



# SOUTH CAMBRIDGESHIRE DISTRICT COUNCIL

COUNCIL MEETING  
THURSDAY, 28 SEPTEMBER 2017

AGENDA AND REPORTS

## **OUR LONG-TERM 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.

## **OUR VALUES**

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

- Working Together
- Integrity
- Dynamism
- Innovation

## **EXCLUSION OF PRESS AND PUBLIC**

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<sup>TH</sup> SEPTEMBER 2017**

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

**DATED: WEDNESDAY 20<sup>th</sup> SEPTEMBER 2017**

**Beverly Agass**  
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.**

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**AGENDA**

**PRESENTATION**

A presentation will be given by a representative of Macmillan Cancer Support, one of the Chairman's charities.

**1. APOLOGIES**

To receive any apologies for absence from Members.

**2. DECLARATIONS OF INTEREST**

To receive any declarations of Members' interests.

**3. REGISTER OF INTERESTS**

Members are requested to inform Democratic Services of any changes to their Register of Members' Financial and Other Interests form.

**4. MINUTES**

**(Pages 1 - 16)**

To receive the minutes of the meeting held on Thursday 25<sup>th</sup> May and authorise the Chairman to sign them as a correct record.

**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 note all that no petitions for consideration by Council have been received since the last meeting.

**8. APPOINTMENTS TO COMMITTEES**

To approve the replacement of Councillor Nick Wright with Councillor Simon Crocker as a member of the Civic Affairs Committee.

**9. SINGLE SHARED WASTE SERVICE - SCDC RECYCLING SERVICE CHANGES (Pages 17 - 26)**

**10. NEIGHBOURHOOD PLANNING (Pages 27 - 42)**

**11. CAMBRIDGESHIRE AND PETERBOROUGH COMBINED AUTHORITY (Pages 43 - 94)**

At the last Council meeting Councillor Topping informed Council that the Cambridgeshire and Peterborough Combined Authority had agreed to produce regular reports on its work [minute 9 refers]. Attached are the reports summarising the work of the Authority for June and July. [Note: there is no report for August. The September report will be published at the end of the month and will be circulated with the papers for the next Council meeting]

**12. QUESTIONS FROM COUNCILLORS**

A period of 30 minutes will be allocated for this item to include those questions where notice has been provided (as set out on the agenda below) and questions which may be asked without notice.

Members wishing to ask a question without notice should indicate this intention to the Interim Democratic Services Team Manager prior to the commencement of the item. Members' names will be drawn at random by the Chairman until there are no further questions or until the expiration of the time period.

**12 (a) Question from Councillor Ben Shelton to the Leader of the Council**

Please can you tell us what this council has done to support villages and Parish Council's whose land has been occupied by gypsies and travellers?

**12 (b) Question from Councillor Ruth Betson to the Leader of the Council**

Please could you give us an update on the number and progress of neighbourhood plans are in our district?

**12 (c) Question from Councillor Ray Manning to the Leader of the Council**

Please can you explain why we no longer need paper caddies. Is it possible to dispense with them without damaging our recycling rates? What savings could be made by the council if paper is placed directly in the blue bin?

**12 (d) Question from Councillor Charlie Nightingale to the Leader of the Council**

After the terrible Grenfell fire please could the Council set up a task and finish group to look at how this council deals with safety and emergency planning?

**12 (e) Question from Councillor Bridget Smith to the Greater Cambridge Partnership Portfolio Holder**

Does the Portfolio Holder for the GCP believe that the widely predicted 1% in modal shift from car to bus is sufficient justification for building an off road Busway from Cambourne to Cambridge City?

**12 (f) Question from Councillor Philippa Hart to the Leader of the Council**

Concern has been expressed by members of the Combined Authority Scrutiny Committee about the workload of all CA Board members, particularly those who are portfolio holders. Cllr Topping, as leader of our council, is a Board Member and is the CA Portfolio Holder for Housing. He combines these positions with his role as a County Councillor where despite assuring us that he would not take on any additional responsibilities, he is now Chair of the Health and Wellbeing Board and sits on the Constitution and Ethics and Health committees. Please could Cllr Topping inform members how he apportion his time between his many and varied responsibilities and in particular what percentage of his time does he devote to leadership of this Council?

**12 (g) Question from Councillor Aiden Van de Weyer to the Planning Portfolio Holder**

The recent performance report to Cabinet describes the decline in satisfaction in the planning service to the unacceptably low level of just 58% in June. The figures, however, are based on a very small number of responses. What is the Planning Portfolio Holder doing to investigate the genuine level of dissatisfaction with the planning service, what the reasons for dissatisfaction are, and what can be done to improve service levels?

**12 (h) Question from Councillor Henry Batchelor to the Planning Portfolio Holder**

Could the Planning Portfolio Holder please tell us how many live planning applications the Council currently has awaiting decision?

**12 (i) Question from Councillor Anna Bradnam to the Portfolio Holder for Finance and Staffing**

Whilst I believe statutory training has been provided this year, there seems to have been little offered in the way of member development.

Please would the Portfolio Holder advise if any training will be offered before the end of the financial year?

In particular I would appreciate training about the recent changes in Data Protection.

**13. NOTICES OF MOTION**

**13 (a) Motion from Councillor Tim Wotherspoon**

This Council resolves to partner with the County Council, the City Council, the Combined Authority and the Greater Cambridge Partnership (in the hope and expectation that they will each be willing to do so) to undertake a comprehensive review of bus services in and around the District and the wider area (and not just to/from Cambridge), in order to assess how significant short- and long-term improvements can be made for the benefit of our residents, employees, employers, students, patients, leisure-travellers and all others; and, to signal its keenness for this review to take place, and as soon as possible, hereby allocates £50,000 to co-fund such a review.

**13 (b) Motion from Councillor David Bard**

This Council notes with dismay the recent instruction to Network Rail by the DfT to remove electrification from the scope of the East West Rail project and instructs the Leader to write to the Secretary of State for Transport requesting that electrification of this route be reinstated over its whole length.

**13 (c) Motion from Councillor Bridget Smith**

This Council supports the establishment of a member led Task and Finish working group, complimentary to the GCP, to look in more detail at the functionality of potential rural transport hubs within the District?

**13 (d) Motion from Councillor Aiden Van de Weyer**

This Council believes that local government decision making should take place in an open and transparent manner, unless personal or commercial confidentiality requires otherwise.

This Council notes that attendees of a workshop of the Milton Road Local Liaison Forum on 19 September have been banned from filming, taking pictures or tweeting.

This Council requests that the Greater Cambridge Partnership, of which this Council is a constituent member, removes all such restrictions on material that is not commercially confidential.

**14. CHAIRMAN'S ENGAGEMENTS**

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

<b>Date</b>	<b>Event</b>	<b>Attended</b>
<b>May</b>		
Monday 29 <sup>th</sup>	Cambridge American Cemetery Memorial Day Ceremony	Chairman
<b>June</b>		
Sunday 18 <sup>th</sup>	City of Peterborough Mayors Installation	Chairman
Monday 19 <sup>th</sup>	Armed Forces Day Flag Raising Ceremony, South Cambridgeshire	Chairman
Wednesday 21 <sup>st</sup>	Proclamation of Midsummer Fair	Chairman
Friday 23 <sup>rd</sup>	Armed Forces Day Flag Raising Ceremony, Huntingdon	Chairman
Sunday 25 <sup>th</sup>	Parklife at Milton Country Park	Chairman
Wednesday 28 <sup>th</sup>	Wisbech Rose Fair Gala Evening	Chairman
<b>July</b>		
Saturday 1 <sup>st</sup>	Saint George's Day celebrations	Chairman
Sunday 2 <sup>nd</sup>	Godmanchester Annual Picnic in the Park	Chairman
Friday 7 <sup>th</sup>	Fenland District Council Chairman's Civic Reception	Vice Chairman
Sunday 9 <sup>th</sup>	Mayor of Northampton Civic Service	Vice Chairman
Monday 10 <sup>th</sup>	Battle of Britain Flag Raising Ceremony - Huntingdon	Vice Chairman
Monday 17 <sup>th</sup>	Visit to South Cambs Depot to give out water bottles to crew	Chairman
Monday 31	Huntingdon: Flag raising to commemorate the centenary of the Battle of Passchendaele	Chairman
<b>August</b>		
Saturday 12 <sup>th</sup>	Annual Camp Army Cadet Force, Thetford, Norfolk	Chairman
Friday 17 <sup>th</sup>	Mayor of St Edmundsbury Charity Cheese and Wine Evening	Chairman
<b>September</b>		
Friday 1 <sup>st</sup>	Fly the Red Ensign for Merchant Navy Day @ SCDC	Chairman

Friday 1st	Fly the Red Ensign for Merchant Navy Day @ Peterborough	Vice Chairman
Sunday 3rd	Mayor of Ramsey: Ramsey Town Council Civic Service	Chairman
Wednesday 13 <sup>th</sup>	Papworth Trust Centenary Celebration	Chairman
Wednesday 13 <sup>th</sup>	Papworth Trust visit of HRH The Duchess of Gloucester	Chairman
Friday 15 <sup>th</sup>	Best Kept Garden Competition 2017	Chairman
Saturday 16 <sup>th</sup>	A show fit for a Mayor: Mayor of St Ives	Chairman
Sunday 17 <sup>th</sup>	Mayor of Edmundsbury Battle of Britain Parade and Service	Vice Chairman
Sunday 24 <sup>th</sup>	St Ives Civic Sunday	Chairman
Monday 25 <sup>th</sup>	2484 Air Cadets Annual Awards Evening	Chairman



## **GUIDANCE NOTES FOR VISITORS TO SOUTH CAMBRIDGESHIRE HALL**

### **Notes to help those people visiting the South Cambridgeshire District Council offices**

While we try to make sure that you stay safe when visiting South Cambridgeshire Hall, you also have a responsibility for your own safety, and that of others.

#### **Security**

When attending meetings in non-public areas of the Council offices you must report to Reception, sign in, and at all times wear the Visitor badge issued. Before leaving the building, please sign out and return the Visitor badge to Reception.

Public seating in meeting rooms is limited. For further details contact Democratic Services on 03450 450 500 or e-mail [democratic.services@scambs.gov.uk](mailto:democratic.services@scambs.gov.uk)

#### **Emergency and Evacuation**

In the event of a fire, a continuous alarm will sound. Leave 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 opposite the staff entrance

- **Do not** use the lifts to leave the building. If you are unable to use stairs by yourself, the emergency staircase landings have fire refuge areas, which give protection for a minimum of 1.5 hours. Press the alarm button and wait for help from 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 you feel unwell or need first aid, please alert a member of staff.

#### **Access for People with Disabilities**

We are committed to improving, for all members of the community, access to our 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 get 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**

We are open and transparent about how we make decisions. We allow recording, filming and photography at Council, Cabinet and other meetings, which members of the public can attend, so long as proceedings at the meeting are not disrupted. We also allow the use of social media during meetings to bring Council issues to the attention of a wider audience. To minimise disturbance to others attending the meeting, please switch your phone or other mobile device to silent / vibrate mode.

#### **Banners, Placards and similar items**

You are not allowed to bring into, or display at, any public meeting any banner, placard, poster or other similar item. Failure to do so, will result in the Chairman suspending the meeting until such items are removed.

#### **Disturbance by Public**

If a member of the public interrupts proceedings at a meeting, 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. The meeting will be suspended until order has been restored.

#### **Smoking**

Since 1 July 2008, South Cambridgeshire District Council has operated a Smoke Free Policy. No one is 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. You are not allowed to bring food or drink into the meeting room.

