



SOUTH CAMBRIDGESHIRE DISTRICT COUNCIL

COUNCIL MEETING
THURSDAY, 28 FEBRUARY 2013

AGENDA AND REPORTS

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

OUR VISION

South Cambridgeshire will continue to be the best place to live and work in the country. Our district will demonstrate impressive and sustainable economic growth. Our residents will have a superb quality of life in an exceptionally beautiful, rural and green environment. The Council will be recognised as consistently innovative and a high performer with a track record of delivering value for money by focussing on the priorities, needs and aspirations of our residents, parishes and businesses.

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, 28 FEBRUARY 2013

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

DATED 20 February 2013

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

- 1. APOLOGIES**
- 2. DECLARATIONS OF INTEREST**
- 3. REGISTER OF INTERESTS**
Members are requested to inform Democratic Services of any changes in their Register of Members' Financial and Other Interests form.
- 4. MINUTES**
To authorise the Chairman to sign the Minutes of the meeting held on the 31 January 2013 as a correct record.
(Pages 1 - 8)
- 5. ANNOUNCEMENTS**
To receive any announcements from the Chairman, Leader, the executive or the head of paid service.
- 6. QUESTIONS FROM THE PUBLIC**
To note that no public questions have been received.
- 7. PETITIONS**
To note that no petitions have been received since the last Council meeting.

8. TO CONSIDER THE FOLLOWING RECOMMENDATIONS:

8 (a) Corporate Plan 2013-18 (Cabinet, 18 February 2013) (Key)

Cabinet **RECOMMENDED TO COUNCIL** that the Corporate Plan setting out the Council's vision, aims, approaches and actions for 2013-2018 be approved.

(Pages 9 - 10)

8 (b) Medium Term Financial Strategy (General Fund Budget 2013/14, including council tax setting), Housing Revenue Account, including housing rents) and Capital programme 2013/14 - 2017/18 (Cabinet, 18 February 2013) (Key)

Cabinet **RECOMMENDED TO COUNCIL** that: -

- (a) the Capital Programme and the associated funding up to the year ending 31 March 2018 be approved as submitted;
- (b) the revenue estimates for 2013-14 be approved as submitted in the General Fund summary;
- (c) approval be given for capital and revenue budget rollovers totalling £501,080 to be carried forward into the 2013-14 financial year;
- (d) the fees and charges proposed for 2013-14 be approved;
- (e) the precautionary items for the General Fund be approved;
- (f) the Medium Term Financial Strategy for the General Fund be approved, based on the assumptions set out in the report to Cabinet on 18 January 2014 [*see Note (2) below*];
- (g) Executive Management Team be instructed to identify further savings of £920,000 in 2014-15 and subsequent years;
- (h) the council tax requirement for 2013-14 be £6,933,690;
- (i) it 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 £120.46 plus the relevant amounts required by the precepts of Parish Councils, Cambridgeshire County Council and the Cambridgeshire Fire and Police Authorities and that details of those precepts and their effect be circulated with the formal resolution required at the Council meeting;
- (j) the Housing Revenue Account estimates and the rent increase for the financial year ending 31 March 2014 be approved, the rent increase being in accordance with rent restructuring guidance from the Department for Communities and Local Government;
- (k) the service and other charges for housing services for the financial year ending 31 March 2014 be approved;
- (l) the Housing Revenue Account business plan summary for the next 30 years to 31 March 2043 be approved;

- (m) the borrowing and investment strategy for the year to 31 March 2014 be approved;
- (n) the prudential indicators required by the Prudential Code for Capital Finance in Local Authorities for the year to 31 March 2014 be approved.

FURTHER TO RECOMMENDATION (F) ABOVE, A COPY OF THE MEDIUM TERM FINANCIAL STRATEGY FOR THE GENERAL FUND IS ATTACHED AT APPENDIX 1, FOR INFORMATION.

FURTHER TO RECOMMENDATION (H) ABOVE, COUNCIL IS RECOMMENDED TO AGREE THE STATUTORY RESOLUTION IN RESPECT OF THE COUNCIL TAX FOR 2013/2014, ATTACHED AT APPENDIX 2.

THE LEADER OF THE LIBERAL DEMOCRAT GROUP HAS INDICATED THAT, SHOULD THE ABOVE STATUTORY RESOLUTION BE PROPOSED AND SECONDED IN RESPECT OF THE COUNCIL TAX FOR 2013/2014, HE INTENDS TO PROPOSE AN AMENDMENT. THE DETAILS RELATING TO THIS AMENDMENT ARE OUTLINED IN THE FOLLOWING DOCUMENTS WHICH COUNCIL WILL NEED TO CONSIDER IN THE EVENT OF THE AMENDMENT BEING CARRIED: -

- **STATUTORY RESOLUTION FOR THE COUNCIL TAX FOR 2013/14 (APPENDIX 3);**
- **THE GENERAL FUND SUMMARY (APPENDIX 4);**
- **THE MEDIUM TERM FINANCIAL STRATEGY (APPENDIX 5).**

FURTHER TO RECOMMENDATION (L) ABOVE, A COPY OF THE HOUSING REVENUE ACCOUNT BUSINESS PLAN IS ATTACHED AT APPENDIX 6, FOR INFORMATION.

NOTES AND SUPPORTING INFORMATION IN RESPECT OF SETTING THE COUNCIL TAX AND BUDGET FOR 2013/14

- (1) *Members should be aware of the provisions of the Local Government Finance Act 1992 which states that any Member who, at the time of a Council meeting considering matters relating to 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.*
- (2) *The report and appendices considered by Cabinet on 18 February 2013 are available to view on the Council's website at <http://www.scams.gov.uk/content/members> by selecting 'view meeting and agendas and minutes' followed by 'browse the agendas/minutes' and clicking on 'Cabinet' 18 February 2013. Alternately, hard copies of these documents are available from Democratic Services if requested no later than 48 hours before the Council meeting via telephone (01954) 713030 or email democratic.services@scams.gov.uk.*

- (3) *The book of draft Revenue Estimates for the year ending 31 March 2014 and Capital Estimates to the year ending 31 March 2018 are available to view on the Council's website at <http://www.scambs.gov.uk/content/members> by selecting 'view meeting and agendas and minutes' followed by 'browse the agendas/minutes' and clicking on 'Council' 28 February 2013. Hard copies are available from Democratic Services using the contacts and deadline shown in note (2) above. Hard copies of the final Revenue Estimates book will be provided to all Members in March 2013.*

(Pages 11 - 38)

8 (c) Annual Pay Policy Statement (Employment Committee, 22 January 2013)

Council is **RECOMMENDED** to: -

- (a) approve the changes to the pay band for the post of Executive Director;
- (b) approve the policy in relation to re-engagement of ex-employees;
- (c) approve the Pay Policy Statement as required by the Localism Act.

(Pages 39 - 48)

9. MEMBERS' ALLOWANCES 2013/14

For decision.

(Pages 49 - 68)

10. SWAVESEY BYEWAYS RATE 2013/14

For decision.

(Pages 69 - 78)

11. NORTHSTOWE JOINT DEVELOPMENT CONTROL COMMITTEE: ALTERNATE MEMBERS

To consider a proposal to amend the Terms of Reference for the Northstowe Joint Development Control Committee in order that Cambridgeshire County Council and South Cambridgeshire District Council can each appoint two alternative members in respect of each political group representing their authority on the Committee, instead of one. The Terms of Reference for the Joint Development Control Committee cannot be amended without approval from Cambridgeshire County Council and South Cambridgeshire District Council.

12. JOINT DEVELOPMENT CONTROL COMMITTEE - CAMBRIDGE FRINGES: ALTERNATE MEMBERS

To consider a proposal to amend the Terms of Reference for the Joint Development Control Committee – Cambridge Fringes in order that Cambridge City Council, Cambridgeshire County Council and South Cambridgeshire District Council can each appoint two alternative members in respect of each political group representing their authority on the Committee, instead of one. The Terms of Reference for the Joint Development Control Committee cannot be amended without approval from Cambridge City Council, Cambridgeshire County Council and South Cambridgeshire District Council.

- 13. SPECIAL URGENCY DECISIONS**
To receive a report, for information only.

(Pages 79 - 82)

14. QUESTIONS ON JOINT MEETINGS

Joint Body	Date of Meeting	Minutes Published in Weekly Bulletin
Joint Development Control Committee – Cambridge Fringes	20 February 2013	To be published
Joint Development Control Committee – Cambridge Fringes – Development Control Forum	27 February 2013	To be published

15. UPDATES FROM MEMBERS APPOINTED TO OUTSIDE BODIES

No updates have been received from Members appointed to outside bodies.

16. QUESTIONS FROM COUNCILLORS

16 (a) From Councillor Douglas de Lacey

“In a report in the Cambridge News on 4 February, Cllr Orgee gave the impression that there had been consultation within the Council on the flying of the Rainbow Flag during February: he said of Cllr Page's opposition that ‘The comments by Cllr Page do not represent the views of the council as a whole’. Please may we be told what consultation actually took place over this decision and whose decision it was?”

16 (b) From Councillor Sebastian Kindersley

“I understand that South Cambridgeshire District Council will be required to make a substantial cash contribution to the new A14 Toll Road. Does the Leader think it right that South Cambridgeshire citizens should have to pay twice to use the A14?”

16 (c) From Councillor Bridget Smith

“Would the Leader join me in congratulating all those officers involved in delivering and supporting SPEP on the highly prestigious award which they have just won? Is he also able to give assurance that, as a council, we are going to be able to build upon this significant success with sufficient funding and human resources especially as we move into the age of the Green Deal?”

17. NOTICES OF MOTION

No Notices of Motion have been received.

18. CHAIRMAN'S ENGAGEMENTS

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

Date	Event/Venue
1 February 2013	Flag Raising – LGBT Month, South Cambs Hall, Cambourne
9 February 2013	Launch of Relatively Absolute – Art Exhibition, Wysing Arts Centre
15 February 2013	SPEP Community Footprint Award Lunch, Gamlingay Eco-Hub
25 February 2013	High Sheriff's Award Scheme Presentations, Bottisham Village College

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. The Council and all its committees, sub-committees or any other sub-group of the Council or the Executive have the ability to formally suspend Standing Order 21.4 (prohibition of recording of business) upon request to enable the recording of business, including any audio / visual or photographic recording in any format.

Use of social media during meetings is permitted 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 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.