



SOUTH CAMBRIDGESHIRE DISTRICT COUNCIL

COUNCIL MEETING
THURSDAY, 21 JULY 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, 21 JULY 2011

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

DATED this 13 July 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

PRESENTATIONS

Customer Service Excellence

The Council is pleased to have achieved the national Customer Service Excellence standard for all services following an independent on-site assessment on 6-10 June 2011. The Chairman of the Council will present the certificate to Cllr Tom Bygott, Policy and Performance Portfolio Holder.

Local Government Challenge

Paul Knight, Senior Policy and Performance Officer, has been announced as the winner of the national Local Government Challenge for local authority employees, following the final event at the Local Government Association Conference. Paul's prize was a £10k scholarship, to be used for self-development and to implement a project to connect our communities using on-line mapping tools. The Chairman of Council will re-present the trophy; Council is invited to recognise this momentous achievement.

1. APOLOGIES

Apologies have been received from Councillors Janet Lockwood, Mervyn Loynes and Jim Stewart.

2. DECLARATIONS OF INTEREST

3. MINUTES

To authorise the Chairman to sign the Minutes of the meeting held on 26 May 2011 as a correct record.

(Pages 1 - 14)

4. ANNOUNCEMENTS

To receive any announcements from the Chairman, Leader, the executive or the head of paid service. The Chairman has also invited the Scrutiny and Overview Committee Chairman to make an announcement.

5. QUESTIONS FROM THE PUBLIC

None received.

6. PETITIONS

To note that no petitions have been received since the last Council meeting.

7. TO CONSIDER THE FOLLOWING RECOMMENDATIONS:

7 (a) South Cambridgeshire District / Cambridge City Boundary Review (Electoral Arrangements Committee, 7 July 2011) (Key)

The Electoral Arrangements Committee **RECOMMENDED TO COUNCIL** that Council not pursue the boundary review between South Cambridgeshire District Council and Cambridge City Council.

A copy of the report considered by the Electoral Arrangements Committee is attached.

(Pages 15 - 54)

7 (b) DUXFORD and WHITTLESFORD: Boundary Review (Electoral Arrangements Committee, 7 July 2011) (Key)

The Electoral Arrangements Committee **RECOMMENDED TO COUNCIL** that Council proceed with making an application to the Local Government Boundary Commission for a Related Alterations Order to come into force in May 2012.

(Pages 55 - 60)

8. FULBOURN: WINDMILL ESTATE COMPULSORY PURCHASE ORDER (Key)

(Pages 61 - 92)

9. FOOD SAFETY SERVICE PLAN 2011/12 (Key)

The Food Safety Service Plan 2011/12 is available on the Council's website, www.scambs.gov.uk/meetings, as part of the agenda for the Council meeting.

Hard copies will be provided by Democratic Services if requested no later than 48 hours before the Council meeting.

(Pages 93 - 96)

10. PROPOSED INSTALLATION OF PHOTOVOLTAIC PANELS AT SOUTH CAMBRIDGESHIRE HALL (Key)

(Pages 97 - 100)

11. APPOINTMENTS TO THE INDEPENDENT REMUNERATION PANEL 2011-2014

(Pages 101 - 104)

12. APPOINTMENT TO STANDARDS COMMITTEE OF INDEPENDENT AND PARISH COUNCIL MEMBERS 2011-2015

(Pages 105 - 112)

13. QUESTIONS ON JOINT MEETINGS

No minutes from joint meetings have been published since the last meeting of Council.

14. UPDATES FROM MEMBERS APPOINTED TO OUTSIDE BODIES

Council is asked **TO NOTE** that the Local Government Arts Forum: Cambridgeshire and Peterborough, to which it has made appointments since 2002, has ceased to meet.

14 (a) Conservators of the River Cam: End of Term Report from Cllr Hazel Smith (SCDC Representative 2004-2011)

(Pages 113 - 114)

15. QUESTIONS FROM COUNCILLORS

15 (a) From Councillor James Hockney to the Leader of Council

“The Local Government Association has cited a number of examples of where Councils are going the extra mile in helping our armed forces personnel once they leave the service. These are listed at the following link: <http://www.lga.gov.uk/lga/core/page.do?pagelid=18460038>. Could the Leader please let us know what we are doing as an authority to support our brave servicemen and servicewomen once they leave the armed forces?”

15 (b) From Councillor Ben Shelton to the Leader of Council

“I have read with concern in the local newspaper that a partnership organisation that we are a member of (The Greater Cambridgeshire Partnership) is planning to close with the remaining funds which includes taxpayers’ money being transferred into a private company.

“Can I ask what our position and view on this is?”

15 (c) From Councillor Bridget Smith to the Leader of Council

“Can the portfolio holder please explain why he thinks that over 60 of our officers felt it was necessary to conduct their own survey into the outcomes of the Job Evaluation Process and what he thinks they hope to gain by circulating their findings to all elected members?”

15 (d) From Councillor Mike Mason to the Leader of Council

“In the knowledge that the Government’s Localism Bill will remove top down targets for house building, will the Leader give elected members a categorical assurance that they will make the final decisions on the location, type and scale of new development in the District, through the revision of the Local Development Framework and subsequently by the Development Control process?”

15 (e) From Councillor Tumi Hawkins to the Leader of Council

“Now that the facilities for creating personal sites and blogs on the Council website has been made available, when will the Cabinet Members be setting up theirs to set us an example and show that we are not just a listening council, but a doing council that is keen to communicate in modern ways?”

16. NOTICES OF MOTION

16 (a) Standing in the name of Councillor Neil Scarr

South Cambridgeshire District Council notes that whilst this Council and Cambridgeshire County Council are facing reductions to their financial settlements in 2011/12, the UK's contribution to the European Union is set to rise by 60% over two years.

Council notes that despite the opposition of some MPs (and Labour and Conservative MEPs) it seems likely that the government will agree to a further 2.9% increase in the European Union's budget overall.

Council believes that the European Union should be treated the same as these other tiers of government, and should share responsibility in these austere times for reductions in public spending. Sharing the burden in this way should result in less severe cuts for local authorities, and allow us better to protect front line services of great importance to those we represent.

Council therefore urges the two MPs representing South Cambridgeshire not to support any increase in UK contributions to the European Union in the present financial climate.

16 (b) Standing in the name of Councillor John Williams

This council supports Marshalls in its desire to attract private and commercial flights associated with the 2012 Olympics to Cambridge Airport. However, we are also mindful of the need to protect its neighbouring communities from adverse environmental impacts arising from this and therefore seek assurance from the airport operator that in connection with the Olympic traffic no take off or landing or the ground running of aircraft engines will take place between the hours of 23:00 and 07:00 hours BST except in emergencies, in order to protect residents from noise nuisance during normal sleeping hours. Should an assurance not be forthcoming, then this council asks officers to work with Cambridge City Council to take action under the Environmental Health Acts to do all they can to restrain such night time operations for the benefit of its residents.

16 (c) Standing in the names of Councillors Bridget Smith and Nick Wright

In the light of the work currently being undertaken on the Cambridgeshire Renewables Infrastructure Plan, that this council review its policies regarding the installation of photovoltaic cells and solar thermal panels on listed buildings. This to be done with a view to facilitating the uptake of these technologies in order support the regional green economy and reduce the carbon emissions of our villages.

16 (d) Standing in the names of Councillors Mike Mason and Jonathan Chatfield

Council notes with grave concern the proposed de-registration and cancellation of the existing Orchard Park B bus service by Stagecoach in the Fens Ltd, as published in Notices and Proceedings by the Eastern Area Traffic Commissioner and dated 29th June 2011. Bearing in mind that the former Citi 4 service on this route had already received over nine hundred thousand pounds in public subsidies and that a replacement subsidised guideway service will not make use of bus shelters now being provided, Council hereby requests the Chief Executive to write, as a matter of urgency, to the Traffic Commissioner and to Cambridgeshire County Council, expressing this Council's concern over an apparent misuse of taxpayers' money.

17. CHAIRMAN'S ENGAGEMENTS

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

Date	Venue / Event
30 May 2011	Memorial Day Ceremony, American Cemetery, Madingley
2 June 2011	Cambs County Forum Briefing – Reserve Forces at Cadet Association for East Anglia, Cherry Hinton (attended by the Vice-Chairman)
5 June 2011	St Ives Town Council Civic Parade and Service
7 June 2011	Change of Command Ceremony, RAF Alconbury
16 June 2011	Annual Civic Leaders Tour of RAF Alconbury and RAF Molesworth (attended by the Vice-Chairman)
20 June 2011	Armed Forces Day Flag Raising Ceremony, Cambourne
21 June 2011	Bellbird Primary School Official Opening, Sawston
22 June 2011	Proclamation of 800th Midsummer Fair, Cambridge
24 June 2011	Windmill Estate Sod Cutting Ceremony, Fulbourn
26 June 2011	City of Ely Council Civic Service
1 July 2011	Huntingdon Branch Royal Society of St George Summer Reception, Buckden
2 July 2011	Fitness Workshop, Gamlingay Village College
5 July 2011	Arthur Rank Hospice Charity Gold Challenge Launch Party, Cambridge
8 July 2011	Funeral of former Councillor Leslie "Zeke" Hacke, Great Wilbraham Church (attended by the Vice-Chairman)
10 July 2011	Huntingdonshire District Council Charity Fundraising Lunch, Huntingdon (attended by the Vice-Chairman)
11 July 2011	Presentation to Eloise O'Shea on her 105th birthday, Lettice Martin Sheltered Housing Scheme, Whittlesford (attended by the Vice-Chairman)
12 July 2011	ADVICEHUB Cambridge First Anniversary Reception, Cambridge (attended by the Vice-Chairman)
15 July 2011	Official Opening of Wisbey's Yard Sheltered Housing Scheme, Haslingfield
17 July 2011	Harlow Civic Service, Harlow

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.