



# 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 \(www.scambbs.gov.uk\)](http://www.scambbs.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@scambbs.gov.uk](mailto:democratic.services@scambbs.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**

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.

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**SOUTH CAMBRIDGESHIRE DISTRICT COUNCIL**

Minutes of the Annual Meeting of the Council held on  
Thursday, 21 May 2009 at 2.00 p.m.

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

Councillors: Mrs FAR Amrani, Dr DR Bard, RE Barrett, Mrs VM Barrett, JD Batchelor, Mrs PM Bear, AN Berent, D Bird, NCF Bolitho, FWM Burkitt, BR Burling, TD Bygott, NN Cathcart, JP Chatfield, Mrs PS Corney, NS Davies, Dr DR de Lacey, Miss JA Dipple, Mrs SJO Doggett, SM Edwards, Mrs SM Ellington, Mrs JM Guest, R Hall, Dr SA Harangozo, Mrs SA Hatton, Mrs EM Heazell, JA Hockney, MP Howell, PT Johnson, SGM Kindersley, MB Loynes, RMA Manning, MJ Mason, RM Matthews, DC McCraith, DH Morgan, Mrs LA Morgan, Mrs CAED Murfitt, AG Orgee, A Riley, Mrs DP Roberts, NJ Scarr, Mrs BZD Smith, Mrs HM Smith, RT Summerfield, PW Topping, RJ Turner, Dr SEK van de Ven, Mrs BE Waters, JF Williams, TJ Wotherspoon and NIC Wright

Officers:	Catriona Dunnett	Principal Solicitor
	Greg Harlock	Chief Executive
	Richard May	Democratic Services Manager
	Alex Colyer	Interim Executive Director, Corporate Services

An apology for absence was received from Councillor Dr JE Lockwood.

**PRESENTATIONS****Chairman's Charity 2008-2009**

The Chairman of Council presented a cheque for £1,370 to Laura Holland, Area Volunteer Manager of Cancer Research UK, his nominated charity for the 2008-2009 Civic Year.

**Presentation of badges to past Chairmen of the Council**

The Chairman of Council presented official badges to previous holders of office, advising that he considered it appropriate for past Chairmen of Council to receive small tokens in recognition of their periods of service, which they could wear at subsequent civic events. The following past Chairmen were present to collect their badges:

Mrs. Roberta Cannon (1981-83)  
Mrs. Daphne Spink MBE (1988-90)  
Mr. Eustace Bullman (1992-94)  
Mr. Alan Wyatt (1998-2000)  
Mr. George Elsbury (2001-03)  
Mrs. Cicely Murfitt (2005-07)

The Chief Executive presented the apologies of the following office-holders who had indicated they were unable to attend:

Mr. Joe Brown (1979-81)  
Mr. Kenneth Collett (1983-85)  
Dr. Charles Attwood (1987-88)  
Mrs. Shirley Saunders (1996-98)

Mr. Simon Kime (2000-01)  
Mr. Bob Bryant (2003-05)

*(Note – since this meeting, the Council has been advised of the sad death of former Councillor Mr. Joe Brown).*

#### 1. **ELECTION OF CHAIRMAN OF COUNCIL FOR THE 2009-2010 CIVIC YEAR**

On the nomination of Councillor RMA Manning, seconded by Councillor SGM Kindersley, and there being no further nomination, Council

**RESOLVED** that Councillor CR Nightingale be elected Chairman of the Council for the 2009-2010 Civic Year.

Before relinquishing the Chairmanship, Councillor JH Stewart thanked staff and Members for their support and assistance during his term of office, especially the Vice-Chairman of Council and Chief Executive.

Councillor RMA Manning, Leader of the Council, and Councillor SGM Kindersley, Leader of the Major Opposition Group, paid tribute to Councillor Stewart as an outstanding Chairman who had been an excellent civic leader for the district and had chaired Council meetings in an equitable and highly skilful manner.

Councillor CR Nightingale took the Chair, accepted the office and signed the declaration of acceptance. He thanked Council for electing him as Chairman and advised that he considered it to be an honour and a privilege. Councillor Nightingale presented Councillor Stewart with gifts to mark his departure from office, along with the past Chairman's badge.

Council was advised that the Chairman's charities for the coming year would be the East Anglian Air Ambulance and Help for Heroes. The Chairman advised he would be taking the salute at Waterbeach on 29 May.

#### 2. **APPOINTMENT OF VICE-CHAIRMAN OF COUNCIL FOR THE 2009-10 CIVIC YEAR**

It was proposed by Councillor RMA Manning, seconded by Councillor SGM Kindersley and, there being no other nominations, **RESOLVED** that Councillor AG Orgee be appointed Vice-Chairman of the Council for the 2009-2010 Civic Year.

Councillor Orgee announced his resignation from the Cabinet with immediate effect before signing the Declaration of Acceptance of Office. He thanked Council for his appointment and advised that he would endeavour to perform the role in a fair and open manner and meet the standards of the previous postholders as ambassadors for the district.

#### 3. **DECLARATIONS OF INTEREST**

There were no declarations of interest.

#### 4. **MINUTES**

Council **RESOLVED** that the Minutes of the Meetings held on 23 April 2009 be approved as correct records and signed by the Chairman, subject to the inclusion of Councillor Mrs PM Bear on the list of attendees for the Extraordinary Meeting of Council.

## 5. ANNOUNCEMENTS

The Chairman requested that Members note that an Extraordinary Meeting had provisionally been scheduled to take place on Thursday 18 June 2009, dependent on the outcome of the tenant ballot on the future of the housing stock, which was underway.

The Chairman advised that he would be inviting parish councils to attend future Council meetings as his guests, undertake a tour of the offices and meet Members of the Cabinet.

## 6. ELECTION OF LEADER OF THE COUNCIL

It was proposed by Councillor SM Edwards, seconded by Councillor MP Howell and, there being no other nominations, **RESOLVED** that Councillor RMA Manning be elected Leader of the Council, to serve a term of office ending on the date of the Annual Council Meeting following the date of his normal retirement as a Councillor, the relevant date of retirement to follow the Local Elections in 2012.

Councillor Manning thanked Council for electing him and Cabinet Members for their work over the past year, especially that of Councillor Orgee, who had resigned to take up office as Vice-Chairman of the Council.

The Leader announced the names of the members appointed by the Leader to the Cabinet, their names and their Portfolios, along with his Scheme of Delegation of Executive Functions (**Both documents are attached**). The Leader welcomed Councillor TD Bygott as a new Member of the Cabinet.

## 7. QUESTIONS FROM COUNCILLORS AND THE PUBLIC

There were no public or Member questions.

## 8. PETITIONS

No petitions had been submitted since the last meeting.

## 9. ESTABLISHMENT, SIZE OF, AND TERMS OF REFERENCE FOR, COMMITTEES FOR THE 2009-2010 CIVIC YEAR

Council **RESOLVED**, with no Members voting against:

(1) That the following committees be established for the 2009-2010 municipal year, comprising the numbers of Members stated in brackets:

- Corporate Governance Committee (7 Members)
- Electoral Arrangements Committee (7 Members)
- Employment Committee (7 Members)
- Licensing Committee (15 Members)
- Planning Committee (14 Members)
- Scrutiny and Overview Committee (12 Members)

(2) That the Terms of Reference for the above committees be as set out in Article 6 and Part 3, Table One of the Council's Constitution.

**10. APPOINTMENTS TO COMMITTEES OF THE COUNCIL, 2009-2010**

Council **RESOLVED**, with no Members voting against:

(1) That seats be allocated on committees in accordance with the following table:

**PROPOSED ALLOCATIONS OF SEATS ON COMMITTEES – GROUP AND NON-GROUP COUNCILLORS**

<b>Committee / Panel</b>	<b>No. of seats</b>	<b>Cons</b>	<b>Lib Dem</b>	<b>Inds</b>	<b>Non-group</b>
Licensing Committee Licensing Committee (2003 Act) Licensing Committee (2005 Gambling Act)	15	8	4	2	1
Scrutiny and Overview Committee	12	7	3	2	0
Planning Committee	14	8	4	2	0
Employment Committee	7	4	2	1	0
Electoral Arrangements Committee	7	4	2	1	0
Corporate Governance Committee	7	4	2	1	0
<b>Total</b>	<b>62</b>	<b>35</b>	<b>17</b>	<b>9</b>	<b>1</b>

(2) That, based on the allocations in the above table, and the requirement for political proportionality, the following appointments to Committees be made for the 2009-2010 civic year:

**Licensing Committee, Licensing Committee (2003 Act), Licensing Committee (2005 Gambling Act)**

**15 Members**

**Conservative (8)**

RE Barrett  
Mrs VM Barrett  
Mrs JM Guest  
R Hall  
MB Loynes  
RM Matthews  
DC McCraith  
CR Nightingale

**Lib Dem (4)**

Mrs PM Bear  
Mrs EM Heazell  
RB Martlew  
JF Williams

**Ind (2)**

A Riley  
Mrs SA Hatton

**Non-group (1)**

Mrs CAED Murfitt

**Planning Committee**

**14 Members**

**Conservative (8)**

Mrs VM Barrett  
BR Burling  
Mrs PS Corney  
Mrs JM Guest  
MB Loynes  
CR Nightingale

**Lib Dem (4)**

Mrs PM Bear  
SGM Kindersley  
Mrs HM Smith  
JF Williams

**Ind (2)**

Mrs DP Roberts  
Mrs SA Hatton

PW Topping  
RJ Turner

### Scrutiny and Overview Committee

#### 12 Members

<b>Conservative (7)</b>	<b>Lib Dem (3)</b>	<b>Ind (2)</b>
Mrs VM Barrett	JD Batchelor	MJ Mason
Ms JA Dipple	Mrs EM Heazell	Mrs DP Roberts
Mrs JM Guest	Mrs BZD Smith	
R Hall		
JA Hockney		
MB Loynes		
Mrs BE Waters		

### Employment Committee

#### 7 Members\*

<b>Conservative (3)</b>	<b>Lib Dem (2)</b>	<b>Ind (1)</b>
RE Barrett	Mrs EM Heazell	A Riley
BR Burling	RT Summerfield	
AG Orgee		

\*Plus the Portfolio Holder with responsibility for staffing matters, SM Edwards

### Electoral Arrangements Committee

#### 7 Members

<b>Conservative (4)</b>	<b>Lib Dem (2)</b>	<b>Ind (1)</b>
NCF Bolitho	Mrs FAR Amrani	NJ Scarr
RM Matthews	RT Summerfield	
RJ Turner		
Mrs BE Waters		

### Corporate Governance Committee

#### 7 Members

<b>Conservative (4)</b>	<b>Lib Dem (2)</b>	<b>Ind (1)</b>
NCF Bolitho	JD Batchelor	D de Lacey
FWM Burkitt	RT Summerfield	
Mrs JM Guest		
PW Topping		

## 11. APPOINTMENTS TO JOINT COMMITTEES FOR 2009-2010

Council **RESOLVED** that seats be allocated, and appointments made, to the following Joint Committees:

### Northstowe Joint Development Control Committee

#### 6 Members

<b>Conservative (3)</b>	<b>Lib Dem (2)</b>	<b>Ind (1)</b>
Mrs PS Corney	SGM Kindersley	A Riley
SM Edwards	Mrs HM Smith	MJ Mason (alt)
TJ Wotherspoon	Mrs PM Bear (alt)	
Alternative:		

DC McCraith  
Spokesperson: TJ  
Wotherspoon

### **Fringe Sites Joint Development Control Committee**

#### **6 Members (plus 3 alternatives and one spokesperson)**

<b>Conservative (3)</b>	<b>Lib Dem (2)</b>	<b>Ind (1)</b>
Dr DR Bard	Mrs EM Heazell	D de Lacey
CR Nightingale	SGM Kindersley	NJ Scarr (alt)
AG Orgee	JF Williams (alt)	
TJ Wotherspoon (alt)		
Spokesperson: CR Nightingale		

### **Joint Planning Policy Committee**

#### **3 Members (plus one substitute per group)**

<b>Conservative (2)</b>	<b>Lib Dem (1)</b>
Dr DR Bard	SGM Kindersley
RMA Manning	Mrs HM Smith (sub)
SM Edwards (sub)	

## **12. APPOINTMENTS TO THE CONSTITUTION REVIEW WORKING PARTY**

Council **RESOLVED** that the Leader, Deputy Leader, Chairman of the Council and Chairman of the Scrutiny and Overview Committee be appointed to the Constitution Review Working Party for the 2009-2010 Civic Year, along with the following representatives from the political groups:

<b>Conservative (1)</b>	<b>Lib Dem (1)</b>	<b>Ind (1)</b>
R Hall	JH Stewart	MJ Mason

## **13. APPOINTMENTS TO THE CLIMATE CHANGE WORKING GROUP**

Council **RESOLVED** that the following Members be appointed to the Climate Change Working Group in accordance with the requirements of political proportionality:

#### **9 Members**

<b>Conservative (5)</b>	<b>Lib Dem (3)</b>	<b>Ind (1)</b>
Dr DR Bard	AN Berent	D de Lacey
R Hall	Dr SA Harangozo	
JA Hockney	Mrs BZD Smith	
CR Nightingale		
PW Topping		

## **14. ADJOURNMENT OF THE MEETING**

Council **RESOLVED** the meeting be adjourned to allow Committees, Sub-Committees and Working Groups to elect their Chairmen and Vice-Chairmen for the 2009-2010 Civic Year, the meeting to reconvene following the meeting of the Climate Change Working Group.



**15. APPOINTMENTS TO OUTSIDE, JOINT AND OTHER MEMBER BODIES**

Council **RESOLVED** to appoint Members to outside, joint and other Member bodies as follows:

<b>Body</b>	<b>Details/Current representation</b>	<b>Number Appoint to</b>	<b>Politically-Balanced?</b>
Cambridge and District Citizens' Advice Bureau	Mrs FAR Amrani and NCF Bolitho to serve as alternate Trustees, subject to clarification from the organisation that this is acceptable within its governance arrangements.	1	No
Cambridge East Joint Member Reference Group	Mrs FAR Amrani Dr DR Bard RJ Turner NIC Wright CR Nightingale (reserve)	3 plus relevant Portfolio Holder and 1 named substitute	No
Cambridge Southern Fringe Joint Member Reference Group	Area Committee  Dr DR Bard Mrs EM Heazell CR Nightingale AG Orgee	3 plus relevant Portfolio Holder	No
Joint Cambridgeshire Regional Spatial Strategy Review Panel (CReSSP)	RMA Manning Dr DR Bard SGM Kindersley  Subs:  AG Orgee NIC Wright JD Batchelor	2 plus relevant Portfolio Holder and 3 substitutes	Yes
Joint Strategic Growth Implementation Committee	Dr DR Bard RMA Manning SGM Kindersley  Subs:  SM Edwards NIC Wright JD Batchelor	3 plus 1 standing deputy	Yes
Joint Transport Forum	Dr DR Bard RMA Manning SGM Kindersley  Subs:	2 plus relevant Portfolio Holder	Yes

	SM Edwards NIC Wright JD Batchelor		
North West Fringe Member Reference Group	Dr DR Bard TD Bygott Dr D de Lacey Mrs HM Smith R Hall (reserve)	4, including one executive member and 1 substitute	Yes
South Cambs Magazine Editorial Panel	R Hall Mrs CAED Murfitt Mrs EM Heazell	3 plus Leader and relevant Portfolio Holder	No

## 16. ANNUAL REPORT INTO SCRUTINY AND OVERVIEW AT SOUTH CAMBRIDGESHIRE DISTRICT COUNCIL

Council received the Annual Report into Scrutiny and Overview at South Cambridgeshire District Council.

Councillor JD Batchelor, Chairman of the Scrutiny and Overview Committee, introduced the report. He stated that the Committee's hard work had added real value to the Council over the past year through the completion of Member-led task and finish groups. Councillor Batchelor drew particular attention to the work of the Orchard Park Task and Finish Group, whose work had been shortlisted for a national Scrutiny award. He thanked Members of the Committee and the Scrutiny Development Officer for their contributions to the Committee's successes.

Councillor JA Hockney, Vice-Chairman of the Scrutiny and Overview Committee, extended similar thanks to Members and to the Scrutiny Development Officer, who had assisted in the production of a high-quality report. Councillor Hockney went on to thank the Chief Executive and Cabinet for their support for scrutiny reviews, which had been challenging but necessary.

## 17. ANNUAL REPORT OF THE STANDARDS COMMITTEE

Council received the Annual Report of the Standards Committee and a presentation by Ms. Georgina Butcher, independent Chairman of the Committee. Ms Butcher's presentation set out the Committee's principal aims to raise awareness of the Code of Conduct amongst Members and officers and promote the highest standards of behaviour and probity amongst district and parish councillors. It would do so by adopting the following approaches:

- Working with councillors to promote the positive aspects of their work;
- Encouraging debate on issues relevant to the Code, in partnership with the Standards Board for England;
- Raising understanding of the value of effective working with Officers and Members;
- Working with members of the Standards Committee to develop understanding of the code through discussions and training.

The Committee would be undertaking a number of key actions within each of these areas, and would be seeking to work closely with other committees with responsibility for different aspects of the effective corporate governance of the Council in meeting its strategic aims.

Councillors asked questions and made comments on the report and presentation before thanking Ms. Butcher for an interesting and informative briefing.

#### **18. WRITE-OFFS: ANNUAL REPORT**

Council **NOTED** the amounts written off under delegated powers, as set out in the report.

In introducing the report, Councillor SM Edwards, Finance and Staffing Portfolio Holder, stated that the year-on-year comparison of amounts written off showed that amounts were reducing; however, this was likely to be partly attributable to smaller businesses feeling the adverse effects of the economic downturn. Councillor Edwards hoped that the work the Cabinet Champion for Business and Employment could address this issue as part of his remit over the coming year.

In commenting on the reports, Council requested that Local Ward Members' knowledge of local circumstances could be of great benefit in maintaining the Council's high collection rates and minimising the requirement to write-off debts considered to be irrecoverable. The Principal Solicitor advised that Local Ward Members and officers must be mindful of their obligations under data protection legislation although government was keen to see information sharing to assist with issues such as fraud prevention. She indicated that she would instruct the Senior Lawyer to consider whether an information-sharing protocol to facilitate the use of Local Ward Members' knowledge could be lawfully introduced.

The Leader of the Council stated that only a tiny proportion of the total amounts due to the Council had been written off. As such, he congratulated officers for their hard work in contributing to the Council's impressive collection performance.

#### **19. UPDATES FROM MEMBERS APPOINTED TO OUTSIDE BODIES**

The Chairman clarified that future updates under this item would only be allowed where the Member had been formally appointed to the outside organisation by the Council or Cabinet. As requested by the previous Chairman, reports should be made in writing and published with the Agenda, except where the update contained matters of genuine urgency.

Councillor MJ Mason advised that the Internal Drainage Boards upon which he was the Council's appointee were considering their responses to the consultation exercise in respect of the Flood and Water Management Bill. He requested that the Sustainability, Procurement and Efficiency Portfolio Holder consider the issue at a future meeting, as there were potentially significant issues for the Council arising. Councillor Mason apologised that the number of meetings he was attending on this issue had prevented him from having time to have produced a written report. Councillor TD Bygott, Sustainability, Procurement and Efficiency Portfolio Holder, advised that he looked forward to working with Councillor Mason in taking forward the issues raised.

#### **20. CHAIRMAN'S ENGAGEMENTS**

Council noted the list of engagements attended by the Chairman and Vice-Chairman of Council since the last meeting.

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**The Meeting ended at 4.20 p.m.**

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**Cabinet Members and Responsibilities**  
(Effective 21 May 2009)

<b>Description and /or Portfolio</b>	<b>Member</b>	<b>Services Covered</b>	<b>Lead Member for Cross Cutting Themes and /or Corporate Priorities</b>	<b>Champions to the Cabinet</b>
Leader	Cllr Ray Manning	Partnerships Working (including: Local Strategic Partnership, Local Area Agreement, Community Safety), Finance, Support Services (including Elections), Staffing	Council Values	
Deputy Leader Finance and Staffing	Cllr Simon Edwards	Environmental Health, Environmental Operations, Street Cleaning, Recycling, Licensing, Public Health, Private Sector Housing and Home Improvement Agency	Asset Management	
Environmental Services	Cllr Mrs Sue Ellington	Housing Strategy, Housing Advice and Options, Housing Landlord services	Member Development	
Housing	Cllr Mark Howell	Development of New Communities, Planning Policy, Arts and Sports	Equality & Diversity, Travellers	
New Communities	Cllr Dr David Bard	Development Control, Design and Conservation, Building Control, Economic Development, Transport initiatives (including Concessionary Fares)	2012 Olympics	2012 Olympics – Cllr Jaime Dipple
Planning	Cllr Nick Wright	Policy Development, Improvement and Communications, ICT	Business and Employment	Transport – Cllr David Morgan Business and Employment – Cllr Mervyn Loynes
Policy and Performance	Cllr Tim Wotherspoon	Sustainability, Climate Change Land Drainage, Procurement and Efficiency	Comprehensive Area Assessment (CAA), Performance Management	
Sustainability, Procurement and Efficiency	Cllr Tom Bygott		Customer Services (including Contact Centre), Travel for work, Value for Money	

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**TABLE 2B: LEADER OF THE COUNCIL'S SCHEME OF DELEGATION OF EXECUTIVE FUNCTIONS**

Given below are executive functions reserved for decision by the Leader of the Council, whole Cabinet, individual portfolio holders or Local Ward Members.

**Notes:**

1. In all cases decisions shall be referred to Council if there are or likely to be financial implications which cannot be met from within the financial discretion allowed to the Leader of the Council. Council has delegated authority to the Leader of the Council to approve, after opportunities for virement have been exhausted, in-year supplementary revenue and capital estimates up to Level 3 (£50,000 per item), subject to this expenditure being within approved policy.
2. Specific executive functions not referred to in the table are delegated to Chief Officers as operational management. In exercising delegated powers, Chief Officers shall have regard to the provisions of the Delegation Rules set out at Part 4 of this Constitution.

**General Matters**

The following delegations would apply to all portfolios. Where matters are delegated to portfolio holders, the delegation would be to the portfolio holder for the relevant service area.

	<b>For decision by the whole Cabinet</b>	<b>For decision by Portfolio Holders</b>	<b>Matters reserved for the Leader</b>
<b>General</b>			
1	The exercise of functions, ordinarily within Portfolio Holders' delegated powers, in respect of matters which the Portfolio Holder has referred upwards in accordance with the Delegation Rules at Part 4 of this Constitution.	The exercise of functions, ordinarily within chief officers' delegated powers, in respect of matters which the chief officer has referred upwards in accordance with the Delegation Rules at Part 4 of this Constitution.	

	<b>For decision by the whole Cabinet</b>	<b>For decision by Portfolio Holders</b>	<b>Matters reserved for the Leader</b>
<b>Staffing Matters</b>			
2	To recommend to Council approval or rejection of pay awards or allowance adjustments beyond provision made in the budget and outside the financial discretion allowed in delegation (6) below.	To approve or reject pay awards or allowance adjustments within budget provision. The Chief Executive may approve the implementation of national allowance adjustments provided they are within budget.	

	For decision by the whole Cabinet	For decision by Portfolio Holders	Matters reserved for the Leader
3	To approve new policies relating to employment; health and safety; and recruitment and retention of staff which have significant financial implications or are not in accordance with national agreements.		
4	To determine proposals to carry out substantial changes to the organisational structure.		

	For decision by the whole Cabinet	For decision by Portfolio Holders	Matters reserved for the Leader
<b>Financial Matters</b>			
5	To approve capital and revenue estimates (for recommendation to Council).		
6	To approve, after opportunities for virement have been exhausted, in-year supplementary revenue and capital estimates up to Level 3 (£50,000 per item), subject to this expenditure being within approved policy, and to make recommendations to Council where the revenue or capital requirement exceeds this amount.		
7		Relevant portfolio holders to approve virement across 2 or more portfolios (with the Chief Finance Officer). <b>See Rule 5, Budget and Policy Framework.</b>	To approve virement where the affected portfolio holders have not agreed.



	For decision by the whole Cabinet	For decision by Portfolio Holders	Matters reserved for the Leader
8		To approve project appraisals (i.e., approval of a report on the proposals) for non-housing new general fund revenue schemes greater than £50,000 or capital schemes greater than £200,000 included in the budget or capital estimates.	
9	To approve policies for fees and charges, where resulting income is estimated to be over £50,000 per annum.	To approve policies for fees and charges where resulting income is estimated to be up to £50,000 per annum.  To approve changes to fees and charges within policy (except charges for one-off publications and events – delegated to officers).	
10		To accept tenders above 10% and up to 15% greater than the budget provision for the proposal in question, provided that the cost can be met from resources within the portfolio.  [All Chief Officers are authorised to accept tenders up to 10% above estimate (provided that the cost can be met from within the same budget.)]	
11	To receive integrated business monitoring reports combining financial and performance information.		
12		To approve carry forward of uncommitted balances on reserve account for grants.	
<b>Grants</b>			
13	To approve policies and criteria for the approval of grants.		

	For decision by the whole Cabinet	For decision by Portfolio Holders	Matters reserved for the Leader
14	To approve statutory or non-statutory grants, guarantees or loans above Level 4.	To approve non-statutory grants or guarantees or loans above Level 1 up to and including Level 4 (in consultation with Finance Portfolio Holder).	
15		To approve Disabled Facilities or Renovation Grant to cover unforeseen works above Level 2.	

**Notes:**

Chief Officers have delegated powers to approve non-statutory grants and further Disabled Facilities or Renovation Grant to cover unforeseen urgent works, above Level 1 up to and including Level 2, such awards to be consistent with policy and in consultation with local members, and to approve statutory grants up to and including Level 3. (See Rule 7 of Delegation Rules)

The limits above for the approval of further Disabled Facilities or Renovation Grant to cover unforeseen urgent works are to be observed regardless of the amount of the original grant approved and whether it is statutory or mandatory

For the purposes of construing levels or amounts of grant, all procedural rules relate to net grant expenditure being the ultimate grant sum expended or to be expended by the Council after all relevant associated credits (re)paid or (re)payable have been taken into account in respect of any particular matter

	For decision by the whole Cabinet	For decision by Portfolio Holders	Matters reserved for the Leader
<b><i>Policy and Performance</i></b>			
16	Review of the Council's corporate objectives, making recommendations to Council where appropriate.		
17	To consider (for recommendation to Council) policies, strategies or plans which would have the effect of amending or adding to the Council's finance and policy framework.		

	<b>For decision by the whole Cabinet</b>	<b>For decision by Portfolio Holders</b>	<b>Matters reserved for the Leader</b>
18	To approve policies, strategies or plans which would not impact upon the Council's finance and policy framework but would nevertheless have implications across portfolios or a substantial impact within a service, in terms of the service received by the public.	To approve operational guidelines which relate only to the service within the portfolio holders' responsibilities.	
19		To release a draft policy, strategy or plan for consultation or refer the matter to the Leader if likely to be sensitive or controversial or affect other portfolios.  (Note –this delegation does not apply to Development Plan Documents brought forward as part of the Council's Local Development Framework – see delegation 60 below)	To release a draft policy, strategy or plan for consultation, if referred to the Leader by a portfolio holder.
20		To approve annual Service Plans for services.	
21		To monitor the implementation of service plans and to decide whether to refer matters of concern to the Leader.	To consider concerns referred by a portfolio holder in relation to the achievement of service plans.
22	To consider (for recommendation to Council) responses to consultation papers from the Government or other statutory agencies, containing proposals which would conflict with or substantially add to or amend the Council's policy and budget framework.	To approve responses to consultation papers from the Government or other statutory agencies, other than those containing proposals which would conflict with or substantially add to or amend the Council's policy and budget framework.	
<b>Service Levels / Efficiency</b>			

	<b>For decision by the whole Cabinet</b>	<b>For decision by Portfolio Holders</b>	<b>Matters reserved for the Leader</b>
23	To approve, reject or amend substantial changes (planned or unplanned) to services (or new services) received by the public.		
24	To consider the external auditors' annual Management Letter	To receive external audit reports and decide whether to refer to the Leader any matters of concern.	To receive external audit reports referred by Portfolio Holders.
<b>Personal Applications</b>			
25		Payment of ex-gratia payments or compensation above Level 2, in relation to matters which are executive matters.	

**Notes:**

Council on 18 October 2007 delegated authority to Chief Officers to approve any requests for financial assistance, grants or services from the Council falling outside the normal rules or policies. Examples would include (but not exclusively):

- Rate relief
- Rents or charges
- Ex-gratia payments or compensation up to and including Level 2.

	For decision by the whole Cabinet	For decision by Portfolio Holders	Matters reserved for the Leader
<b>Contracts</b>			
26	In the case of new contracts for the provision of services, works or goods, to approve the principle of contracting out and the key elements of the service specification. (To Council if there are or are likely to be implications for the policy / budget framework – in particular if the contract binds the Council to future additional financial commitments).		
27		To terminate a contract before expiry of the term (relevant Portfolio Holder in consultation with Finance and Staffing Portfolio Holder).	

**Notes:**

Council on 18 October 2007 delegated authority to Chief Officers for all other matters relating to contracts, after consulting the Finance and Staffing Portfolio Holder and any other relevant Portfolio Holder(s) . This will include consortium framework contract considerations, tender listing, acceptance, adjustments of any kind, extensions and emergency or urgent provision.

	For decision by the whole Cabinet	For decision by Portfolio Holders	Matters reserved for the Leader
<b>Conferences / Appointments</b>			
28		Portfolio holders may attend such courses or conferences as they see fit where these are funded from their own portfolio budget. The Leader may attend such conferences or courses as required, subject to budget availability. (See also Staffing below.)	
29			To appoint member representatives on outside bodies where delegated to the Executive.

	For decision by the whole Cabinet	For decision by Portfolio Holders	Matters reserved for the Leader
30			To approve submission of motions to the LGA or other conferences on behalf of the Council.

	For decision by the whole Cabinet	For decision by Portfolio Holders	Matters reserved for the Leader
<b>Partnerships</b>			
31	To approve policies, objectives, targets, or substantial commitments entered into with partner organisations (to Council if the policy framework would be affected or if the commitment would bind the Council in future years).	To approve commitments entered into with partner organisations, which are within existing budgets and policies and would not involve other portfolios.	
<b>Land and Property</b>			
32	Disposal of Council interest in land or property where the value exceeds Level 4 or where other conditions in Para 3.6.2 of the Delegation Rules are not met.  Does not apply to disposals under right to buy legislation or the Council's equity share scheme which are delegated to officers.  An additional delegation relating to the disposal of housing land is given under Housing delegations.	Disposal of Council interest in land or property where the value exceeds Level 2 up to and including Level 4 or where other conditions in Para.3.6.2 of the Delegation Rules are not met.	
33		Acquisition of leases or other ongoing commitment where the value exceeds Level 2 (to Council if budget provision not available).	
<b>Appointment of Proper Officers</b>			
34		Appointment of Proper Officers not employed by the Council.	

### Executive Matters delegated to the Executive and Portfolio Holders – by Portfolio

Given below are proposals for matters within individual portfolios to be delegated to the Executive and portfolio holders.

	For decision by the whole Cabinet	For decision by Portfolio Holders	Matters reserved for the Leader
<b>Environmental Services</b>			
35			To approve the Council's contribution and commitments under the Joint Municipal Waste Strategy (making recommendations to Council where the budget and policy framework would be affected).
36		To approve Air Quality Strategy and declaration of Air Quality Management Areas.	
37		To approve the Council's contribution to the Health Improvement Plan (HImP) and any commitments undertaken on behalf of the Council.	
38			To approve the Council's Contaminated Land Strategy.
39		To approve the Land Drainage Maintenance Plan.	
40		To approve operating practices and representation on the Swavesey Byways Advisory Committee.	
41			To approve Licensing Committee policies and procedures, subject to consultation with the Licensing Committee.
42			To approve the Council's emergency planning arrangements, subject to the Council's policy and budget framework.
43		To approve the Council's flood defence statement.	

	For decision by the whole Cabinet	For decision by Portfolio Holders	Matters reserved for the Leader
<b>Finance</b>			
44	To approve relevant strategies, plans and policies, including: Financial Strategy, budget, Council Tax levels, Investment Strategy, and Corporate Plan for recommendation to Council where in the budget / policy framework.	To approve the Capital Strategy and Asset Management Plan.	
45		To approve policies and criteria for rate relief.	
46		To determine applications for discretionary rate relief outside the approved policy and criteria.	
47		To approve discretionary rate relief appeals.	
48		To approve the list of rural settlements / rural settlement boundaries.	
49		To write off debts above Level 2.	
50	To give approvals to matters which do not comply with Financial and Contract Regulations.		

**Notes:**

The Chief Finance Officer shall be authorised to write off any individual debt up to and including Level 2, provided that he is satisfied that all action for recovery of the debt appropriate to the amount has been taken (see Financial Regulations 13.8).

Council on 18 October 2007 delegated authority to the Chief Finance Officer to determine applications for discretionary rate relief within the approved policy and criteria, and to determine discretionary housing payments.



	For decision by the whole Cabinet	For decision by Portfolio Holders	Matters reserved for the Leader
<b>Housing</b>			
51	To make recommendations to Council on the HRA, rents and charges.		
52	To approve changes to Housing Allocations policy.		
53		To approve changes to and variations of Conditions of Tenancy.	
54		To approve programmes of parking, lighting and estate roads improvement schemes, subject to consultation with local members.	
55	To approve land / property being made available at nil cost for affordable housing schemes where the annual limit of £1 million will be exceeded.  See also Delegation Rule 3.6.2.	To approve (Housing and Planning Portfolio Holders) decisions by Chief Officers to make land / property available at nil cost for affordable housing schemes, subject to an annual limit of £1 million and compliance with current planning policies and General Consent under the Local Government Act 1988.	
56	To approve any proposals which would have the effect of adding to or reducing the housing stock (other than through Right to Buy legislation or the Council's equity share scheme and subject to the Council's policy and budget framework).		
57		To allocate the s106 money received by SCDC in lieu of an affordable housing contribution on site.	

	<b>For decision by the whole Cabinet</b>	<b>For decision by Portfolio Holders</b>	<b>Matters reserved for the Leader</b>
58	To determine proposals for substantial changes in the Council's service provision relating to Traveller sites managed on behalf of the County Council (subject to any necessary planning consents from the Planning Committee)		

**Notes:**

Council on 18 October 2007 delegated authority to Chief Officers to approve allowances or expenses to Council Tenants.

	<b>For decision by the whole Cabinet</b>	<b>For decision by Portfolio Holders</b>	<b>Matters reserved for the Leader</b>
<b><i>Member Training and Development</i></b>			
59		To approve arrangements for member training and support (including IT support), together with approval of attendance of members at conferences or external training events beyond those allowed for portfolio holders and the Leader, where funded from the Democratic Representation budget	

	<b>For decision by the whole Cabinet</b>	<b>For decision by Portfolio Holders</b>	<b>Matters reserved for the Leader</b>
<b><i>New Communities</i></b>			
60	To approve draft Development Plan Documents for statutory consultation and recommend to Council approval of Development Plan Documents for submission to the Secretary of State.	To determine all relevant stages of the plan-making process up to the approval of draft Development Plan documents for statutory consultation.	
61		To approve draft and final Supplementary Planning Guidance	
62		To approve dual use agreements.	

	<b>For decision by the whole Cabinet</b>	<b>For decision by Portfolio Holders</b>	<b>Matters reserved for the Leader</b>
<b><i>Planning</i></b>			
63		To approve street names, where there is an objection from the local member(s) or any statutory consultees.	
64		To review areas of special control of advertisements	
65		To respond as consultee to traffic-related issues from Cambridgeshire County Council	
66		To approve the programme of Conservation Area Appraisals.	
67		To designate Conservation Areas, agree amendments to their boundaries and agree supplementary planning guidance (e.g., Village Appraisal) where 1 parish only affected.	

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**SOUTH CAMBRIDGESHIRE DISTRICT COUNCIL**

Minutes of an Extraordinary Meeting of the Council held on  
Thursday, 18 June 2009 at 2.00 p.m.

PRESENT: Councillor CR Nightingale – Chairman  
Councillor AG Orgee – Vice-Chairman

Councillors: Mrs FAR Amrani, Dr DR Bard, RE Barrett, Mrs VM Barrett, JD Batchelor, Mrs PM Bear, AN Berent, D Bird, NCF Bolitho, FWM Burkitt, TD Bygott, NN Cathcart, JP Chatfield, Mrs PS Corney, NS Davies, Dr DR de Lacey, Mrs SJO Doggett, SM Edwards, Mrs SM Ellington, Mrs JM Guest, R Hall, Dr SA Harangozo, Mrs SA Hatton, Mrs EM Heazell, MP Howell, PT Johnson, SGM Kindersley, Mrs JE Lockwood, MB Loynes, RMA Manning, RB Martlew, MJ Mason, DC McCraith, DH Morgan, Mrs LA Morgan, Mrs CAED Murfitt, Mrs DP Roberts, NJ Scarr, Mrs BZD Smith, Mrs HM Smith, PW Topping, RJ Turner, 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 BR Burling, RM Matthews, A Riley, Cllr Ms JE Squier, JH Stewart and RT Summerfield.

**21. DECLARATIONS OF INTEREST**

There were no declarations of interest.

**22. MOTION OF NO CONFIDENCE IN THE LEADER AND DEPUTY LEADER**

Councillor SGM Kindersley moved and Councillor MJ Mason a Motion in the following terms, signed by 15 Councillors in accordance with Council Standing Order 12.1:

'We, the undersigned, being Members elected to South Cambridgeshire District Council, hereby submit a Motion of No Confidence in Councillor Manning, Leader of the Council, and call for his removal from office as Leader, and the removal of Councillor Edwards from the Executive of the Council, as allowed by Section 12.1 of the Council's Constitution.'

The Motion stood in the names of Councillors D de Lacey, A Riley, Mrs EM Heazell, Mrs DP Roberts, Mrs HM Smith, NN Cathcart, JF Williams, RB Martlew, Mrs FAR Amrani, Mrs SA Hatton, SGM Kindersley, Mrs SJO Doggett, NJ Scarr, JD Batchelor and Mrs PM Bear.

During debate of this item Council resolved unanimously, in accordance with Standing Order 22.1, to suspend Standing Order 12.5 for the duration of the item to allow debate to exceed thirty minutes.

In proposing the Motion, Councillor SGM Kindersley stressed that, in bringing it forward, no criticism was intended of the Council's officers who had carried out the tasks required of them throughout the Housing Futures project in a professional manner. During debate of the Motion, those speaking in favour considered that the Housing Futures exercise

had been a futile waste of £800,000 of public money when it was clear that there remained a large section of the Council's tenants who were in favour of retention; the percentage of tenants voting against transfer during the previous exercise had been 82%; the current exercise had reduced this majority only to 72%. The campaign by the Council had inundated tenants with one-sided information in favour of transfer without any balance, to the point of intimidation of vulnerable residents. At the same time, details of the business case had never been released, and the business plan for the housing association not made available to enable tenants to make informed judgements regarding the viability of the process. The leadership had demonstrated misjudgement in choosing to proceed to a ballot during a period of great economic uncertainty and with questions about the short and long-term financing of transferring the housing stock. The overwhelming nature of the 'no' vote was tantamount to a vote of no confidence by tenants in the Council's political leadership, which had become discredited as a result; as such, and to ensure proper accountability for their actions, it was regrettably necessary for the Leader and Deputy Leader to be removed from office.

Members arguing against the Motion considered that the ballot result constituted an overwhelming endorsement of the excellent housing service provided by the Council's staff. The Housing Futures project had been based on sound principles, which sought to remedy a situation in which the Council paid £12 million per year to government in negative subsidy. That revenue, in the event of transfer, would have been directed to the provision of further improvements to the service received by tenants. Far from having lost credibility, Councillors Manning and Edwards had demonstrated leadership and commitment to achieving a solution, whilst other Members had raised technical and procedural issues as a pretext for their failure to come out openly in support, or against, transfer. The choice offered to the Council's tenants, through the distribution of full information, had clearly presented a choice between investment by a housing association in the event of transfer and service cuts in the event of retention. Sixty per cent of tenants sampled as part of the Stage Two consultation had indicated they were in favour of transfer, therefore at no stage had any groundswell of opposition been apparent; it was likely, however, that subsequent misinformation by lobby groups opposing transfer may have influenced those who were undecided. It was unfortunate that the Motion required Council to look back in an attempt to apportion blame, when it should be focussing on the key future decisions facing the housing service and its staff, following the outcome of the ballot. The tenants' interests had been placed at the centre of the process from the beginning, culminating in their decision to stay with the Council. It was now doubly imperative to continue to work with them in shaping the future of the housing service.

The Motion, on being voted upon in a secret paper ballot, was declared **LOST** with twenty-two Members voting in favour and twenty-seven against the Motion.

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**The Meeting ended at 3.36 p.m.**

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WARDEN SERVICE  
 AVENELLS WAY - GRAYS RD.  
 22-6-09.

17 AVENELLS WAY  
 GAMLINGAY  
 SG19 3EQ.

DEAR MR KINDERSLEY M.P.

IM WRITING TO YOU FOR & ON BEHALFE OF THE RESIDENTS OF  
 AVENELLS WAY - GRAYS RD. SCHEME (42 BUNGALOWS)

WE ALL MOVED HERE BECAUSE IT WAS A WARDEN CONTROL SCHEME  
 I.E. (A WARDEN WAS HERE FROM 9AM TO 5PM) TO VISIT MOST OF THE  
 OAP'S EACH DAY TO HELP SORT OUT SOME OF THEIR PROBLEMS & WORRIES  
 AND GIVE A BIT OF COMFORT KNOWING THAT AT LEAST SOME-ONE WOULD  
 CALL EACH DAY. BUT OVER THE LAST 18 MONTHS THE WARDEN SERVICE  
 HAS DETERIORATED TO A PART-TIME SERVICE (3-4 PM PER DAY).

I SENT A LETTER COMPLAINING ON 30-3-09 OF THE INADQUATE  
 SERVICE TO CHIEF EX. MR. GREG HARLOCK, BUT A STEV HAMPSON REPLIED  
 (COPY ENCLOSED) WHICH I RECIEVED ON 12-5-09 WHICH DOES NOT  
 STATE THE TRUE FACTS. WE ATTENDED A HOUSING FUTURES MEETING AT  
 COMBERTON ON 30-4-09. AT THIS MEETING A SCDC MANAGER OF  
 WARDEN SERVICE TRACY CASSIDY SAID THAT THE REASON WHY THE  
 SERVICE HAD DETERIORATED WAS BECAUSE 4 WARDENS HAD LEFT (FOR  
 ONE REASON OR ANOTHER) OVER THE LAST 18 MONTHS AND THEY WERE NOT  
 BEING REPLACED AND IF THE CHANGE OVER TO H-A. WAS VOTED NO  
 THEN THE SERVICE WOULD BE CUT EVEN MORE.

WE PAY AS STATEMENT (ENCLOSED) SHOWS FOR THIS SERVICE.

PLUS WE PAY ON TOP OUR RATES:

I.E. WARDEN & ASSOCIATED COSTS	37080
MANAGEMENT & ADMINISTRATION FEE	5970
TOTAL	<u>£ 43,050</u>

PLEASE FIND ENCLOSED COPIES OF :-

COST STATEMENT AVENELLS WAY - GRAYS RD.

LETTER FROM STEV HAMPSON

PETITION SIGNED BY RESIDENTS.

Yours Sincerely  
 P. Gilbert

P.S.

COULD YOU PLEASE HELP US SORT THIS PROBLEM OUT!

AVENELLS WAY / GREYS RD.

21-6-09

AS THIS IS A WARDEN CONTROL SCHEME WE EXPECT A WARDEN HERE AT LEAST 9AM TO 5PM WHICH WE WERE PROMIST & ARE PAYING FOR.

- |    |              |                 |            |
|----|--------------|-----------------|------------|
| 1  | Greys Rd.    | A Grant         | R.G. Grant |
| 2  | "            | S. HIRLEY MOORE | L. Moore   |
| 5  | "            | W. M. Dew.      |            |
| 6  | GRAYS RD     | J. BADHAM       | J. Becke   |
| 9  | GRAYS RD     | B. GORE         | B. Gore    |
| 9  |              | B. Gore         | B. Gore    |
| 7  | GRAYS ROAD   | J. CROFT        | J. Croft   |
| 10 | DAPH GIFFORD | D. J. Gifford   |            |
| 12 | GRAYS RD     | W. BUTTERICK    |            |
| 13 | GRAYS RD     | E. Hall         |            |
| 14 | Grays Rd     | J. Whites       |            |
- 
- |    |                   |              |  |
|----|-------------------|--------------|--|
| 2  | Avenells Way.     | V. Humphries |  |
| 2  | "                 | E. Meeks     |  |
| 4  | Maced. V. Rogers. |              |  |
| 5  | G. Atandell       |              |  |
| 12 | A. D. Gilbert     |              |  |
| 8  | P. Jenkins        |              |  |
| 8  | J. Jones          |              |  |
| 8  | J. Jones          |              |  |
| 10 | M. Paine          |              |  |
| 11 | F. M. Hubbit      |              |  |
| 22 | J. E. Morris      |              |  |
| 18 | D. A. Brown       |              |  |
| 1  | A. Brown          |              |  |
| 1  | A. Brown          |              |  |
| 16 | A. Baring         |              |  |
- |    |                 |  |
|----|-----------------|--|
| 9  | G. Marshall     |  |
| 15 | AW J. Brookes   |  |
| 15 | AW Gary Brookes |  |
| 18 | B. Hone         |  |
| 23 | E. V. Miles     |  |
| 24 | J. R. Gurney    |  |
| 26 | C. King         |  |
| 27 | D. Hunter       |  |
| 28 | d. Holden       |  |