



SOUTH CAMBRIDGESHIRE DISTRICT COUNCIL

COUNCIL MEETING
THURSDAY, 25 FEBRUARY 2010

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, 25 FEBRUARY 2010

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

DATED this 17 February 2010

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

- 1. APOLOGIES**
- 2. DECLARATIONS OF INTEREST**
- 3. MINUTES**
To authorise the Chairman to sign the Minutes of the meeting held on the 28 January 2010 as a correct record.

(Pages 1 - 10)
- 4. ANNOUNCEMENTS**
To receive any announcements from the Chairman, Leader, the executive or the head of paid service.
- 5. QUESTIONS FROM COUNCILLORS AND THE PUBLIC**
- 5 (a) From Cllr Jonathan Chatfield to Cllr Sue Ellington, Environmental Services Portfolio Holder**
Could the Portfolio Holder outline what is being done to encourage local businesses in South Cambridgeshire to sort and recycle as much of their waste as possible?
- 5 (b) From Cllr Liz Heazell to Cllr Mark Howell, Housing Portfolio Holder (Key)**
While realising that the CLG housing windfall will be greeted with relief by some sheltered residents fearing the loss of a familiar warden, others will realise that this money was a one-off and will not solve the underlying problems. In the interest of

clarity regarding the internal subsidy, will the housing Portfolio holder answer the following question:

By how much will, on average, a general needs tenant subsidise sheltered housing equity share residents and tenants each week, and by how much will new general needs tenants pay via a target rent in terms of subsidy as above?

5 (c) From Cllr Sebastian Kindersley to Cllr Ray Manning, Leader of Council (Key)

Can we have an update on how Cabinet intends to make up some, any or all of the proposed c£600k savings per annum that were to accrue between both Authorities from the joint shared service project in partnership with Uttlesford DC and in particular (given recent Council announcements) may we know what services are to be cut if these savings do not materialise for whatever reason?

5 (d) From Cllr Trisha Bear to Councillor Nick Wright, Planning Portfolio Holder

May we have an update on the Council's move towards Fair Trade status as agreed at Council some years ago now?

5 (e) From Cllr Hazel Smith to Cllr David Bard, New Communities Portfolio Holder (Key)

I was interested to read recently in the Cambridge News Cllr Bard's views on bridge-building and partnership working with our travelling communities. Could he please tell us exactly what he has done to achieve this and what steps he plans to implement further positive relations between the Cabinet and the travelling communities of South Cambridgeshire?

5 (f) From Mr Peter Abrahams to Cllr Simon Edwards, Finance and Staffing Portfolio Holder

Is the stopping of the essential car users allowance for the Sheltered Housing Officers a deliberate attempt to completely undermine the sheltered housing service in south cambs? If the housing officer only had one site to look after then this would not be a problem but that is not the case as the cabinet well know. If this is actioned it will again put peoples lives at risk and may end in a fatality this is just not acceptable.

6. PETITIONS

To note all petitions received since the last Council meeting.

7. TO CONSIDER THE FOLLOWING RECOMMENDATIONS:

7 (a) Capital & Revenue Estimates, Council Tax, Prudential Indicators & Review of Medium Term Financial Strategy 2010/11 (Cabinet, 11 February 2010) (Key)

Cabinet **RECOMMENDED TO COUNCIL:**

- (a) that the capital programme and the associated funding up to the year ending 31 March 2015 be approved as submitted;
- (b) that the revised revenue estimates for the year 2009/10 and the revenue estimates for 2010/11 be approved as submitted in the General Fund summary;
- (c) that the Medium Term Financial Strategy be approved based on the assumptions set out in the report to Cabinet;

- (d) that the District Council demand for general expenses for 2010/11 be £6,827,780;
- (e) that the Council sets the amount of Council Tax for each of the relevant categories of dwelling in accordance with Section 30(2) of the Local Government Finance Act 1992 on the basis of a District Council Tax for general expenses on a Band D property of £115.46 plus the relevant amounts required by the precepts of Parish Councils, Cambridgeshire County Council and the Cambridgeshire Police and Fire Authorities, details of those precepts and their effect to be circulated with the formal resolution required at the Council meeting; and
- (f) that the prudential indicators be approved.

FURTHER TO RECOMMENDATION (e) ABOVE, COUNCIL IS RECOMMENDED TO AGREE THE FOLLOWING STATUTORY RESOLUTION IN RESPECT OF THE COUNCIL TAX FOR 2010-11:

That the following amounts be now calculated by the Council for the year 2010-11 in accordance with Sections 32 to 36 of the Local Government Finance Act 1992:

- (a) **£77,673,630** being the aggregate of the amounts which the Council estimates for the items set out in Section 32(2)(a) to (e) of the Act (gross expenditure including parish precepts, the Housing Revenue Account and additions to reserves)
- (b) **£59,357,450** being the aggregate of the amounts which the Council estimates for the items set out in Section 32(3)(a) to (c) of the Act (gross income including the Housing Revenue Account and use of reserves)
- (c) **£18,316,180** being the amount by which the aggregate at (a) above exceeds the aggregate at (b) above, calculated by the Council, in accordance with Section 32(4) of the Act, as its budget requirement for the year (net expenditure) being the district amount of £14,660,800 and the parish precepts of £3,655,380
- (d) **£7,833,020** being the aggregate of the sums which the Council estimates will be payable for the year into its general fund in respect of formula grant increased/decreased by the amount of the sums which the Council estimates will be transferred in the year from/to its collection fund to/from its general fund in accordance with Section 97(3)(Council Tax transactions) of the Local Government Finance Act 1988
- (e) **£177.27** being the amount calculated by the Council, in accordance with Section 33(1) of the Act, as the basic amount of its council tax for the year (average Council Tax for a band D property for the District including parishes)
- (f) **£3,655,380** being the aggregate amount of all special items referred to in Section 34(1) of the Act (parish precepts)
- (g) **£115.46** being the amount calculated by the Council, in accordance with Section 34(2) of the Act, as the basic amount of its council tax for the year for dwellings in those parts of its area to which no special item relates (average Council Tax for a Band D property for the District excluding parishes), the amounts being for each of the categories of dwellings shown below in **Table 1**
- (h) In accordance with Section 34(3) of the Act, the basic amounts of council tax for the year for dwellings in those parts of its area to which a special item relates are shown by adding the amounts for band D for the District Council in **Table 1** and **Appendix A**

- (i) In accordance with Section 36(1) of the Act, the amounts to be taken into account for the year in respect of categories of dwellings listed in different valuation bands are shown by adding the amounts for each band in **Table 1** and **Appendix A**.

That it be noted that for the year 2010-11 the Cambridgeshire County Council and the Cambridgeshire Police Authority and Cambridgeshire and Peterborough Fire Authorities have stated the following amounts in precepts issued to the Council, in accordance with Section 40 of the Local Government Finance Act 1992, for each of the categories of dwellings as shown in **Table 1**:

Table 1	Band A £	Band B £	Band C £	Band D £	Band E £	Band F £	Band G £	Band H £
County Council	698.52	814.94	931.36	1,047.78	1,280.62	1,513.46	1,746.30	2,095.56
Police Authority	113.04	131.88	150.72	169.56	207.24	244.92	282.60	339.12
District Council	76.97	89.80	102.63	115.46	141.12	166.78	192.43	230.92
Fire Authority	38.58	45.01	51.44	57.87	70.73	83.59	96.45	115.74

and

- (j) That the Council, in accordance with Section 30(2) of the Local Government Finance Act 1992, hereby sets the amounts set out in **Appendix B** as the amounts of council tax for the year 2010-11 for each of the categories of dwellings shown in **Appendix B**.

NOTES AND SUPPORTING INFORMATION IN RESPECT OF SETTING THE COUNCIL TAX

- (1) *The advice of the Chief Financial Officer is that there is a risk of the Council being capped with its proposed council tax increase of just under 3% as the average Band D council tax increase for 2009/10 was 3% and the Government anticipates this amount to fall further in 2010/11.*
- (2) *Members should be aware of the provisions of the Local Government Finance Act 1992 which state that any Member who, at the time of a Council meeting considering matters relating to the Council's finances, is two months or more in arrears with their Council Tax or any payment instalment of it, must disclose that fact at the meeting and not vote on the subject. Failure to do so is a criminal offence. If you think this might apply to you, please contact the Chief Executive urgently.*
- (3) *The report and appendices considered by Cabinet on 11 February 2010 are available to view using the following [link to the Council's website \(www.scambs.gov.uk\)](http://www.scambs.gov.uk). Alternatively, hard copies of these documents are available in the Members' Lounge and from Democratic Services, telephone 01954 713030, e-mail democratic.services@scambs.gov.uk.*
- (4) *Hard copies of the book of Revenue Estimates for the year ending 31 March 2011 and Capital Estimates to the year ending 31 March 2015 have been distributed to all Members either with this Agenda or under separate cover. A copy has also been placed in the Members' Lounge or is available from Democratic Services using the contacts shown in note (3) above. Please note that the estimate book with "Council 25th February 2010" on the front cover is the latest version which includes the amendments made by the supplementary report to Cabinet on 11th February 2010.*
- (5) *Including the precepts from the County Council, the Police and Fire Authorities and all*

of the parishes, the formal Council Resolution would produce a Council Tax for a band D property of:

		£ p
District Council	General Expenses	115.46
	Special Expenses for Parish Precepts (average)	61.81
County Council		1,047.78
Police Authority		169.56
Fire Authority		57.87
Total		1,452.48

On these figures the Council Tax would range from £927.11 for Band A to £3,009.70 for Band H before any discounts or benefits.

Appendix C shows the General Fund summary including Parish precepts and the final Formula Grant figure.

(Pages 11 - 16)

7 (b) Housing Rents and Service Charges 2010/11 (Cabinet, 11 February 2010) (Key)
Cabinet **RECOMMENDED TO COUNCIL** that:

- (a) from the first rent week in April 2010, rents for existing tenants be increased by an average of 2.7% based on a deflationary adjustment of -0.9%, with a maximum variation of £2.75 towards the phasing in of rent restructuring;
- (b) subject to written confirmation from the Department of Communities and Local Government that there will be no adverse impact on the negative housing subsidy, from the first rent week in April 2010, properties be let to new tenants at the target rent level;
- (c) new lifeline alarm users be charged £18 from 1 April 2010 for the installation of lifeline alarms;
- (d) tenants living in flats with communal areas and with door entry systems be charged £2 a week from 1 April 2010 towards the cost of these communal areas;
- (e) tenants living in flats with communal areas where there is no door entry system be charged £1 a week from 1 April 2010 towards the cost of the communal areas;
- (f) charges for other services and facilities be increased as follows from 1 April 2010:

Service or Facility	Current Charge per week	Proposed Charge per week	Increase / Decrease	
	£	£	%	£
Charges for Flats with Communal Areas				
Blocks with a Door Entry System	-	2.00	N/A	N/A
Other Blocks	-	1.00	N/A	N/A
Sheltered Housing Charges				
Tenants				
- support element	14.99	15.14	1.0	0.15
- communal facilities	6.93	7.14	3.1	0.21
Equity Shareholders				
Maximum Charge (exclusive of capital				

works)				
- schemes with communal facilities	27.77	30.32	9.1	2.55
- schemes without communal facilities	19.54	20.53	5.1	0.99
Alarm System Service Charges**				
Individual Alarms				
- Those not in receipt of benefit				
- where the Council supplies the alarm	3.83	3.98	2.6	0.10
- where the user supplies the alarm	3.09	3.22	2.5	0.08
- Those in receipt of benefit				
- where the Council supplies the alarm	3.49	3.98	12.4	0.44
- where the user supplies the alarm	2.75	3.22	15.0	0.42
Group Alarms	3.48	3.51	0.9	0.03
** plus VAT where appropriate				
Garage Rents				
Garages rented to a Council tenant or leaseholder	7.00	7.22	3.1	0.22
N.B. In excess of two garages will be subject to VAT				
Other Garages (subject to VAT)	9.67	9.97	3.1	0.30

- (g) the grounds maintenance budget be funded by an additional £20,000, with an equivalent amount to be met from the General Fund;
- (h) a £300,000 revenue contribution be funded to capital outlay to provide increased support to the disabled adaptation budget; and
- (i) the HRA budget as summarised in the revised Appendix A be approved.

7 (c) Community Safety 3-year Rolling Plan 2008-2011: Refresh (Cabinet, 11 February 2010) (Key)

Cabinet **RECOMMENDED TO COUNCIL** adoption of the refreshed Crime & Disorder Reduction Partnership Rolling Plan 2008-11. The full Plan is available electronically on the Council's website, www.scambs.gov.uk/meetings, as part of the the agenda papers for Cabinet on 11 February 2010, and a hard copy is available in the Members' Lounge.

7 (d) Investment Strategy (Treasury Management) 2010/11 (Finance and Staffing Portfolio Holder, 17 February 2010) (Key)

The Finance and Staffing Portfolio Holder has been requested to **RECOMMEND TO COUNCIL** the Investment Strategy for 2010/11 in the Appendix and to request that

authority be delegated to the Finance and Staffing Portfolio Holder to make minor amendments to the Strategy in the event that the final guidance from the Department for Communities and Local Government differs from the draft guidance.

Any change to the above recommendation will be reported at the Council meeting.

(Pages 17 - 32)

8. SWAVESEY BYEWAYS RATE 2010/11

(Pages 33 - 42)

9. CHANGE TO THE CONSERVATIVE GROUP'S REPRESENTATION ON THE CORPORATE GOVERNANCE COMMITTEE

Council is **RECOMMENDED** to approve the appointment of Councillor David McCraith to the Corporate Governance Committee in place of Councillor Janice Guest.

10. UPDATES FROM MEMBERS APPOINTED TO OUTSIDE BODIES

11. NOTICES OF MOTION

11 (a) Standing in the name of Councillor Sebastian Kindersley

In the light of the serious, rapid and dangerous deterioration in the state of South Cambridgeshire's highways this Council requests that Cambridgeshire County Council take immediate and effective steps to restore the District's highways to at least a reasonable and safe state for use by all South Cambridgeshire citizens.

12. CHAIRMAN'S ENGAGEMENTS

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

Date	Venue / Event
January 30 2010	Mayor of Huntingdon's "Last Night of the Proms" Concert, Commemoration Hall, Huntingdon
February 4 2010	Coffee Morning at St Audreys Close, Histon
February 6 2010	Second Connections Bus Launch at Histon Football Ground
February 10 2010	Coffee Morning at Nursery Way, Comberton
February 10 2010	Sawston Youth Drama Production of Oklahoma
February 11 2010	Arts & Business Awards 2010, Marshall Business Aviation Centre
February 12 2010	Celebration Opening of Silverdale Avenue, Coton
February 16 2010	Coffee Morning at Denson Close, Wisbech
February 17 2010	Coffee Morning at Wilford Furlong, Willingham
February 24 2010	Coffee Morning at Cox's Close, Stapleford

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.

Increased hygiene at South Cambridgeshire Hall

In light of the swine flu pandemic, we have intensified our usual cleaning routines in council buildings. We have also introduced hand gel dispensers throughout the offices, including public areas. When visiting South Cambridgeshire Hall you are encouraged to use these facilities if and when required to help limit the spread of flu.

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.