



SOUTH CAMBRIDGESHIRE DISTRICT COUNCIL

COUNCIL MEETING
THURSDAY, 25 JULY 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, work and study 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, 25 JULY 2013

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

DATED 17 July 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**
To receive any declarations of interest for items on this agenda.
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 23 May 2013 as a correct record.

(Pages 1 - 12)
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 questions from the public have been received.

7. PETITIONS

To consider the following e-petition entitled 'Proposed Submission Local Plan', which received 306 signatures: -

"We petition the council to review the procedures and conclusions of South Cambridgeshire District Council's Proposed Submission Local Plan. We strongly object to the Plan and believe that in its current form it does not meet the tests for soundness on at least two counts and should be withdrawn for reassessment. Reasonable alternatives appear to have been rejected arbitrarily rendering the plan unjustifiable. In addition, the SHLAA process itself was fundamentally flawed because it placed SCDC in a passive role in which it has been limited to a selection from a list of candidate sites. In our view this is not a sound way to develop a local plan because SCDC has failed to take the strategic initiative. This again renders the Plan unjustifiable, and inconsistent with national policy."

Mr Des O'Brien (petition organiser) will be in attendance to present the e-petition.

8. TO CONSIDER THE FOLLOWING RECOMMENDATIONS:

8 (a) Amendments to the Council's Constitution (Civic Affairs Committee 20 June 2013, Scrutiny and Overview Committee 4 July 2013 and Partnerships Review Committee 11 July 2013)

The Civic Affairs Committee and the Scrutiny and Overview Committee **RECOMMENDED** that the Council: -

- (a) Approves the revised version of Article 6 of the Constitution, as set out in Appendix A of the report.
- (b) Approves the revised version of the Scrutiny and Overview Procedure Rules, as set out in Appendix B of the report.
- (c) Approves the amendment of those sections of the Constitution referred to in paragraph 10.1 of the report to reflect the establishment of the Partnerships Review Committee as a second scrutiny and overview committee.
- (d) Amends the Member role descriptions under Part 5 of the Constitution relating to the Scrutiny and Overview Committee so that they apply to both the Partnerships Review Committee and the Scrutiny and Overview Committee.
- (e) Allocates the Partnerships Review Committee as the authority's Crime and Disorder Committee.

The Partnerships Review Committee **SUPPORTED** (a) to (e) above, subject to the amendments set out in Appendix C of the report.

(Pages 13 - 34)

9. REVIEW OF POLITICAL BALANCE AND THE ALLOCATION OF SEATS TO COMMITTEES

The content of the report for this item is dependent on the results of the Sawston By-election scheduled to be held on 18 July 2013. The report will therefore be published and circulated on 19 July 2013.

10. APPOINTMENT OF A MEMBER AND SUBSTITUTE MEMBER TO CAMBRIDGESHIRE COUNTY COUNCIL'S ADULTS, WELLBEING AND HEALTH OVERVIEW AND SCRUTINY COMMITTEE

The District Council is invited to appoint a Member and Substitute Member to Cambridgeshire County Council's Adults, Wellbeing and Health Overview and Scrutiny Committee. Only Members of the District Council's Scrutiny and Overview Committee or Partnerships Review Committee are eligible to sit on the Adults, Wellbeing and Health Overview and Scrutiny Committee.

11. APPOINTMENT TO THE INDEPENDENT REMUNERATION PANEL
To approve the membership of the Council's Independent Remuneration Panel.
(Pages 35 - 36)

12. RISK MANAGEMENT STRATEGY
To note the Council's Risk Management Strategy and Strategic Risk Register.
(Pages 37 - 72)

13. QUESTIONS ON JOINT MEETINGS
To receive any questions on Joint Meetings.

14. UPDATES FROM MEMBERS APPOINTED TO OUTSIDE BODIES

14 (a) Health and Wellbeing update by Councillor Sue Ellington
To note a report by Councillor Sue Ellington, Health and Wellbeing Champion.
(Pages 73 - 74)

15. QUESTIONS FROM COUNCILLORS

15 (a) From Councillor Tumi Hawkins
"The Cambridgeshire Future Transport project was supposed to be working with communities to come up with alternatives to replace subsidised buses in the district. Unfortunately, that work came to a screeching halt in May, and is currently in limbo because the County Council officer leading the project left and has not been replaced. During the months before it stopped, a lot of effort had been put in by our officer working in partnership with the County Council lead officer, to use the Demand Responsive Transport scheme proposed by this authority, as a basis for alternative solution. That work, particularly in Area C is now in jeopardy, and residents are in despair due to the uncertainty of the situation. What is this authority doing to encourage its "partner" the County Council to restart the project and what help is being offered to our officer to keep the project alive?"

15 (b) From Councillor Hazel Smith
"I note that the capital estimate for the Environmental Health portfolio shows a reduction of £139,000 between 2012-13 and 2013-14, so reductions in service are inevitable. While regretting the loss of a council service that is very important in this rural area - Pest Control - can the Leader tell us how the council will ensure that council properties that need this service will be treated as quickly and cost-effectively by private contractors, and how are we fulfilling the specific duty to the public under The Prevention of Damage by Pests Act 1949 to deal with rats and mice?"

15 (c) From Councillor Susan van de Ven

“Can the Portfolio Holder for Housing please clarify the council's policy on self-build housing, as a potentially useful tool in the quest to bring more affordable housing to residents of all South Cambridgeshire villages, and including eco homes which may or may not comply with traditionally accepted standards of appearance?”

15 (d) From Councillor Aidan Van De Weyer

“Can you provide a detailed presentation of the data that you hold on complaints to this Council and to Mears relating to repairs and maintenance of council houses, including numbers of complaints, the nature and severity of the issue, outcomes whether positive or unresolved, the time between complaint and resolution, and who handled the complaint?”

16. NOTICES OF MOTION

To note that no Notices of Motion have been received.

17. CHAIRMAN'S ENGAGEMENTS

To note the engagements undertaken by the Chairman and Vice-Chairman since the last Council meeting: -

Chairman

<i>Date</i>	<i>Event/Venue</i>
1 June 2013	Opening of Stapleford Pavilion
19 June 2013	Proclamation of Midsummer Fair
21 June 2013	Visit to Sawston Hall
24 June 2013	British Armed Forces Week – Raising of the Flag, South Cambridgeshire Hall
26 June 2013	Papworth Trust OWL Centre Opening, Pampisford
27 June 2013	High Sheriff's Drinks Reception
29 June 2013	British Armed Forces Day – Musical Entertainment Event, St Ives
3 July 2013	American Independence Day Reception and Firework Display, RAF Alconbury

Vice-Chairman

<i>Date</i>	<i>Event/Venue</i>
27 May 2013	Cambridge American Cemetery, Coton
8 June 2013	Annual Horningsea Family Day
9 June 2013	Civic Parade and Service, St Ives
14 June 2013	Gamlingay Community Turbine
19 June 2013	Flower Festival, The Chapter of Ely Cathedral
20 June 2013	North West Cambridge Ground-breaking Day, Hunts Rd, Cambridge
23 June 2013	Civic Service for Installation of Mayor, Peterborough Cathedral

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.