



# SOUTH CAMBRIDGESHIRE DISTRICT COUNCIL

COUNCIL MEETING  
THURSDAY, 16 JULY 2009

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 **7.00 P.M.** on

**THURSDAY, 16 JULY 2009**

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

**DATED** 8 July 2009

**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.**

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**AGENDA**

**PRESENTATIONS**  
**Investors in People**

Following the award of Investors in People (IIP) status to the Council, Jane Elliott-Poxon, a member of the IIP assessment team, will introduce and present the Investors in People award to the Chairman of the Council.

**Centre for Public Scrutiny Award**

The work carried out by the Orchard Park Task and Finish Group has won an award for the Best Use of Scrutiny Resources at the Good Scrutiny Awards 2009 run by the Centre for Public Scrutiny. The Chairman of the Council will present the award to the current Chairman of the Scrutiny and Overview Committee, Councillor JD Batchelor, and to the then Chairmen of the Committee and Task and Finish Group, Councillors Mrs EM Heazell and AG Orgee.

- 1. APOLOGIES**
- 2. DECLARATIONS OF INTEREST**
- 3. MINUTES**

To authorise the Chairman to sign the Minutes of the meetings held on 21 May (Annual Meeting) and 18 June (Extraordinary Meeting) 2009 as correct records **(attached)**.

**(Pages 1 - 28)**

**4. ANNOUNCEMENTS**

**5. REPORT OF THE RETURNING OFFICER**

To report that Mrs Julia Squier was elected to the Council following the by-election for the Balsham Ward held on Thursday 4 June 2009.

**6. QUESTIONS FROM COUNCILLORS AND THE PUBLIC**

**6 (a) From Councillor FWM Burkitt to the Housing and Finance and Staffing Portfolio Holders**

Would the Portfolio Holders please comment on the announcement by John Healey, the Minister of State (Housing), on 30 June 2009?

**6 (b) From Councillor PW Topping to the Environmental Services Portfolio Holder**

Please will the Portfolio Holder provide an update on the assessment being carried out by environmental health officers regarding the Formula 1 test days at the Imperial War Museum, Duxford?

**6 (c) From Councillor BR Burling to the Sustainability, Procurement and Efficiency Portfolio Holder**

Could the Portfolio Holder please advise of the present position regarding the Tendering for the Awarded Watercourses Maintenance and the possible purchase of new or extra equipment?

**6 (d) From Councillor JA Hockney to the Leader of the Council**

Please can the Leader say what he is doing or intends to do to improve the working relations between all Members taking into account the vote on Housing Futures and the debate on the Motion of no confidence?

**6 (e) From Councillor NS Davies to the New Communities Portfolio Holder**

Having noted a potential grant of £261,000 for the Cambridge Sports Lakes Trust towards the extension and improvements to the Milton Country Park Visitor Centre I would ask the Portfolio Holder if;

- a) The Council's established policy of considering capital grants of between 15-50% of total costs for village community projects has changed, and that all applicants must explore and exhaust all other areas of funding;
- b) The Council has changed its policy of making such grants out of revenue funds;
- c) He could assure Council that all grant applicants must be financially viable and have sustainable futures?'

**6 (f) From Councillor SGM Kindersley to the Housing Portfolio Holder**

In relation to future Housing work programmes, would the Housing Portfolio Holder please outline the various ways in which non-executive Members will be involved in the planning and decision making processes?

**6 (g) From Councillor AN Berent to the Finance and Staffing Portfolio Holder**

In view of the widespread budget constraints facing this Council, what steps are being taken by the Executive to maintain and improve workforce morale and confidence?

- 6 (h) From Councillor RT Summerfield to the Finance and Staffing Portfolio Holder**  
I understand that the Council's income is very much reduced by the loss of credit interest, planning and building control fees in the first quarter of the year. Given that this situation is likely to worsen, how does the Cabinet plan to balance this year's Budget?
- 6 (i) From Councillor Mrs PM Bear to the Planning Portfolio Holder**  
The Council promotes itself as a "Listening Council" and highlights engagement with Parish Councils as very important. When will Parish Councils be able to attend and address the Planning Committee Chairman's Delegation meetings?
- 6 (j) From Councillor JD Batchelor to the Planning Portfolio Holder**  
Recently South Cambridgeshire District Council voted not to support any bid to the Transport Innovation Fund (TIF). According to the Cambridgeshire Horizons Risk Register, the development of Cambridge East is conditional on a successful TIF bid. To which Parishes does the Cabinet intend to allocate those thousands of homes currently allocated to Cambridge East?
- 6 (k) From Councillor MJ Mason to the Sustainability, Procurement and Efficiency Portfolio Holder**  
Please could the Portfolio Holders advise who will be responsible for drafting and submitting a response to the Government Draft Flood and Water Management Bill now out for consultation until 23 July?

**7. PETITIONS**

To note that a petition has been received from the residents of Avenells Way and Grays Road, Gamlingay, in respect of the Warden Service, dated 22 June 2009 and received by the Council on 7 July 2009. Full details of the petition are **attached**.

In accordance with paragraph 11 of the Procedural Guidance relating to Petitions set out in the Constitution, the petition has been referred to the next Cabinet meeting for consideration.

**(Pages 29 - 30)**

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

**8 (a) Cambridge Sport Lakes Trust: Request for Capital Grant Aid (Cabinet, 2 July 2009)**

Cabinet **RECOMMENDED TO COUNCIL** that a revenue grant of £261,000 be awarded to Cambridge Sport Lakes Trust towards the cost of an extension and improvements to the Visitor Centre at Milton Country Park.

*The report and appendix considered by the Cabinet can be accessed using the following [link to the Council's website \(www.scambs.gov.uk\)](http://www.scambs.gov.uk) - Agenda item 5 refers. In addition, copies are available to view in the Members' Room. Please contact Democratic Services if you wish to receive a hard copy, telephone (01954) 713016 e-mail [democratic.services@scambs.gov.uk](mailto:democratic.services@scambs.gov.uk)*

- 8 (b) Food Safety Service Plan 2009-10 (Cabinet, 2 July 2009)**  
Cabinet **RECOMMENDED TO COUNCIL** that the Food Safety Service Plan 2009-10 be adopted.

*The report and draft plan considered by the Cabinet can be accessed using the following [link to the Council's website \(www.scambs.gov.uk\)](http://www.scambs.gov.uk) - Agenda item 7 refers. In addition, copies are available to view in the Members' Room. Please contact Democratic Services if you wish to receive a hard copy, telephone (01954) 713016 e-mail [democratic.services@scambs.gov.uk](mailto:democratic.services@scambs.gov.uk)*

- 8 (c) Review of Financial Regulations (Corporate Governance Committee, 29 June 2009)**

The Corporate Governance Committee **RECOMMENDED TO COUNCIL** that the post of Finance Project Officer be added to paragraph 6 (Operation of Bank Accounts) of the Financial Regulations within Part 4 of the Council's Constitution.

*The report considered by the Corporate Governance Committee is available to view using the following [link to the Council's website \(www.scambs.gov.uk\)](http://www.scambs.gov.uk). A copy is also available to view in the Members' Room or from Democratic Services, telephone (01954) 713016 e-mail [democratic.services@scambs.gov.uk](mailto:democratic.services@scambs.gov.uk).*

- 9. CHANGE TO THE COUNCIL'S REPRESENTATION ON THE CAMBRIDGE FRINGES JOINT DEVELOPMENT CONTROL COMMITTEE**

Council is **RECOMMENDED** to approve the appointment of Councillor DC McCraith to the Cambridge Fringes Joint Development Control Committee in place of Councillor AG Orgee.

- 10. CHANGE TO THE CONSERVATIVE GROUP'S REPRESENTATION ON THE SCRUTINY AND OVERVIEW COMMITTEE**

Council is **RECOMMENDED** to approve the appointment of Councillor Ms JE Squier to the Scrutiny and Overview Committee in place of Councillor Ms JA Dipple.

- 11. 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.

- 12. APPOINTMENT OF EXECUTIVE DIRECTOR (CORPORATE SERVICES)**

As part of the recruitment and selection process for the position of Executive Director (Corporate Services). Council, in November 2008, delegated authority to oversee the appointment to the Appointments Panel of the Employment Committee. Article 12.01 of the Constitution provides that the appointment of Chief Officers is a matter reserved to the Council. Following the selection process, however, no offer of employment was made. This Council is now carrying out a further recruitment and selection process; again, in order to conclude the process as expeditiously as possible, Council is **RECOMMENDED** to make a further Resolution in the following terms:

'That authority be delegated to the Appointment Panel of the Employment

Committee:

- (1) To make an appointment to the position of Executive Director (Corporate Services) following interviews to be held on 20 July 2009, 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, the future designation to these roles to be delegated to the Chief Executive as an operational staffing matter.'

**13. PROCEDURE FOR THE APPOINTMENT OF THE PRINCIPAL SOLICITOR**

The Chief Executive has delegated authority to carry out duties relating to the recruitment and selection of all staff with the exception of Chief Officers and Corporate Managers, which are reserved to the Council and Employment Committee.

These arrangements are in line with the Local Authorities (Standing Orders) Regulations 1993 and 2001, which provide that an officer cannot carry out the appointment and dismissal of the following categories of senior staff:

- Head of Paid Service
- Statutory Chief Officer posts (defined by s2(6) of the 1989 Local Government and Housing Act - includes the Chief Finance Officer)
- Non-Statutory Chief Officer posts (defined by s2(7) of the 1989 Act as persons for whom the head of paid service is directly responsible)
- Deputy Chief Officers (defined in s2(8) of the 1989 Act as a person who, as respects all or most of the duties of his/her post, is required to report directly or is directly accountable to one or more of the statutory or non-statutory chief officers)

The Principal Solicitor will be leaving the Council's employment in September 2009. It is considered that the post of Principal Solicitor falls within the definition of Deputy Chief Officer given above; as such, it is appropriate for the appointment to be confirmed by Members. It is therefore **RECOMMENDED** that the appointment of the Principal Solicitor be reserved to the Employment Committee and that the relevant sections of Parts 3 (Table One: Responsibility for Council Functions) and 5 (Officer Employment Procedure Rules) be amended as required.

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

The Chairman has expressed a wish that reports under this item should be submitted to Democratic Services for publication with the Agenda, not made at the meeting as verbal updates.

No written updates had been received at the time of publication of the Agenda.

**15. NOTICE OF MOTION**

**15 (a) Standing in the names of Councillors JA Hockney and PT Johnson**

"This Council believes that a 10% tax on Mobility Scooters is fundamentally wrong. The tax will hit many vulnerable people in South Cambs. Council resolves to write to the Government Minister concerned stating its objection in the strongest possible terms."

**16. CHAIRMAN'S ENGAGEMENTS**

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

May 25th	Wreath Laying at American Cemetery
May 27th	Civic Leader meeting, TA Centre, Cambridge
May 28th	Outgoing Mayor Dinner, Emmanuel College
May 29th	Taking the Salute for Homecoming Troops at Waterbeach
May 29th pm	Taking Salute with the Mayor of Cambridge at Beating Retreat and Cocktail party
May 30th	Waterbeach Station open day with the Mayor of Cambridge.
June 9th	Funeral of Former chairman Mr Jo Brown
June 9th	Opening of The Swifts, Windmill Estate, Fulbourn
June 11th	Handover of Minibus at Comberton Village Collage
June 13th	Official opening of new all-weather Surface at Over Community Centre.
June 18th	Official Launch: Bridge The Gap Walk 2009 at Cambridge Building Society
June 18th	Swavesey Village Collage, Budding Planner for Northstowe event
June 21st	St Ives Civic Service and Parade
June 21st	Civic Service, Peterborough Cathedral
June 22nd	Raising Flag for Amy Services
June 24th	Civic Opening of Midsummer Fair
June 24th	Cocktail Party, Bassingbourn Barrocks
July 2 <sup>nd</sup>	Sawston Village College Cinema Project
July 3 <sup>rd</sup>	APC Official Opening at Wilbraham
July 5 <sup>th</sup>	Wisbech Civic Service
July 6 <sup>th</sup>	Addenbrookes Charitable Trust at The Old Vicarage, Grantchester
July 7 <sup>th</sup>	Opening Shelford Feast
July 8 <sup>th</sup>	COPE 6 <sup>th</sup> AGM
July 14 <sup>th</sup>	Rampton Parish Council play equipment official opening
July 15 <sup>th</sup>	Opening new facilities at Madingley Village Hall
July 16 <sup>th</sup>	Cambourne 10 <sup>th</sup> Anniversary Tea Party, South Cambridgeshire Hall



## **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**

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