



# SOUTH CAMBRIDGESHIRE DISTRICT COUNCIL

COUNCIL MEETING  
THURSDAY, 22 FEBRUARY 2018

AGENDA AND REPORTS

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

## **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, 22 FEBRUARY 2018**

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

**DATED** this 14<sup>th</sup> day of February 2018

**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**

**1. APOLOGIES**

To receive apologies for absence from Members.

**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 25 January 2018 as a correct record.

**(Pages 1 - 24)**

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

**8. TO CONSIDER THE FOLLOWING RECOMMENDATIONS:**

**8 (a) Hackney Carriage and Private Hire Licensing Policy and Conditions (Licensing, 24 January 2018)**

Licensing Committee

**RECOMMENDED THAT COUNCIL**

Approve and adopt the Hackney Carriage and Private Hire Licensing Policy and Conditions, subject to the inclusion of the amendments agreed by the Committee.

(Note: The Licensing Committee's amendments have been incorporated in the updated Policy attached)

**(Pages 25 - 112)**

**8 (b) Corporate Plan 2018 (Cabinet, 7 February 2018)**

Cabinet

**RECOMMENDED THAT COUNCIL**

- (a) Approve the Corporate Plan, comprising the document 'South Cambridgeshire: Your Place, Our Plan 2018 -2019' (Appendix A) and accompanying 2018/2019 Delivery Plan (Appendix B), subject to amendment of text relating to engagement with existing and new communities (Aim B (2)) to reflect feedback from Scrutiny and Overview Committee;
- (b) Authorise the Chief Executive, in consultation with Portfolio Holders, to prepare detailed implementation plans and associated performance measures and ensure these are reflected in directorate service plans and quarterly Position Reports during 2018/19; and
- (c) Authorise the Chief Executive to make any minor wording changes required before publication, in consultation with the Leader of the Council.

(Note: The amendments have been incorporated in the updated Corporate Plan and Delivery Plan attached)

**(Pages 113 – 146)**

**8 (c) Medium Term Financial Strategy (General Fund Budget 2017/18 including Council Tax setting), Housing Revenue Account (including Housing rents), Capital Programme and Treasury Management Strategy (Cabinet, 7 February 2018)**

Cabinet

**RECOMMENDED THAT COUNCIL**

## **Revenue and Capital – General Fund (GF)**

- (a) Approves the revenue estimates for 2018-19 as shown in the GF Budget Setting Reports (BSR) Section 5 at Appendix 1 to the report.
- (b) Approves the precautionary items for the GF, GF BSR Appendix B, Appendix 1.
- (c) Approve the GF revenue forecasts as set out in GF BSR Section 6, Appendix 1.
- (d) Instructs the Executive Management Team to identify additional income/savings of £449k for 2018-19 rising to £1.3m in 2022-23.
- (e) Approves the GF Capital Programme and associated funding up to the year ended 31 March 2022, as set out in GF BSR Appendix D, at Appendix 1.
- (f) Approve the creation of a Planning Policy earmarked reserve and the transfer of £224k into the reserve from the GF reserve, being the carry forward of underspend from 2016-17 not used in 2017-18, as shown in GF BSR Section 3 and delegates approval of the use of this reserve to the Executive Director – Corporate Services in consultation with the Portfolio Holder for Finance and Staffing.
- (g) Requests that the Portfolio Holder (Housing) delegates the decision in respect of any variation in fees to be charged by the Home Improvement Agency (HIA), to the Director of Housing, following agreement of the proposed level of charges by the Shared HIA Board, GF BSR Appendix A.
- (h) Instruct the Head of Finance, on the basis of the proposals set out in the GF BSR, to prepare formal papers to set the council tax requirement and amount of council tax at the Council meeting on 22 February 2018.
- (i) Sets the Council Tax Requirement for 2018-19 at £8,616,465.16
- (j) 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 the District Council Tax for general expenses on a Band D property of £140.31 plus the relevant amounts required by the precepts of the Parish Councils, Cambridgeshire County Council, the Cambridgeshire Police and Crime Commissioner and the Cambridgeshire Fire Authority, details of those precepts and their effect to be circulated with the formal resolution required at the Council meeting.

## **Revenue – HRA**

- (k) Approves the HRA savings, increased income, unavoidable revenue pressures, bids and reduced income items, as summarised in Section 4, and detailed in Appendix G(1) of the HRA Budget Setting Report at Appendix 2 to the report.
- (l) Approves the non-cash limit adjustments, as summarised in Section 4, and detailed in Appendix G(1) of the HRA Budget Setting Report at Appendix 2 to the report.

- (m) Approves the resulting HRA revenue budget as shown in the HRA Summary Forecast 2017-18 to 2022-23 in Appendix I of the HRA Budget Setting Report at Appendix 2 to the report.
- (n) Approves the retention of the balance of the 4 year savings target included originally as part of the 2016-17 HRA Budget Setting Report to mitigate the impact of some of the changes in national housing policy, recognising that the net savings proposed from 2018-19 over-deliver against the profile of £250,000 per annum for 4 years, reducing the balance to be sought in the remaining 2 years to £147,540.

### **Review of Rents and Charges**

- (o) Approves that council dwelling rents for all social rented properties be reduced by 1%, in line with legislative requirements introduced as part of the Welfare Reform and Work Act, with effect from 2<sup>nd</sup> April 2018.
- (p) Approves that affordable rents are reviewed in line with rent legislation, to ensure that rents charged are no more than 80% of market rent, with this figure then reduced by 1% as with social housing. Local policy is to cap affordable rents at the lower level of Local Housing Allowance, which will result in rent variations in line with any changes notified to the authority in this level, effective from 2<sup>nd</sup> April 2018.
- (q) Approves inflationary increases of 2.6% in garage rents for 2018-19, in line with the base rate of inflation for the year assumed in the HRA Budget Setting Report.
- (r) Approves the proposed service charges for HRA services and facilities provided to both tenants and leaseholders, as shown in Appendix B of the HRA Budget Setting Report, at Appendix 2 to the report.

### **Housing Capital**

- (s) Approves the latest budget, spend profile and funding mix for each of the schemes in the new build programme, as detailed in Section 5 and Appendix E of the HRA Budget Setting Report at Appendix 2 to the report, recognising the most up to date information available as each scheme progresses through the design, planning, build contract and completion process.
- (t) Approves earmarking of the required level of additional funding for new build investment between 2018-19 and 2022-23 to ensure that commitments can be met in respect of the investment of all right to buy receipts currently retained, or anticipated to be received by the authority for this period. This expenditure will either take the form of HRA new build, with the 70% top up met by other HRA resources or could alternatively be grant made to a registered provider, where the registered provider will provide the 70% top up to build new homes.
- (u) Approves the capital budget proposals, both bids and savings, detailed in Appendix G(2) of the HRA Budget Setting Report at Appendix 2 to the report.
- (v) Approves the capital amendments, detailed in Appendix H of the HRA Budget Setting Report, which include the capital proposals in Appendix G(2) of the

HRA Budget Setting Report, at Appendix 2 to the report, along-side re-profiling of investment, increase and re-allocation of resource for new build schemes.

- (w) Approves the revised Housing Capital Investment Plan as shown in Appendix J of the HRA Budget Setting Report at Appendix 2 to the report

#### **Capital and Treasury Management**

- (x) Approves the Capital Strategy 2018-19 to 2022-23, Appendix 3.
- (y) Approves the borrowing and investment strategies for the year to March 2019, as included in the Treasury Management Strategy Statement in Appendix 4.
- (z) Approves the prudential indicators required by the Code for Capital Finance in Local Authorities for the year to 31 March 2019, included in Appendix 4.
- (aa) Approves any unspent New Homes Bonus money allocated to the Greater Cambridge Partnership to be rolled into 2019-20.

#### **General**

- (bb) Gives delegated authority to the Executive Director – Corporate Services to issue the final version of the Estimates Book, incorporating any amendments required from the Council's decisions.

(Member are asked to note that Appendix 6 to the Budget Setting Report - Formal Council Tax setting resolution for 2018-19 is **TO FOLLOW**.)

**(Pages 147 - 294)**

#### **8 (d) Swavesey Byeways Rate (Swavesey Byeways Rate Advisory Committee - 5 February 2018)**

The Swavesey Byeways Advisory Committee **RECOMMENDED TO COUNCIL**

To maintain the current level of the Swavesey Byeways rate of £1.10 per hectare for land within the charge paying area for the period 2018/19 in order to fund the required level of maintenance.

**(Pages 295 - 306)**

#### **9. CAMBRIDGESHIRE AND PETERBOROUGH COMBINED AUTHORITY**

Attached are the reports summarising the work of the Cambridgeshire and Peterborough Combined Authority in January 2018

**(Pages 307 - 320)**

#### **10. QUESTIONS FROM COUNCILLORS**

*A period of 30 minutes will be allowed 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 Democratic Services Team Leader prior to 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.*

**10 (a) Question from Councillor Bridget Smith**

How much, in total has, the Boundary Review of Over and Willingham cost this Council including the cost of any Freedom of Information Requests?

**10 (b) Question from Councillor Henry Batchelor**

Can the portfolio holder tell us how many shared equity homes South Cambridgeshire District Council has purchased back, which have then been marketed at a higher value than the shared owner was paid?

**10 (c) From Councillor Ingrid Tregging**

To the Portfolio Holder for Environmental Services:

I can see that South Cambs Planning Committee have objected to the plans for an Energy from Waste facility on Levitts field in Landbeach parish, as did I. I understand that space for landfill at this site may run out in the next 10 – 15 years. Has the Portfolio Holder for Environmental Services been involved in the current energy from waste debate and is he developing a plan in partnership with the County Council to address the impending loss of landfill in good time?

**10 (d) From Councillor Aidan Van de Weyer**

Has this Council considered making representations to the consultation on proposed closure of the Cambridge Magistrates' Court?

**10 (e) From Councillor Tumi Hawkins**

The written answer to my question at the January 2018 full Council meeting which unfortunately I did not get to ask in part due to the filibustering of certain members of the Cabinet, contained the sentences: "They (Inspectors) were well aware of the number of homes on sites that have been granted permission due to the lack of 5 year housing land supply. However, none of the modifications they have asked us to consult on involved changes to housing allocations."

Can the Leader please tell us the specific dates when the Council informed the inspectors of these numbers, and provide the evidence of the communication?

**11. NOTICES OF MOTION**

**11 (a) Motion from Councillor Aidan Van de Weyer**

Following the removal of the Leader of this Council as the Combined Authority Portfolio Holder for Housing, this Council no longer has confidence in the ability and the political will of the Mayor and Combined Authority to ensure that South Cambs equitably benefits from the devolved affordable housing fund.

**12. CALENDAR OF MEETINGS 2018/19**

To approve the Calendar of Meetings 2018-19.

**(Pages 321 - 323)**

**13. CHAIRMAN'S ENGAGEMENTS**

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

<b>Date</b>	<b>Venue/Event</b>	<b>Attended</b>
<b>January 2018</b>		
Saturday 27	Mayor of Peterborough Masquerade Ball	Chair
<b>February 2018</b>		
Friday 02	Queenborough Feast, College of Corpus Christi and the Blessed Virgin Mary	Chair
Friday 16	Chairman of Uttlesford Civic Dinner	Chair

## **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**

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#### **Toilets**

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#### **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**

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