	Principal Solicitor
	Steve Hampson	Executive Director
	Greg Harlock	Chief Executive
	Richard May	Democratic Services Manager

Apologies for absence were received from Councillors D Bird, BR Burling, Mrs SJO Doggett, Mrs JM Guest, Mrs SA Hatton, DH Morgan, A Riley, RT Summerfield and RJ Turner.

PRESENTATION

Nigel Smith of the Audit Commission made a short presentation on the Comprehensive Area Assessment (CAA), the revised inspection regime being introduced to replace the Comprehensive Performance Assessment. The new regime involved outcome-based area and organisational assessments, the area assessment focussing on quality of life indicators relating to factors such as community safety, housing, family life and social inequality whilst the organisational assessment would consider how effectively the Council governed its business and managed its performance, finance and resources. The CAA was intended to be more outcome-focussed and forward-looking than its predecessor, paid greater attention to local priorities and brought together a number of previously disparate inspection regimes such as the Commission for Social Care Inspection and OFSTED school reports.

Mr. Smith outlined the types of evidence CAA inspectors would be seeking, demonstrated the reporting mechanism and outlined the timetable for the implementation of CAA; it was likely that evidence gathering would commence in early 2009 with the first final inspection reports following in late 2009.

Members asked questions and made comments, after which the Chairman thanked Mr. Smith for his attendance and informative presentation.

42. DECLARATIONS OF INTEREST

Councillors Mrs DP Roberts, NJ Scarr and NN Cathcart declared personal non-prejudicial interests in Agenda items 5b-5c (Questions by Councillors NJ Scarr and SGM Kindersley) and 11b-11b (Motions standing in the names of Councillors NN Cathcart, JF Williams and D de Lacey) as members of the lobby group 'South Cambridgeshire Against Transfer'. Given that the interests were not prejudicial, and in accordance with the Council's Code of Conduct for Councillors, they remained in the

meeting and took part in the discussions and voting.

43. MINUTES

Council **RESOLVED** that the Minutes of the meeting held on 17 July 2008 be approved as a correct record, subject to the following amendments:

- **Minute 34** – Reference to (b) not (2) in Resolution (c)
- **Minute 39** – Reference to 'soap' not 'soup' in the last paragraph.

44. ANNOUNCEMENTS

The Chairman reminded Members that his civic reception was taking place on Friday 3 October 2008 and that they should advise the Chief Executive's Personal Assistant if they wished to attend.

Councillor JA Hockney advised that the Council had entered three teams into the recent Chariots of Fire running event. The event was likely to raise at least £35,000 for the children's charity Red Balloon, and Council joined Councillor Hockney in congratulating the Council's participants for their excellent performance in the event and contributions to this good cause.

45. QUESTIONS FROM COUNCILLORS AND THE PUBLIC

45 (a) From Councillor JA Hockney to the Environmental Services Portfolio Holder

Councillor JA Hockney asked the Environmental Services Portfolio Holder the following question:

The Council is taking great strides with recycling, including implementing Plastic Bottle Recycling. However does the Portfolio Holder share my concern that the Quarterly Integrated Monitoring Report shows that we are not on target on six out the nine areas for Waste and Recycling?

Councillor Mrs SM Ellington, Environmental Services Portfolio Holder, advised that the plastics recycling project was on schedule, with the first collections to take place on from 6 October 2008. Mrs Ellington advised that she would report on progress with the scheme in due course. In terms of the performance indicator, Members were advised that the indicators were showing 'amber' not 'red', to reflect that up-to-date figures had yet to be collected by the government. Provisional figures to the end of August were positive, especially in respect of litter and detritus, therefore at this stage the Portfolio Holder was not concerned that targets were unlikely to be met.

Councillor Hockney thanked the Portfolio Holder for her answer before referring to the Council's draft aims, approaches and actions in which he was pleased to see specific actions to extend waste and recycling initiatives. By way of a supplementary question, he asked whether the Portfolio Holder would be prepared to consider supporting a 'Keep South Cambs Tidy' campaign, bringing relevant local organisations together to take part in litter picking and similar events?

Councillor Mrs. Ellington referred to the Council's draft aims, approaches and actions in

her answer. The actions proposed already contained specific measures to extend the plastics recycling scheme to all villages by 2010, undertake a specified number of community clean-up events and carry out verge- and lay-by- cleaning along the A11 and A14 highways.

45 (b) From Councillor NJ Scarr to the Housing Portfolio Holder

Councillor NJ Scarr asked the Housing Portfolio Holder the following question:

Will the housing portfolio-holder please tell us who wrote the leaflet "Fact not Fiction"? And who authorised its distribution?

Councillor SM Edwards, Housing Portfolio Holder, advised that the Council's communications advisor had written the leaflet and that the Executive Director had authorised its distribution.

By way of a supplementary question, Councillor Scarr referred to a section within the leaflet advising that tenants' rent would no longer leave the district following a transfer of the housing stock. Given that the Council would be required to make large interest payments to external organisations on the estimated £50 million it would be necessary to borrow, how could this statement be true?

The Housing Portfolio Holder advised that the Council had never hidden the fact that transfer would give rise to a heavy borrowing requirement; however, a capital surplus would remain even after the costs of borrowing had been taken into account. He advised that the statement regarding tenants' money leaving the district needed to be considered in the context that the Council would be giving rent receipts to the government totalling £10 million in the current financial year, and an estimated £11.5 million in the next. These receipts benefited other districts, not South Cambridgeshire.

45 (c) From Councillor SGM Kindersley to the Housing Portfolio Holder

Councillor SGM Kindersley asked the Housing Portfolio Holder the following question:

Councillor Edwards recently wrote to all tenants. He advised them he wanted them to hear about the cost implications of retention directly – and first – from him personally.

This letter was sent after he had spent a considerable time briefing the media. The ensuing media coverage meant that tenants did not hear about these matters directly or at first from Councillor Edwards; something he must have realised as he signed the letter.

How does he explain this?

Councillor SM Edwards, Housing Portfolio Holder, advised that the letter in question had been drafted and signed well before any media briefings had taken place.

Councillor SGM Kindersley advised that the letter was dated 31 July 2008. Councillor Edwards advised that he had not signed the letter on this date.

Councillor Kindersley went on to advise that the letter was dated after embargoed media releases had been made to local newspaper and television on 30 July. Radio interviews subsequently took place on the morning of 31 July. Given that the letter was dated 31 July, how could tenants have read the letter before hearing about the issues from the

subsequent media coverage? Given that this was the latest in a long line of significant and embarrassing errors, would the Portfolio Holder tender his resignation with immediate effect?

The Portfolio Holder advised that he did not agree that a long line of significant and embarrassing errors had taken place and that he had no intention of resigning.

45 (d) From Councillor MJ Mason to the Policy, Improvement and Communications Portfolio Holder

Councillor MJ Mason asked the Policy, Improvement and Communication Portfolio Holder the following question:

With reference to my statement to Council in July and the coming Customer Service Event, can the Portfolio Holder please update council on the current position with the maintenance and repair contract for the infra red hearing loop system installed in the Council chamber, mezzanine gallery, Swansley and Monkfield rooms? What arrangements have been made for testing and when is this likely to be carried out and will the contract include the issue of instruction manuals for staff in the use of the portable induction loops held at reception?

Councillor Mason added that the transmitter had already failed six times during the current meeting.

Councillor TJ Wotherspoon, Policy, Improvement and Communication Portfolio Holder, advised that the Council's contractors would be carrying out a systems check and test on 30 September, to include an assessment of the infrared system in the Council Chamber, Swansley and Monkfield Rooms. Councillor Wotherspoon was pleased that Councillor Mason had agreed to assist in the testing of this system, and hoped that Councillor Mason would be prepared to assist the Council further by helping to draft an operating manual.

By way of a supplementary question, Councillor Mason asked whether the Portfolio Holder was aware of a recent report considered by the Senior Management Team in respect of maintenance of the Council Offices. In his view, the report raised serious concerns, and Councillor Mason asked what actions were planned or being taken in response to the issues raised in the report?

Councillor Wotherspoon advised that he was aware of the report, and that Facilities Management had been identified as an area of concern in the last staff satisfaction survey following the retirement of the Office Services Manager. Senior Management Team had requested a further report containing specific recommendations to proceed.

45 (e) From Councillor D de Lacey to the Planning Portfolio Holder

Councillor D de Lacey asked the Planning Portfolio Holder the following question:

Does the Portfolio Holder for Planning Services consider that the following is the right way to write a Sustainable Transport Policy:

a. Introduce a "Travel to Work Plan" to encourage staff to cycle despite the fact that most

live too far from Cambourne (which is not well served by cycle facilities) for this to be feasible, or use buses when the bus service is almost non-existent;

- b. Provide lockers for cyclists but neither showers nor adequate changing facilities;
- c. Have one, but only one, "cycle to work day";
- d. Encourage motor-cycling which is not particularly sustainable nor safe;
- e. Having paid lip service to sustainability, significantly increase the size of our car park?

Councillor de Lacey advised that he had subsequently discovered that the Council provided showering facilities, but that in his view they were inadequate.

Councillor NIC Wright, Planning Portfolio Holder, reminded Council of the Travel to Work Plan's vision which was:

'To promote a wide range of sustainable travel choices for our existing and future employees, elected members and visitors, in order to support their travel needs, reduce our environmental impact from travel and to make the most efficient use of resources in delivering services to our customers and providing leadership to our local communities.'

Councillor Wright disagreed that the bus service to Cambourne was inadequate, pointing to the Stagecoach 'Citi 4' service which linked Cambourne, Cambridge and Arbury Park every 20 minutes throughout the day. Stagecoach service 18 and Whippet 1 services also served the Council Offices.

Councillor Wright advised that he did not consider enough lockers were available, and that the intention was to increase the number. Feedback from users of the lockers was positive, however.

The Portfolio Holder acknowledged that there was only one "Cycle to Work" day; however, it did not follow that this was the only day on which staff, Members and visitors could cycle to the Council Offices. With regard to motorcycling, whilst the plan did not encourage this method of transport, it could not interfere with individuals' freedom of choice to travel by this means, and parking spaces were provided for those who chose to do so.

Councillor Wright considered that the number of car parking spaces available for a rural public building was inadequate, pointing out that the overflow car park leased by the Council was often full on days when external events were taking place. For these reasons he considered the additional 20 spaces to be absolutely necessary.

By way of a Supplementary question, Councillor de Lacey asked how many Cabinet Members had set an example by cycling to this meeting.

Councillor Wright advised that Councillors Howell and Wotherspoon had both cycled to the meeting.

46. PETITIONS

No petitions had been received since the last meeting.

47. TO CONSIDER THE FOLLOWING RECOMMENDATIONS:

47 (a) South Cambridgeshire Sustainable Community Strategy 2008-2011 (Cabinet, 13 March 2008, Local Strategic Partnership Board, 3 September 2008)

Council considered a report recommending adoption of the Sustainable Community Strategy for 2008-2011. It was considered that the Foreword to the strategy should distinguish more clearly between statements that the population of the growth areas would be younger and more economically active, whereas the average age was older in rural areas. It was further requested that the section on sustainable infrastructure and environment make specific reference to climate-proofing as the most appropriate means by which to take account of climate change in activities promoted or delivered through the South Cambridgeshire Local Strategic Partnership.

Councillor RMA Manning moved, Councillor MP Howell seconded and Council **RESOLVED** that the Sustainable Community Strategy 2008-2011 be adopted.

47 (b) Recruitment of Independent Members to the Standards Committee (Standards Committee Appointments Panel, 16 September 2008)

Council **RESOLVED** that Mr. John Leonard House and Mrs. Mary Susan Pilford-Allan be appointed to the Standards Committee as Independent Members to serve four-year terms ending 25 September 2012.

47 (c) Orchard Park Parish - Community Council (Electoral Arrangements Committee, 16 September 2008)

The Chairman advised that the first parts of the recommendation at Agenda item 7(c) relating to the Barrington Parish Council had been included in the Agenda in error and did not require consideration by Council.

Councillor NCF Bolitho moved, Councillor MJ Mason seconded and Council **RESOLVED** that a reorganisation order be made in the following terms:

- i) To create a new parish at Arbury Park with a Council, thus amending the parish boundaries of Impington Parish and Milton Parish, by reference to a plan of the proposed changes,
- ii) The Parish created be called Orchard Park and the council created be styled Orchard Park Community Council,
- iii) The Parish created to be not warded,
- iv) The council created to consist of 9 councillors,
- v) First elections to take place on 27 November 2008 and the ordinary year of elections to be 2012,
- vi) No changes to be made to the electoral arrangements of Impington Parish and Milton Parish,
- vii) The Principal Solicitor of the authority to calculate the budget requirement for the created authority through negotiations with the Finance Section of the District Council and Impington Parish Council.

Council thanked officers, the Impington Parish Council and local residents for their hard work and support for the Orchard Park project.

48. APPOINTMENT OF MEMBERS TO THE INDEPENDENT REMUNERATION PANEL

Council **RESOLVED:**

- (1) That Mr. Graham Jagger be appointed to the Independent Remuneration Panel reviewing Members' Allowances to serve a 3-year term to 25 September 2011.
- (2) That Lady Bright be reappointed to the Independent Remuneration Panel reviewing Members' Allowances to serve a 2-year term ending 25 September 2010.

49. APPOINTMENT TO THE CORPORATE GOVERNANCE COMMITTEE

Council **RESOLVED** that Councillor PW Topping be appointed to the Corporate Governance Committee following the appointment of Councillor TJ Wotherspoon to the Cabinet.

The Leader of the Council paid tribute to Councillor Wotherspoon's excellent work as former Chairman of the Corporate Governance Committee.

50. UPDATES FROM MEMBERS APPOINTED TO OUTSIDE BODIES

There were no updates from Members appointed to Outside Bodies.

51. NOTICES OF MOTION**51 (a) Standing in the name of Councillor RE Barrett**

Councillor JH Stewart declared a personal interest in this item as a Trustee and Board Member of Camsight, a charity supporting blind and partially-sighted persons in the area. Given that the interest was not prejudicial, and in accordance with the Council's Code of Conduct for Councillors, he remained in the meeting and took part in the discussions and voting.

Councillor RE Barrett moved, Councillor JH Stewart seconded and Council **RESOLVED:**

- (1) That the Chief Executive and Leader of the Council be requested to write to the Secretary of State for Work and Pensions, the Rt Hon James Purnell MP, expressing these concerns.
- (2) That the Chief Executive and Leader of the Council be requested to write to MPs representing the district requesting that they sign up to Early Day Motion number 1982 (submitted by Sir John Butterfield MP) and write to the Secretary of State expressing these concerns.
- (3) To support the Royal National Institute of Blind People's (RNIB) campaign on securing the higher rate mobility component of DLA for blind people.

51 (b) Standing in the names of Councillors NN Cathcart and JF Williams

Councillor MP Howell declared a personal interest in this item as an employee of a housing association and a housing association tenant. Given that the interest was not prejudicial, and in accordance with the Council's Code of Conduct for Councillors, he remained in the meeting and took part in the discussions and voting.

Councillor NN Cathcart moved and Councillor JF Williams seconded a Motion in the following terms:

'HOUSING FUTURES

We are concerned that the case presented to our tenants both in writing and at tenants meetings is too skewed in favour of transfer and we feel that the Council is under an obligation to present a balanced case with arguments both for and against transfer.

The Council will therefore ensure that in all future communications with tenants equal weight will be given to the advantages and disadvantages of remaining with SCDC and the disadvantages and advantages of transferring to a housing association. In particular the following points need to be highlighted as they have not been given sufficient weight in previous communications;

- a) A housing association may face difficulties in repaying the loan needed to buy the houses from SCDC and may find this and the payment of the interest on the loan more urgent than financing repairs and the maintenance of the houses
- b) The uncertainty generated for tenants by having a weaker form of tenure
- c) The strong possibility that a housing association may adopt a more ruthless approach in contrast to the "public sector ethos" of the Council
- d) With a housing association there is likely to be a need to dismantle an existing functioning and trusted system of relations between housing staff and tenants and members and replace it with a new one in which the close personal contact is unlikely to be the same
- e) Housing is very long term and even if a stand alone housing association were formed initially, there is no certainty that this would remain and it may end up being part of a much larger and more remote housing group
- f) Transfer of the housing stock would be an irrevocable decision.'

Having used up the maximum time period allowed for debate under Standing Order 12.5, a Motion to suspend this Standing Order to allow debate to continue failed to achieve the necessary two thirds majority of Members present and voting in favour to be passed, and was therefore declared lost.

The Substantive Motion was then put and declared lost, the voting being recorded as follows:

FOR: (21)

JD Batchelor	Mrs PM Bear	AN Berent
NN Cathcart	JP Chatfield	NS Davies
D de Lacey	Dr SA Harangozo	Mrs EM Heazell
SGM Kindersley	Dr JE Lockwood	RB Martlew
MJ Mason	Mrs CAED Murfitt	Mrs DP Roberts
NJ Scarr	Mrs BZD Smith	Mrs HM Smith
JH Stewart	Dr SEK van de Ven	JF Williams

AGAINST: (24)

Dr DR Bard	RE Barrett	NCF Bolitho
FWM Burkitt	TD Bygott	Mrs PS Corney
Ms JA Dipple	SM Edwards	Mrs SM Ellington

VG Ford	R Hall	JA Hockney
MP Howell	MB Loynes	RMA Manning
RM Matthews	DC McCraith	Mrs LA Morgan
CR Nightingale	AG Orgee	PW Topping
Mrs BE Waters	TJ Wotherspoon	NIC Wright

51 (c) Standing in the name of Councillor D de Lacey

Dr de Lacey moved and Councillor NJ Scarr seconded a Motion in the following terms:

'In the Risk Log for Housing Futures presented to the last Portfolio Holder's meeting, Risk no. 07 is stated to be "Inaccurate information is disseminated to tenants", and the stated countermeasure is to "refer to the Advertising Standards Authority *any* material that is false and/or misleading". A leaflet was issued by South Cambs Against Transfers (SCAT) which among other things includes a quotation from Cllr Scarr: "Tenant reps. on housing association boards are a con. By law they must act in the interests of the company, and they are clearly told that they cannot act on behalf of tenants".

The response labelled "FACT NOT FICTION" issued by the Housing Futures Management Team to all our tenants clearly presents the SCAT leaflet as false and/or misleading. In particular it brands Cllr Scarr's contribution as "fiction". Either this council owes Cllr Scarr an apology or some action needs to be taken.

Therefore:

This Council agrees to refer the SCAT leaflet to the Advertising Standards Authority.'

The Motion, on being put, was declared lost.

51 (d) Standing in the Names of Councillors SA Harangozo and AN Berent

Councillor Dr SA Harangozo moved and Councillor AN Berent seconded a Motion in the following terms:

'Given that the Sustainable Communities Act 2007 received enthusiastic cross-party support in Parliament, we propose that SCDC should opt in to the Act by the date specified in the letter of invitation (expected shortly) given by the Secretary of State, in order to further sustainable living in South Cambridgeshire.'

Council **RESOLVED**, in accordance with Standing Order 13(d), that the Motion be referred to Cabinet to allow full consideration of the implications of the Sustainable Communities Act before being resubmitted to Council for further consideration in due course.

51 (e) Standing in the name of Councillor JA Hockney

Councillor JA Hockney moved and Councillor SM Edwards seconded a Motion in the following terms:

'This Council fully supports the principle of erecting a statue at a suitable location in Cambridge City to celebrate the life of Snowy Farr.'

The Motion, on being put, was declared lost.

51 (f) Standing in the name of Councillor MJ Mason

Councillor MJ Mason moved and Councillor NJ Scarr seconded a Motion in the following terms:

'Council, whilst noting the intention of Cambridgeshire Horizons to hold a lunchtime seminar for members, expresses extreme disquiet concerning the effect of the current economic downturn, on the delivery of the new communities in the Cambridge Sub Region and requests that briefing and discussion on 9th October be primarily directed towards dealing with the current crisis rather than planning for unrealistic and unsustainable growth in the medium to long term.'

The Motion, on being put, was declared lost.

52. CHAIRMAN'S ENGAGEMENTS

Council noted the list of engagements attended by the Chairman and Vice-Chairman since the last meeting, and was advised that the opening of Moorland Court had taken place at Melbourn not Meldreth as stated in the Agenda.

The Meeting ended at 5.58 p.m.

APPENDIX

[AIMS]		
A. WE ARE COMMITTED TO BEING A LISTENING COUNCIL, PROVIDING FIRST CLASS SERVICES ACCESSIBLE TO ALL.		
[Approaches]	[Actions]	
<p>We will do this by</p> <ul style="list-style-type: none"> i. listening to and engaging with our local community ii. working with voluntary organisations, Parish Councils and Cambridgeshire County Council to improve services through partnership iii. making South Cambridgeshire District Council more open and accessible iv. achieving improved customer satisfaction with our services v. ensuring that the Council demonstrates value for money in the way it works 	<p>We will</p> <ol style="list-style-type: none"> 1. set up user groups of residents that will look at three areas of service delivery by 2010 to help guide service delivery in the future 2. prepare and consult on a Statement of Community Involvement on planning issues 3. work with voluntary organisations to establish a relationship with hard-to-reach and vulnerable residents 4. work with voluntary groups to provide information and advice at events in 20 villages a year by 2010 5. establish a system of satisfaction surveys by May 2010, that will be used to improve all the services that we provide 6. review the current grant scheme by May 2009 with a view to reintroducing grants to talented performers, and promising competitors with an eye on London 2012 	<p>lead member</p> <p>Simon Edwards</p> <p>David Bard</p> <p>Simon Edwards</p> <p>Mark Howell</p> <p>Simon Edwards</p> <p>Mark Howell</p>

B. WE ARE COMMITTED TO ENSURING THAT SOUTH CAMBRIDGESHIRE CONTINUES TO BE A SAFE AND HEALTHY PLACE FOR YOU AND YOUR FAMILY		
<p>We will do this by</p> <ul style="list-style-type: none"> i. working closely through our Crime and Disorder Reduction Partnership to reduce crime and the fear of crime 	<p>We will</p> <ol style="list-style-type: none"> 1. set up an Anti Social Behaviour Working Group by May 2009 to report on key areas of concern and identify areas for resources to be 	<p>lead member</p> <p>Ray Manning</p>

<p>ii. working with partners to combat Anti Social Behaviour</p> <p>iii. promoting active lifestyles and increasing opportunities for sport and recreation to improve the health of all age groups</p> <p>iv. understanding where health inequalities exist and focussing on areas of need</p>	<p>targeted accordingly</p> <p>2. carry out a review by 2010 of the provision and effectiveness of existing CCTV in the District</p> <p>3. carry out a Fear of Crime and Public Reassurance Survey in 2009</p> <p>4. introduce a Member Champion for each Neighbourhood Panel by May 2009</p> <p>5. increase the number of residents taking up sport or formal exercise by 1% in 2009</p> <p>6. work closely with partners including NHS Cambridgeshire to identify and target key groups and provide increased opportunities for sport and recreation for the most vulnerable groups</p>	<p>Ray Manning</p> <p>Ray Manning</p> <p>Ray Manning</p> <p>David Bard</p> <p>David Bard</p>
--	---	--

C. WE ARE COMMITTED TO MAKING SOUTH CAMBRIDGESHIRE A PLACE IN WHICH RESIDENTS CAN FEEL PROUD TO LIVE

<p>We will do this by</p> <p>i. making affordable housing more available to local people</p> <p>ii. ensuring that affordable housing is in balance with the community</p> <p>iii. achieving a sustainable future for the Council's housing stock</p>	<p>We will</p> <p>1. set up a forum of Parish Councils, housing associations and others to examine the workings of our exception sites policy in light of recent experience and current market conditions</p> <p>2. include an appropriate proportion of retirement homes and accommodation designed for the elderly in the affordable housing allocation of each new major development</p>	<p>lead member</p> <p>Simon Edwards</p> <p>Simon Edwards</p>
--	---	--

<p>iv. working with local residents to promote community cohesion and addressing the needs of the most vulnerable in the community</p>	<p>3. working with other agencies, adopt a revised Gypsy and Travellers policy by June 2009</p>	<p>Mark Howell</p>
<p>v. extending and encouraging the use of recycling opportunities</p>	<p>4. extend plastic bottle recycling so that all villages and schools are served by 2010</p>	<p>Sue Ellington</p>
<p>vi. working to improve the cleanliness of our villages</p>	<p>5. introduce further opportunities for businesses to recycle their waste</p>	<p>Sue Ellington</p>
<p>vi. working to improve the cleanliness of our villages</p>	<p>6. by 2009 establish a programme of at least 10 Community Clean Up events per year throughout the District</p>	<p>Sue Ellington</p>
<p>vi. working to improve the cleanliness of our villages</p>	<p>7. on top of our regular litter picks, improve the verges alongside the A14 and A11 by in depth Spring and Autumn litter picks</p>	<p>Sue Ellington</p>
<p>vi. working to improve the cleanliness of our villages</p>	<p>8. install and empty litter bins at our 10 dirtiest lay-bys on the major roads into and out of the District</p>	<p>Sue Ellington</p>
<p>vi. working to improve the cleanliness of our villages</p>	<p>9. in addition to our regular street cleaning activities improve the appearance within 10 of our larger villages by increasing the amount of street cleaning that is undertaken</p>	<p>Sue Ellington</p>
<p>vi. working to improve the cleanliness of our villages</p>	<p>10. introduce our own Best Kept Village Competition</p>	<p>Sue Ellington</p>
<p>vii. taking account of climate change in all the services that we deliver</p>	<p>11. have a Climate Change Action Plan in place by 2010</p>	<p>David Bard</p>
<p>viii. promoting low carbon living and delivering low carbon growth through the planning system</p>	<p>12. work with Parish Councils on schemes for renewable energy and low carbon living</p>	<p>David Bard</p>

D. WE ARE COMMITTED TO ASSISTING PROVISION FOR LOCAL JOBS FOR YOU AND YOUR FAMILY

<p>We will do this by</p> <ul style="list-style-type: none"> i. working closely with local businesses ii. promoting economic development iii. using cultural activities effectively to promote tourism 	<p>We will</p> <ol style="list-style-type: none"> 1. set up a Business Forum and introduce a series of regular Business Breakfast meetings in the District by 2009 2. support businesses to comply with the law while targeting those who flout it 3. promote the development and uptake of business space already allocated in the District 4. explore possible spin-offs from the London 2012 Olympics 	<p>lead member</p> <p>David Bard</p> <p>Sue Ellington</p> <p>David Bard</p> <p>David Bard</p>
---	--	---

E. WE ARE COMMITTED TO PROVIDING A VOICE FOR RURAL LIFE

<p>We will do this by</p> <ul style="list-style-type: none"> i. protecting existing communities, villages and the countryside ii. working more closely with Parish Councils and local Groups iii. implementing planning policies to achieve successful new communities iv. maximising planning gain for neighbouring communities v. playing our part in improving rural services including transport links 	<p>We will</p> <ol style="list-style-type: none"> 1. assist at least three Parish Councils to produce Parish Plans from 2009 2. introduce a new system of quarterly meetings to which all parish councils will be invited to send up to 2 representatives from 2009 3. ensure that each Cabinet Member attend at least three Parish Council meetings a year from outside their ward from 2009 4. by May 2009 assess the need for provision of new premises for small businesses 5. work with other organisations to develop a Community Transport Plan for the District by 2010 	<p>lead member</p> <p>Nick Wright</p> <p>Ray Manning</p> <p>All Cabinet Members</p> <p>David Bard</p> <p>Nick Wright</p>
---	---	--

This page is left blank intentionally.

SOUTH CAMBRIDGESHIRE DISTRICT COUNCIL

REPORT TO:	Council	27 November 2008
AUTHOR/S:	Executive Director / Planning Policy Manager	

JOINT PLANNING POLICY COMMITTEE: CONSULTATION ON DRAFT REGULATIONS

Purpose and background

1. The Council has received draft regulations required to set up the joint section 29 Planning Policy Committee. These are **attached** in the document entitled Appendix 3.
2. The terms of the order incorporate the arrangements approved by Council in January 2008 and the subsequent Local Agreement signed by the Leader in September. The Local Agreement and the proposed terms of reference are attached to the electronic version of the Agenda by way of background information. They are available to view on the Council's website, www.scambs.gov.uk, and are available to view in the Members' Room.
3. Although Council's decision has been fully implemented in the drafting of the Parliamentary Order which will bring into force the Section 29 Joint Plan-Making Committee, Council's resolution from the January meeting says:

"Final proposals be referred back to the Council when the Secretary of State consults upon the draft Order, noting that consideration will be restricted by the terms of the Local Agreement to which the Council will be a signatory."

Consequently the terms of the draft order therefore need to be reported to the Council at this stage.

4. The terms of the order incorporate the arrangements approved by Council last January and so are considered to be acceptable.
5. The government office has pointed out that Article 4 (2)(b) of the draft order requires the Joint Committee to submit its Local Development Scheme (LDS) to the Secretary of State by not later than a specified date. This would usually be within three months of the date of the Order coming into effect. They need to know what would be a reasonable time period for submission of the LDS and, in particular, if there are any specific reasons why a different time period would be appropriate.
6. Officers from the three authorities have discussed this issue and propose that a six-month period be allowed for submission of the LDS. This is thought reasonable because of other pressing Local Development Framework commitments and because there are currently no additional planning policy documents proposed in existing Local Development Statements for the areas covered by the Joint Committee.
7. The government Office has also pointed out that Article 1(2) to the Schedule (under the 'Meetings' heading) requires a date for an annual meeting to be inserted. However members have already agreed that the first meeting held after 31st May in any year be the annual meeting and no further agreement is needed to recommend this be included in the draft order (this was the wording approved by Council in January 2008).

Implications

8. The establishment of a joint plan making committee under section 29 of the Planning and Compulsory Purchase Act 2004 is critical to continued Government funding of £700,000 per annum to the three authorities and Cambridgeshire Horizons for staff to help deliver quality growth. Without the funding there could be serious staffing issues. There are no other direct implications in this round of plan-making.

9. Financial	The Local Development Schemes of South Cambridgeshire and Cambridge City Councils already include provision for the plans which will become the responsibility of the Joint Committee and therefore additional costs are unlikely to be incurred.
Legal	The Council would cede those of its plan-making powers to the Joint Committee as are specified in the Order.
Staffing	The Local Development Schemes of South Cambridgeshire and Cambridge City Councils already include provision for the plans which will become the responsibility of the Joint Committee and therefore additional staff are unlikely to be required.
Risk Management	The Joint Committee will be the sole decision-making body. An additional £700,000 of growth area funds and a rolling fund will be made available to Cambridgeshire Horizons for development within South Cambridgeshire and Cambridge City.
Equal Opportunities	None specific

Effect on Corporate Objectives and Service Priorities

10.	Work in partnership to manage growth to benefit everyone in South Cambridgeshire now and in the future
	Deliver high quality services that represent best value and are accessible to all our community
	Enhance quality of life and build a sustainable South Cambridgeshire where everyone is proud to live and work
	As set out in paragraph 8 above.

Recommendation

11. Council is recommended to agree the draft regulations set out at Appendix 3 (attached), with the addition of a requirement that a joint Local Development Scheme be submitted to the Secretary of State within 6 months of the order coming into effect.

Background Papers: the following background papers were used in the preparation of this report:

Report to the Council meeting, 31 January 2008 (Agenda item 8 refers)

Contact Officer: Keith Miles – Planning Policy Manager
 Telephone: (01954) 713181
 e-mail: keith.miles@scambs.gov.uk

APPENDIX 3

The local authorities have prepared the following draft order to give effect to the terms of the local agreement.

[DCLG xxxx]

STATUTORY INSTRUMENTS

2008 No. xxxx

TOWN AND COUNTRY PLANNING, ENGLAND

The Cambridge and South Cambridgeshire Joint Committee Order 2008

Made - - - - day month 2008

Laid before Parliament day month 2008

Coming into force - - day month 2008

The Secretary of State, in exercise of the powers conferred by section 29 of the Planning and Compulsory Purchase Act 2004(a), makes the following Order:

Citation and commencement

1. This Order may be cited as the Cambridge and South Cambridgeshire Joint Committee Order 2008 and shall come into force on day month 2008.

Interpretation

2. In this Order—

“the 1972 Act” means the Local Government Act 1972;

“the 2004 Act” means the Planning and Compulsory Purchase Act 2004;

“the Agreement” means the Agreement dated day month 2007 between the constituent authorities;

“the constituent authorities” means the authorities specified in article 3(2);

“co-opted member” means a member of the joint committee appointed in accordance with article 5(5);

“the joint committee” means Cambridge Fringes Joint Policy Committee; and

“sub-committee” means a sub-committee appointed in accordance with article 8(1).

Establishment of the joint committee

3.—(1) A joint committee, to be known as the Cambridge Fringes Joint Policy Committee, is constituted as the local planning authority for the purposes of Part 2 (local development) of the 2004 Act for those parts of the administrative areas of Districts of Cambridge City and South Cambridgeshire where cross-boundary planning of urban fringe sites requires the preparation of Local Development Documents covering:

- (a) North West Cambridge;
- (b) Cambridge Northern Fringe East; and
- (c) Cambridge East

in respect of the matters specified in article 4(1) (being matters specified in the Agreement).

(2) The following authorities are specified as those which are to constitute the joint committee—

- (a) Cambridgeshire County Council;
- (b) Cambridge City Council; and

(c) South Cambridgeshire District Council.

Functions of the joint committee

4.—(1) The matters referred to in article 3(1) are the exercise of all functions conferred on a local planning authority by or under Part 2 of the 2004 Act except those functions conferred by or under the following provisions of the 2004 Act—

(a) section 13 (survey of area); and

(b) section 14 (survey of area: county councils).

(2) Section 15 (local development scheme) of the 2004 Act shall apply in relation to the joint committee and the matters specified in paragraph (1) as if—

(a) for paragraph (b) of subsection (3) there were substituted—

“(b) submit their local development scheme to the Secretary of State not later than DAY MONTH 2008;”;

(b) for paragraph (c) of subsection (3) there were substituted—

“(c) at that time send a copy of their scheme to the RPB(a).”.

Membership of the joint committee and voting rights

5.—(1) The joint committee shall consist of—

(a) 3 members appointed by Cambridgeshire County Council;

(b) 3 members appointed by Cambridge City Council;

(c) 3 members appointed by South Cambridgeshire District Council; and

(d) such number of co-opted members as may be appointed pursuant to paragraph (5).

(2) The members appointed by the constituent authorities shall be entitled to vote at a meeting of the joint committee on any question that falls to be decided at that meeting; and the members so appointed are referred to in the following provisions of this Order as voting members.

(3) Each constituent authority shall appoint a substitute for each voting member it appoints; and where paragraph 1(6)(c) of the Schedule applies, a substitute shall be entitled to vote at the meeting of the joint committee as regards which he/she is deemed to be a voting member, on any question which falls to be decided at that meeting.

(4) A constituent authority shall not appoint as a voting member or substitute a person who is not a member of that authority.

(5) The joint committee may invite other bodies to participate in proceedings of the joint committee, and each body that accepts such an invitation shall appoint one member of the joint committee (a "co-opted member").

(6) A co-opted member shall not be entitled to vote at any meeting of the joint committee on any question which falls to be decided at that meeting.

(7) Voting members and substitutes shall be entitled to recover from the constituent authority by which they are appointed any expense they incur in connection with the discharge of the joint committee's functions.

Disqualification for membership of the joint committee

6.—(1) A person who is disqualified under Part 5 (general provisions as to members and proceedings of local authorities) of the 1972 Act for being elected or being a member of a local authority shall be disqualified from being a member of the joint committee.

(2) Section 92(a) (proceedings for disqualification) of the 1972 Act, with the exception of subsections (7) and (8), shall apply with respect to membership of, or claims to be

entitled to act as a member of, the joint committee as it applies to membership of, or claims to be entitled to act as a member of, a local authority.

Tenure of office

7.—(1) A voting member of the joint committee shall hold office until one of the following occurs—

- (a) he/she resigns in accordance with paragraph (4);
- (b) he/she is removed or replaced by the constituent authority which appointed him/her; or
- (c) he/she ceases to be a member of a constituent authority (and does not on the same day again become a member of that or any other constituent authority).

(2) A co-opted member of the joint committee shall hold office until one of the following occurs—

- (a) he/she resigns in accordance with paragraph (4);
- (b) he/she is removed or replaced by the body which appointed him/her; or
- (d) the joint committee decides that the body which appointed him/her may no longer participate in proceedings of the joint committee.

(3) A person who ceases to be a voting member of the joint committee shall be eligible for reappointment.

(4) Any member of the joint committee may resign his membership by sending written notice delivered—

- (a) in the case of a member appointed by a local authority, to the proper officer of the local authority which appointed him/her;

(b) in any other case, to the body which appointed him/her.

(5) Any casual vacancy shall be filled as soon as practicable by the body which appointed the member of the joint committee whose membership has ceased.

Sub-committees

8.—(1) The joint committee may, in accordance with paragraphs (2) and (3), appoint one or more sub-committees.

(2) Each person appointed as a member of a sub-committee must be a member of the joint committee.

(3) Subject to paragraph (2), the persons appointed to a sub-committee and its terms of reference shall be determined by the joint committee.

Meetings and proceedings

9.—(1) The meetings and proceedings of the joint committee shall be conducted in accordance with the rules set out in the Schedule to this Order.

(2) Sub-paragraphs (5) and (6) of paragraph 1 of the Schedule (meetings) and sub-paragraph (1) of paragraph 6 of the Schedule (proceedings of meetings) shall apply with respect to meetings of a sub-committee as if references to the joint committee were references to the sub-committee.

Secondments

10.—(1) The constituent authorities shall make secondments, in accordance with the Agreement, of such officers as they think necessary to enable the joint committee and sub-committees to discharge their functions.

(2) The joint committee may make arrangements with a constituent authority for the services of any officer of that authority or other person engaged by that authority to be placed at the disposal of the joint committee or a sub-committee for such period as may be agreed between the joint committee and the constituent authority.

(3) The joint committee may make arrangements for the services of any person employed by a body which has appointed a co-opted member to be placed at the disposal of the joint committee or a sub-committee for such period as may be agreed between the joint committee and the body.

Expenses of joint committee

11.— Any additional expenses incurred by the joint committee and sub-committees shall be defrayed by Cambridgeshire Horizons or any successor local delivery vehicle.

Signed by authority of the Secretary of State for Communities and Local Government

Parliamentary Under Secretary of State

day month 2008 Department for Communities and Local Government

SCHEDULE

Article 9

RULES FOR THE CONDUCT OF MEETINGS AND PROCEEDINGS OF THE JOINT COMMITTEE

Meetings

1.—(1) The joint committee shall in every year hold an annual meeting.

(2) The first meeting held after 31st May in any year shall be the annual meeting.

(3) The joint committee may in every year hold, in addition to the annual meeting, such other meetings as they may determine.

(4) At least five clear days before a meeting of the joint committee—

(a) a summons to attend the meeting, specifying the agenda for that meeting, and signed by the proper officer of a constituent authority shall be left at or sent by post to the usual place of residence of every member of the joint committee with a copy to the proper officer of each of the other constituent authorities; and

(b) notice of the time and place of the intended meeting shall be published—

(i) at the offices of each constituent authority; and

(ii) on the websites of the joint committee and each constituent authority.

(5) If a voting member is unable to attend any meeting of the joint committee he shall inform the chair of the joint committee in writing as soon as practicable and in any event not later than 24 hours before the meeting is due to take place.

(6) Where the chair receives notification in accordance with sub-paragraph (5)—

(a) the voting member giving the notification shall be deemed not to be a member of the joint committee for the whole of the meeting to which the notification relates;

(b) the voting member's substitute may attend the meeting in his place; and

(c) the voting member's substitute shall be deemed to be a voting member of the joint committee for the whole of that meeting.

Appointment of chair and vice-chair

2.—(1) Subject to sub-paragraphs (4) and (5), the joint committee shall at their annual meeting appoint a chair and a vice-chair from among the voting members of the joint committee.

(2) The chair and vice-chair shall, unless they resign their office or cease to be members of the joint committee, continue in office until their successors become entitled to act.

(3) In the case of an equality of votes in respect of the appointment of a chair or the appointment of a vice-chair, the person presiding at the meeting shall give a casting vote in addition to any other vote he may have.

(4) The chair and vice-chair shall not be members of—

(a) Cambridgeshire County Council; or

(b) the same constituent authority.

(5) A member of a constituent authority may not be appointed as chair if any other member of that authority has held that office (otherwise than to fill a casual vacancy) in the previous 12 months.

Casual vacancies

3.—(1) This paragraph applies if a casual vacancy occurs in the office of chair or vice-chair of the joint committee.

(2) The vacancy shall be filled by the appointment by the joint committee of one of their voting members at the next meeting.

(3) The person so appointed shall hold office until the next annual meeting.

(4) The person so appointed shall be a member of the same constituent authority as the person in whose place he/she is appointed.

Conduct of meetings

4.—(1) At a meeting of the joint committee the chair if present shall preside.

(2) If the chair is absent from a meeting of the joint committee the vice-chair shall preside.

(3) If both the chair and vice-chair are absent, another voting member of the joint committee, chosen by the voting members of the joint committee present at the meeting, shall preside.

Quorum

5. No business shall be transacted at a meeting of the joint committee unless at least two voting members from each of the District Councils and the County Council are present.

Proceedings of meetings

6.—(1) All questions coming or arising before a meeting of the joint committee shall be decided by a majority of the voting members of the joint committee present and voting at that meeting.

(2) The minutes of the proceedings of each meeting of the joint committee shall be drawn up and shall be signed at the next ensuing meeting of the joint committee by the person presiding at that next meeting.

(3) A copy of the minutes of the proceedings of each meeting of the joint committee shall be sent to the proper officer of each constituent authority within 14 days after the date of the meeting at which they were signed.

(4) The names of the members present at each meeting of the joint committee shall be recorded in the minutes of the proceedings of that meeting.

Admission to meetings

7.—(1) The following provisions of the 1972 Act shall apply with respect to meetings of the joint committee as though references to a principal council were references to the joint committee:

(a) section 100A (admission to meetings of principal councils), with the exception of subsections (6), (7) and (8);

(b) section 100I(1) (exempt information); and

(c) paragraphs 1 to 11 of Schedule 12A (access to information: exempt information).

(2) Where the public have been excluded from the whole or part of a meeting of the joint committee in accordance with the provisions referred to in sub-paragraph (1), the joint committee may exclude co-opted members from that meeting or (as the case may be) the relevant part of that meeting.

Standing orders

8. Subject to the provisions of this Order the joint committee may make standing orders for the regulation of their proceedings and may vary or revoke any such orders.

EXPLANATORY NOTE

(This note is not part of the Order)

This Order, which comes into force on **day month year**, establishes a joint committee for planning cross-administrative boundary sites in Cambridge and South Cambridgeshire. The constituent authorities are Cambridgeshire County Council, Cambridge City Council and South Cambridgeshire District Council.

Article 3 of the Order constitutes the joint committee as the local planning authority for the areas where Cambridge City Council and South Cambridgeshire District Council agree that joint cross-administrative boundary Local Development Documents should be prepared. It and article 4 provide for the joint committee to exercise the functions of a local planning authority under Part 2 of the Planning and Compulsory Purchase Act 2004 with the exception of functions relating to minerals and waste development planning. Article 4(2) modifies section 15 of that Act so as to require the joint committee to submit their local development scheme to the Secretary of State not later than day month 2008, and to send a copy of it to the Regional Planning Board.

Articles 5 to 11 deal with membership and disqualification, tenure of office, sub-committees, meetings and proceedings, secondments and expenses.

The Schedule to the Order makes further provision as to meetings and proceedings of the joint committee and enables the joint committee to make standing orders for the regulation of their proceedings.

A full regulatory impact assessment has not been produced for this instrument as no impact on the private or voluntary sectors is foreseen.

N:\POLICY AND PROJECTS\Manage\MAN 001 GENERAL\LDV Draft S 29 Local Agreement 080111.doc

SOUTH CAMBRIDGESHIRE DISTRICT COUNCIL

REPORT TO:	Council	27 November 2008
AUTHOR/S:	Executive Director / Planning Policy Manager	

REGIONAL SPATIAL STRATEGY REVIEW IN CAMBRIDGESHIRE – APPOINTMENT OF MEMBERS TO JOINT REVIEW PANEL

Purpose and background

1. Although adopted as recently as May 2008, a review of the East of England Plan which currently provides a strategy for the region until 2021 has already commenced and when adopted in 2011 will provide a strategy for the region for the period up to 2031.
2. The review of the East of England Plan will be led by the East of England Regional Assembly (EERA) until it is submitted to the Secretary of State in 2 years time. After submission the Secretary of State is responsible for adoption.
3. This is not a key decision, however in accordance with Article 4 of the Constitution, appointments to outside and joint bodies are a matter reserved to the Council for decision.

Considerations

4. The East of England Regional Assembly (EERA) is required to seek the advice of County Councils in the region on the policies and proposals for each County Council area. In the exercise of this requirement Cambridgeshire County Council has decided to set up a countywide member forum, to help lead the review, which will enable District Councils to be involved in the preparation of this advice.
5. The County Council considers it important that this forum should have the following characteristics:
 - All Cambridgeshire local authorities to be involved,
 - Opportunity for a wide representation of political groups to engage,
 - Integration with existing meetings as far as possible,
 - Transparency, with meetings in public and papers widely available,
 - Dedicated web pages to be introduced,
 - Other stakeholders to be consulted, and communities involved.
6. In accordance with these suggestions, the County Council proposes to establish a joint Cambridgeshire RSS Review Panel (CReSSP) with the following terms of reference:

The Panel has been established to provide a public forum for local authority members to discuss issues arising from the Review of the Regional Spatial Strategy.

The Panel will have no decision making powers, but the views and recommendations of the Panel will be taken into account by the local planning authorities and by the County Council in making its statutory advice to the East of

England Assembly under Section 4 (4) of the Planning and Compulsory Purchase Act of 2004 .

The Panel will comprise councillors of the local authorities of Cambridgeshire and will be politically representative. Cambridgeshire Horizons will attend to provide to support the Joint Member Panel in respect of the delivery issues involved with different planning options. Representatives of key stakeholders may be invited to attend particular meetings.

The meetings will be held in public with the press to be invited. Where petitions or questions are submitted in advance by members of the public, by community representatives or by other stakeholders, a specific session of the meeting will be allocated to debate the issues raised.

The Panel will meet initially in the Autumn of 2008 and will continue to meet at key stages of the review until the new RSS (intended to become the Integrated Regional Strategy) has been approved by the Secretary of State.*

The Panel will consider the implications for Cambridgeshire of proposed policies and development options under consideration in the RSS review, including the economic, social and environmental implications and the consequences for transport and other infrastructure. The Panel will take into account the impact of any proposals on the communities of Cambridgeshire. The Panel will comment specifically on the joint studies being undertaken the Cambridgeshire Local authorities and emerging conclusions from that work. The Panel may also comment on requests for advice and proposals issued by EERA or by other bodies with a regional remit.

All papers of the Panel will be published on the Cambridgeshire website. Dates and venues of meetings will be made known well in advance.

Options

7. Council is requested to nominate 3 members to the group, and, in accordance with normal practice and the above terms of reference, it is recommended that these appointments be made in accordance with the rules of political proportionality. As such, Council is requested to nominate two Members of the Conservative Group and one Member of the Liberal Democrat Group.
8. It is further recommended that 1 member should be the Portfolio Holder for New Communities, whose responsibilities include regional planning.

Implications

9. There are no direct implications arising from the recommendations in this report, other than the appointment of three Member representatives will enable the Council to contribute fully to this important review.

Effect on Corporate Objectives and Service Priorities

10.

Work in partnership to manage growth to benefit everyone in South Cambridgeshire now and in the future

Contribution to the review through the appointment of Members will enable the Council directly to engage with partner authorities to contribute to planning for the future growth of the district.
Deliver high quality services that represent best value and are accessible to all our community
None specific
Enhance quality of life and build a sustainable South Cambridgeshire where everyone is proud to live and work
None specific

Recommendations

- 11. Council is **RECOMMENDED** to appoint three Members to the Regional Spatial Strategy Review Panel, in accordance with the Council's political proportionality and including the Portfolio Holder with responsibility for Regional Planning.

Background Papers: the following background papers were used in the preparation of this report:

None

Contact Officer: Keith Miles – Planning Policy Manager
Telephone: (01954) 713181
E-mail: keith.miles@scambs.gov.uk

This page is left blank intentionally.

SOUTH CAMBRIDGESHIRE DISTRICT COUNCIL

REPORT TO: Council 27 November 2008
AUTHOR/S: Chief Executive / Democratic Services Manager

CALENDAR OF COUNCIL MEETINGS FOR THE 2009-2010 CIVIC YEAR

Purpose

1. To recommend a programme of meetings for the 2009-2010 Civic Year (May-May) for consideration and agreement by Council in accordance with Standing Order 2.1.

Options

2. It is proposed that five ordinary meetings be scheduled during the 2008-2009 Civic Year, plus a meeting to set the budget in February 2010 and an Annual Meeting in May 2010.

Date	Type of meeting
16 July 2009	Ordinary
24 September 2009	Ordinary
26 November 2009	Ordinary
28 January 2010	Ordinary
25 February 2010	Budget
22 April 2010	Ordinary
27 May 2010	Annual

3. The proposal above is considered to provide the 'best fit', given that the Council is obliged to hold meetings in February and May each year in years where elections take place. The proposal provides for the same number of meetings as in 2008-2009.

Implications

4. Financial	The cost of Members' travelling expenses is around £375 per meeting. The cost of paper and postage is around £100 per meeting. The agreement of additional Council meetings would result in these costs rising proportionally.
Legal	There is a legal requirement for the whole Council to meet at certain times to carry out functions only it can perform such as appointing the Leader of the Council and committees, deciding the budget and approving the Performance Plan. There is no laid-down number of other ordinary meetings. In years where elections are held the Annual Meeting must be held within 21 days of the retirement of the outgoing councillors (Standing Order 1.1 and the Local Government Act 1972).
Staffing	A higher number of meetings would entail a proportionately greater demand on senior officer time.
Risk Management	None specific
Equal Opportunities	None specific

Consultations

5. The draft report has been circulated to group leaders, the Leader of the Council and Chairman of Scrutiny and Overview Committee prior to its submission to Council for consideration. The meeting dates proposed take into account meetings of the County Council and school term dates for 2009-2010.

Effect on Annual Priorities and Corporate Objectives

6. The scheduling of an appropriate number of Council meetings at which the policy and budgetary frameworks are agreed (and amended where necessary) and other business dealt with in accordance with Article 4 of the Constitution, is essential to the efficient and effective operation of the whole organisation. It is considered that a schedule of seven Council meetings per year best provides a timely forum in which all Councillors can debate issues of concern to the district, whilst allowing Officers and Members sufficient time between formal meetings to progress work towards meeting the Council's strategic aims.

Recommendations

7. Council is asked to resolve that meetings during the 2009-2010 Civic Year be scheduled as follows:

Date	Type of meeting
16 July 2009	Ordinary
24 September 2009	Ordinary
26 November 2009	Ordinary
28 January 2010	Ordinary
25 February 2010	Budget
22 April 2010	Ordinary
27 May 2010	Annual

Background Papers: the following background papers were used in the preparation of this report:

The Council's Constitution

Contact Officer: Richard May – Democratic Services Manager
Telephone: (01954) 713016
E-mail: Richard.may@scambs.gov.uk