



SOUTH CAMBRIDGESHIRE DISTRICT COUNCIL

COUNCIL MEETING
THURSDAY, 26 MAY 2011

AGENDA AND REPORTS

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

OUR VISION

- We will make South Cambridgeshire a safe and healthy place where residents are proud to live and where there will be opportunities for employment, enterprise and world-leading innovation.
- We will be a listening Council, providing a voice for rural life and first-class services accessible to all.

OUR VALUES

We will demonstrate our corporate values in all our actions. These are:

- Trust
- Mutual respect
- A commitment to improving services
- Customer service

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 (as amended)."

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, 26 MAY 2011

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

DATED this Wednesday 18 May 2011

JEAN HUNTER
Chief Executive

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

AGENDA

PRESENTATION

The Chairman of Council will present cheques to Alison Horsley, East Anglian Air Ambulance and Robert Altham, Volunteer County Co-ordinator for Cambridgeshire, Help for Heroes, the Chairman's nominated charities for the 2009/10 and 2010/11 civic years.

1. ELECTION OF CHAIRMAN OF THE COUNCIL FOR THE 2011/12 CIVIC YEAR

To elect the Chairman of the Council for the 2011-2012 Civic Year.

In accordance with Council Standing Orders 7.3-7.4, where the Chairman of Council is retiring, he shall preside over the election of his successor. All nominees for the Chairmanship shall leave the room prior to voting upon the Chairmanship.

2. APPOINTMENT OF VICE-CHAIRMAN OF THE COUNCIL FOR THE 2011/12 CIVIC YEAR

To appoint the Vice-Chairman of the Council for the 2011/12 Civic Year.

3. APOLOGIES

4. DECLARATIONS OF INTEREST

5. MINUTES

To authorise the Chairman to sign the Minutes of the meeting held on 14 April 2011 as a correct record.

(Pages 1 - 10)

6. REPORT OF THE RETURNING OFFICER

To receive the attached report on the results of the elections held on 5 May 2011.

(Pages 11 - 14)

7. ANNOUNCEMENTS

To receive any announcements from the Chairman, Leader, the executive or the head of paid service.

8. QUESTIONS FROM THE PUBLIC

8 (a) From Mike Brettle, Sustainable Parish Energy Partnership representative from Gamlingay

“Regarding the Council Meeting on 24th February 2011, para. 11(b): In what way exactly would a wind turbine be judged differently to another structure of a similar size such as a manufacturing plant, water tower, crane or communications mast etc. as regards visual impact or noise? Does the motion mean that a planning application for a wind turbine might be rejected whereas an application for some other development of equivalent size, noise etc. would be considered for approval?”

Mr Brettle is not able to be present at the meeting and the Chairman will ask the question on his behalf.

9. PETITIONS

To note all petitions received since the last Council meeting.

10. FULBOURN: COMPULSORY PURCHASE ORDER, WINDMILL ESTATE REDEVELOPMENT (Key)

For decision.

(Pages 15 - 46)

11. ESTABLISHMENT, SIZE OF, AND TERMS OF REFERENCE FOR, COMMITTEES FOR THE 2011/2 CIVIC YEAR

Officers have considered that, when the principles of proportionality are applied to the political composition of the authority, certain committee sizes do not adequately reflect the political make-up of the authority, and **RECOMMEND TO COUNCIL** that, where Council has the authority to set the size of a committee, committee sizes of 17, 19 and 20 be avoided.

With the above in mind, the Administration has **RECOMMENDED TO COUNCIL**:

(1) To establish the following committees for the 2011/12 municipal year:

- 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 remain as set out in Article 6 and Part 3, Table One of the Council’s Constitution.

12. APPOINTMENTS OF MEMBERS AND SUBSTITUTE MEMBERS TO COMMITTEES OF THE COUNCIL, 2011/12

(1) Council is required to appoint Members to its Committees. In accordance with the provisions of the Local Government and Housing Act 1989 and the

Council Resolution in May 2006 to introduce proportionality, Council is required to allocate seats to political groups on committees and joint committees in accordance with the rules of political balance. In making such appointments, Council is required to adhere to the following principles set out in Section 15(5) of the Act:

- (i) Not all seats are allocated to the same political group;
- (ii) The majority group should be allocated the majority of seats on each committee;
- (iii) Subject to (i)-(ii) above, that the number of seats on committees allocated to each political group bears the same proportion to the total of all the seats on the ordinary committees (62 seats) as the number of members of each group to the membership of the authority (57 Members); and
- (iv) Subject to (i)-(iii) above, that the number of the seats on each body allocated to each political group is in the same proportion to the total number of seats on that body as the number of members of that group to the membership of the authority.

(2) The Council's current political balance is as follows:

Name of Group	Number of Members
Conservative	31
Liberal Democrat	18
Independent	6
(Non-group Councillors)	(2)

(3) Non-group Councillors have no entitlement to seats on committees and do not have to be allocated seats on any committee; however, Council resolved on 24 May 2007 that every non-Executive Member of the Council should be afforded the opportunity to sit on at least one of the following Council bodies:

- (a) Planning Committee;
- (b) Licensing Committee, Licensing Committee (2003 Act), Licensing Committee (2005 Gambling Act);
- (c) Scrutiny and Overview Committee;
- (d) Employment Committee;
- (e) Electoral Arrangements Committee;
- (f) Corporate Governance Committee.

(4) The membership of groups in proportion to the total membership of the Council is as follows:

Group	%
Conservative (31 Members)	54.39
Liberal Democrat (18 Members)	31.58
Independent (6 Members)	10.53

The non-group Councillors (Councillor Cathcart and Councillor Mrs Murfitt) together make up 3.51% of the total membership of the Council.

(5) Table 1 below set outs an allocation of seats on Committees, based on the percentage of seats on the Council held by each group:

TABLE 1 ALLOCATION OF SEATS ON COMMITTEES FOR 2011/12 TO THE COUNCIL'S POLITICAL GROUPS

Committee / Panel	Seats	Cons	Lib Dem	Ind
Licensing Committee Licensing Committee (2003 Act)	15	8	5	2

Licensing Committee (2005 Gambling Act) <i>(see notes 1, 2 and 5 below)</i>				
Scrutiny and Overview Committee	12	7	4	1
Planning Committee <i>(see notes 3 and 5 below)</i>	14	8	4	2
Employment Committee <i>(see note 4 below)</i>	7	4	2	1
Electoral Arrangements Committee	7	4	2	1
Corporate Governance Committee	7	4	2	1
Total	62	35	19	8

- (6) The Liberal Democrat group has offered one of its seat on the Licensing Committees to Councillor Mrs CAED Murfitt, which she has accepted, therefore the allocation of seats shall be as follows:

TABLE 2 – PROPOSED ALLOCATIONS OF SEATS ON COMMITTEES – GROUP AND NON-GROUP COUNCILLORS

Committee / Panel	Seats	Cons	Lib Dem	Ind	Non-group
Licensing Committee Licensing Committee (2003 Act) Licensing Committee (2005 Gambling Act) <i>(see notes 2 and 5 below)</i>	15	8	4	2	1
Scrutiny and Overview Committee	12	7	4	1	0
Planning Committee <i>(see notes 3 and 5 below)</i>	14	8	4	2	0
Employment Committee <i>(see note 4 below)</i>	7	4	2	1	0
Electoral Arrangements Committee	7	4	2	1	0
Corporate Governance Committee	7	4	2	1	0
Total	62	35	18	8	1

- (7) In accordance with Standing Order 1.1(b)(viii), Council is asked to appoint up to four substitute members per political group, in a hierarchical list, to each of the following Council bodies:
- Planning Committee;
 - Licensing Committee, Licensing Committee (2003 Act), Licensing Committee (2005 Gambling Act);
 - Scrutiny and Overview Committee;
 - Employment Committee;
 - Electoral Arrangements Committee; and
 - Corporate Governance Committee.

NOTES

- The Licensing Committee, Licensing Committee (2003 Act) and Licensing Committee (2005 Gambling Act) are separate entities but should comprise the same members.*
- The Licensing Committee's membership may include the Portfolio Holder with responsibility for licensing matters;*

- (3) *The Planning Committee's membership may include the Portfolio Holder with responsibility for development control matters;*
- (4) *The Employment Committee's membership shall include the Portfolio Holder with responsibility for staffing matters.*
- (5) *Relevant training is mandatory for Members wishing to sit on the Planning and Licensing Committees when determining applications. This requirement extends to substitutes.*
- (6) *Tables 1-2 will be subject to change should Council agree different Committee sizes from those recommended in Agenda Item 11 above.*

Group Leaders and the Convenor of the Independent Group have been requested to submit nominations to Committees in accordance with the allocations set out in the above table. Details of the nominations received from the political groups in time for the agenda publication have been enclosed separately with the agenda, and any further nominations will be circulated to Council as soon as they are available.

RECOMMENDATION

That Council determine the allocation of seats on, and make appointments and substitute appointments to, committees in accordance with Table 2 above and based on the requirement for political proportionality.

13. APPOINTMENTS TO JOINT COMMITTEES FOR 2011/12

Group Leaders and the Convenor of the Independent Group have been requested to submit nominations to Committees in accordance with the allocations set out in the table below. Details of the nominations received from the political groups have been enclosed separately with the agenda.

Committee	No. of seats	Cons	Lib Dem	Ind
Joint Development Control Committee: Cambridge Fringes	6	4	2	0
Nominated substitute (1 per group)	(2)	(1)	(1)	0
Spokesperson (1 from overall representation)				
Northstowe Joint Development Control Committee	6	4	2	0
Nominated substitute (1 per group)	(2)	(1)	(1)	
Spokesperson (1 from overall representation)				
TOTAL	12 (4 subs)	8 (2 subs)	4 (2 subs)	0

RECOMMENDATION

That Council allocate seats and make appointments and substitute appointments to Joint Committees in accordance with the above table, and based on the requirement for political proportionality.

14. APPOINTMENTS TO THE CONSTITUTION REVIEW WORKING PARTY 2011/12

This is a standing working party of Council. In accordance with a previous Resolution the working party shall comprise the Leader, Deputy Leader, Chairman of the Council and the Chairman or Vice-Chairman of the Scrutiny and Overview Committee plus one representative of each of the political groups.

Group Leaders and the Convenor of the Independent Group have been requested to submit nominations to Committees in accordance with the allocations set out above. The Conservative Group has offered its seat to Councillor Nigel Cathcart.

Details of the nominations received from the political groups in time for the agenda publication have been enclosed separately with the agenda, and any further nominations will be circulated to Council as soon as they are available.

RECOMMENDATION

That the Leader, Deputy Leader, Chairman of Council and Chairman or Vice-Chairman of the Scrutiny and Overview Committee be appointed to the Constitution Review Working Party for 2011/12, along with one representative of each of the political groups.

15. APPOINTMENTS TO THE CLIMATE CHANGE WORKING GROUP 2011/12

To appoint the Climate Change Working Group in accordance with the requirements of political proportionality:

No. of seats	Cons	Lib Dem	Ind	Non-Group
9	5	3	1	0

The Administration has proposed an increase in the size of the Working Group from nine to ten members, and offered one of their seats to Councillor Nigel Cathcart. If Councillor Cathcart accepts the seat, the proportions would be:

No. of seats	Cons	Lib Dem	Ind	Non-Group
10	5	3	1	1

Group Leaders and the Convenor of the Independent Group have been requested to submit nominations to Committees in accordance with the allocations set out in the above table. Details of the nominations received from the political groups in time for the agenda publication have been enclosed separately with the agenda, and any further nominations will be circulated to Council as soon as they are available.

RECOMMENDATION

That 10 Members be appointed to be Climate Change Working Group for 2011/12, appointments to be made in accordance with political proportionality.

16. DISTRICT COUNCIL MEMBER APPOINTMENT TO THE STANDARDS COMMITTEE 2011-2015

Membership of the Standards Committee is not subject to political proportionality, but it must meet the following requirements as set out in Article 9 of the Council's Constitution:

- Must have at least 6 District Council members (serving four-year terms);
- No more than one Executive Member may be appointed;
- The Committee should include representatives from all groups represented on the Council and should be constituted so that no one group dominates;
- District Council appointments must have the support of the full Council

The current district council members of the Standards Committee are:

Seats	Cons	Lib Dem	Ind	Non-Group
At least 6 (currently 6)	Roger Hall (to 2012)	Janet Lockwood (to 2012) Jim Stewart (to 2014)	Alex Riley (to 2014)	Nigel Cathcart (to 2012) Cicely Murfitt (to 2012)

The four-year term of Councillor Tony Orgee (Conservative) expires in May 2011, and he is willing to serve a further term. Council is asked to consider the total number of District Council appointments to Standards Committee to ensure that the above criteria are met, and to make such District Council member appointments.

RECOMMENDATION

That Council re-appoint Councillor Tony Orgee to the Standards Committee for 2011-2015, in accordance with the above requirements.

17. ADJOURNMENT OF THE MEETING

In accordance with Standing Order 7.2, the Chairman of the Council shall preside over the election of Chairmen of Committees and Sub-Committees of the Council. In order to minimise disruption to the meeting, nominees will not be required to leave the room during should an election be held.

In the event of a tie, the provisions of Standing Order 16.7 below shall be followed:

Voting on appointments

Where there are three or more candidates for appointment and there is, after balloting, no candidate with a clear majority, meaning in this case the votes of more than 50% of members present and voting, the candidate with the least number of votes shall withdraw and there shall be a fresh ballot of the remaining candidates; and so on as necessary until a candidate has that majority. Where there are two candidates only, or two candidates remain, a vote shall be taken. In the event of a tie, a second vote shall be taken. In the event of a continuing tie, the matter shall be decided by the toss of a coin.

The administration's list of nominations for Chairmen and Vice-Chairmen is below. Where an alternative nomination is proposed, Council is **RECOMMENDED** to resolve that the Council meeting be adjourned to allow the relevant bodies to hold election(s) for these position(s), otherwise it is **RECOMMENDED** that these proposals be accepted:

Body	Chairman	Vice-Chairman
Climate Change Working Group	David Bard	Peter Topping
Constitution Review Working Party	Tony Orgee	Ray Manning
Corporate Governance Committee	Francis Burkitt	David McCraith
Electoral Arrangements Committee	Robert Turner	Raymond Matthews
Employment Committee	David Bard	Pippa Corney
Licensing Committee, Licensing Committee (2003 Act), Licensing Committee (2005 Act)	Roger Hall	Raymond Matthews

Planning Committee	Pippa Corney	Robert Turner
Planning Enforcement Sub-Committee	Mervyn Loynes	Charlie Nightingale
Scrutiny and Overview Committee	James Hockney	Bridget Smith

It is further **RECOMMENDED** that it be accepted as read that the Planning Committee has appointed to the Planning Enforcement Sub-Committee the nominees listed in Agenda Item 12, subject to any changes made at the Council meeting, and that the Licensing Committee (2003 Act) has confirmed its existing procedure of appointments of Licensing (2003 Act) Sub-Committee and Sub-Committee Chairmen, and Confirmation of the Procedure for the Appointment of Members as given below:

- (a) that all Members of the Licensing Committee, excepting any Members who choose not to be so appointed, be appointed to the Licensing (2003 Act) Sub-Committee, to act as Chairmen of the Sub-Committee, subject to the Chairmen having received, or giving a commitment to undertake, the appropriate training required for the role; and
- (b) that the Democratic Services Team Leader be authorised to appoint three Members to the Sub-Committee when it is required to meet, comprising a Chairman from the pool agreed in (a) above and two Members of the Committee, dependent on availability, having regard to potential conflicts of interest and in consultation with the Chairman of the Committee.

Agendas for each of the above meetings are available on-line at www.scams.gov.uk/meetings.

18. APPOINTMENTS TO OUTSIDE, JOINT & OTHER MEMBER BODIES 2011/12

18 (a) Sawston Patient Reference Group

Sawston Medical Centre has established a patient reference group, for which it seeks the appointment of a South Cambridgeshire District Councillor before the end of May 2011. The Practice Business Manager agrees that, if the Council wishes, an appointment could be made for up to four years or until the end of the appointee's term of office, whichever is sooner. The Group's Constitution is attached for information.

For Decision on whether or not to include the Sawston Patient Reference Group on the list of outside bodies to which Council makes appointments.

(Pages 47 - 48)

18 (b) Appointments to Outside, Joint & other Member Bodies 2011/12

Details of the appointments required, along with background information where relevant, are enclosed separately and have been circulated to Group Leaders and the Convenor of the Independent Group. Details of the nominations received from the political groups in time for the agenda publication have been enclosed separately with the agenda, and any further nominations will be circulated to Council as soon as they are available.

RECOMMENDATION

To make appointments to outside, joint and other Member bodies where appointments are required annually existing terms of office have concluded and where other vacancies have arisen.

- 19. ANNUAL STANDARDS COMMITTEE REPORT TO COUNCIL 2011**
The Annual Report of the Standards Committee has been enclosed separately.
- 20. ANNUAL SCRUTINY & OVERVIEW COMMITTEE REPORT TO COUNCIL 2011**
The Annual Report of the Scrutiny and Overview Committee has been enclosed separately.
- 21. MAJOR OPPOSITION GROUP LEADER'S ANNUAL REPORT TO COUNCIL (DISCRETIONARY)**
In accordance with Council Standing Order 1.1(b)(xiii), Council, at its annual meeting, will receive the Leader of the Major Opposition Group's Annual Report. Please note that Council on 23 April 2009 resolved that this report would be discretionary.
- 22. WRITE-OFFS: ANNUAL REPORT TO COUNCIL 2011**
To note.
(Pages 49 - 52)
- 23. AMENDMENTS MADE TO THE CONSTITUTION 2010/11**
In accordance with Article 15.03, a schedule of changes made to the Constitution during 2010/11 is attached **for information**.
(Pages 53 - 56)
- 24. QUESTIONS ON JOINT MEETINGS**
- | Joint Body | Date of Meeting | Minutes Published in Weekly Bulletin |
|---|------------------------|---|
| South Cambridgeshire Crime and Disorder Reduction Partnership | 26 April 2011 | 11 May 2011 |
- 25. UPDATES FROM MEMBERS APPOINTED TO OUTSIDE BODIES**
- 26. QUESTIONS FROM COUNCILLORS**
- 26 (a) From Cllr John Williams to the Leader of Council**
"Given the position the council is at with its proposed gypsy and traveller policies and taking account of current adopted development control policies, why has the Cambridgeshire and Peterborough Mental Health Trust been told by planning officers that it must at this time include a traveller site in its masterplan for developing the Ida Darwin Hospital site for housing?"
- 26 (b) From Cllr Liz Heazell to the Leader of Council**
"Does the Leader not agree that the increased knowledge cabinet members gain by attending meetings /discussions / briefings with Ministers should be shared with all members by means of written reports so that members and officers can be better informed?"
- 26 (c) From Cllr Stephen Harangozo to the Leader of Council**
"Cambridgeshire's delivery of sustained reductions in local carbon emissions is being affected both by 'delaying' and severe budget cuts. Does the Leader agree that the government's aspirations on climate change are likely to be significantly undermined unless additional measures are brought in to help struggling authorities here and elsewhere and what support/incentives would he like to see from government?"
- 26 (d) From Cllr Tumi Hawkins to the Leader of Council**
"In view of the fact that affordable housing is in short supply in our district, and that

we should be considering all opportunities for its provision, what is the view of this council on the Government's proposal to grant permitted development rights to change of use from commercial B use classes to residential C3 use class, and is this council responding to the ongoing government consultation on this issue?"

26 (e) From Cllr Bridget Smith to the Leader of Council

"It can not have passed the notice of any member how unhappy many of our staff are having learnt that they will be facing significant reductions in their salaries in 2 years time. The potential impact on this council of low staff morale resulting from officers who do not believe that their considerable efforts are valued, are great. Please can the leader itemise the actions he will be personally taking to support those staff who are losing out?"

26 (f) From Cllr Mike Mason to the Leader of Council

"In the process of setting the budget for the current financial year and noting the emerging medium term financial strategy, members have expressed concern that the Council will no longer be debt free and will need to finance the proportion of the national housing debt of some £206 million over the next thirty years. Can the Leader now share with members any latest information from CLG, giving an indication as to the timescale and payment of this debt, together with the method of raising the necessary loan finance?"

27. CHAIRMAN'S ENGAGEMENTS

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

Date	Venue / Event
18 April 2011	WI Annual Council Meeting, Comberton
19 April 2011	Groundbreaking at Abbeyfield, Girton
20 April 2011	Mayor's Fundraising Dinner, Haverhill
22 April 2011	Chairman of Huntingdonshire's St George's Reception, Pathfinder House
30 April 2011	Mayor of Huntingdon's Civic Charity Ball
2 May 2011	Opening of new Outdoor Gym & Footpath, Histon & Impington
3 May 2011	Flag unveiling in memory of Rhine Crossing, Imperial War Museum, Duxford
5 May 2011	Opening of new building on Milton Campus at College of West Anglia
6 May 2011	Tata Kids of Steel Triathlon, Impington
7 May 2011	Saffron Walden Mayor's Charity Ball
8 May 2011	Chairman's End of Term Dinner, Great Shelford
11 May 2011	Annual Mayor Making, St Ives
13 May 2011	Huntingdonshire Summer Civic Reception
14 May 2011	Huntingdonshire Concert Band & Royal Artillery Band in Aid of SSAFA (Soldiers, Sailors, Airmen and Families Association)
16 May 2011	Celebration of Life Memorial Service for Christopher Bethell
21 May 2011	Celebration Tea Party - unpicked Meadow Public Art Project, Melbourn

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. Infra-red hearing assistance systems are available in the Council Chamber and viewing gallery. To use these, you must sit in sight of the infra-red transmitter and wear a 'neck loop', which can be used with a hearing aid switched to the 'T' position. If your hearing aid does not have the 'T' position facility then earphones are also available and can be used independently. You can obtain both neck loops and earphones from Reception.

Toilets

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

Recording of Business and Use of Mobile Phones

The Council is committed to openness and transparency. Until such time as the Council's Constitution is updated to allow public recording of business, the Council and all its committees, sub-committees or any other sub-group of the Council or the Executive will have the ability to formally suspend Standing Order 21.4 (prohibition of recording of business) for the duration of that meeting to enable the recording of business, including any audio / visual or photographic recording in any format or use of social media to bring Council issues to a wider audience. To minimise disturbance to others attending the meeting, all attendees and visitors are asked to make sure that their phones and other mobile devices are set on silent / vibrate mode during meetings.

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.