



SOUTH CAMBRIDGESHIRE DISTRICT COUNCIL

ANNUAL COUNCIL MEETING
WEDNESDAY, 23 MAY 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 **ANNUAL MEETING** of the **COUNCIL** will be held in the **COUNCIL CHAMBER , SOUTH CAMBRIDGESHIRE HALL** at **2.00 P.M.** on

WEDNESDAY, 23 MAY 2018

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

DATED this 15th day of May 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.

AGENDA

- 1. ELECTION OF CHAIRMAN OF THE COUNCIL 2018/19**
To elect the Chairman of the Council for the 2018/19 Municipal Year.

In accordance with Article 5 of the Constitution, if more than one nomination is received, a vote by secret ballot will be conducted.

The elected Chairman to sign and read out the Declaration of Acceptance of Office.
- 2. APPOINTMENT OF VICE-CHAIRMAN OF THE COUNCIL 2018/19**
To appoint the Vice-Chairman of the Council for the 2018/19 Municipal Year.

In accordance with Article 5 of the Constitution, if more than one nomination is received, a vote by secret ballot will be conducted.

The appointed Vice-Chairman to sign and read out the Declaration of Acceptance of Office.
- 3. APOLOGIES**
To receive any apologies for absence.
- 4. DECLARATIONS OF INTEREST**
To receive any declarations of interest for items on this agenda.

5. **REGISTER OF INTERESTS**
Members are requested to inform Democratic Services of any changes in their Register of Members' Financial and Other Interests form.
6. **MINUTES**
To authorise the Chairman to sign the Minutes of the meeting held on 22 February 2018 as a correct record.
(Pages 1 - 26)
7. **REPORT OF THE RETURNING OFFICER**
To receive the attached report on the results of the local elections held on 3 May 2018.
(Pages 27 - 28)
8. **ELECTION OF LEADER OF THE COUNCIL FOR 2018 - 2022**
The Chairman to invite nominations for the election of the Leader of the Council.

In accordance with Article 7 of the Constitution, if more than one nomination is received, a vote by secret ballot will be conducted.

The Leader shall hold office until the date of the Annual Meeting of the Council following the normal date or his/her retirement as a Councillor, subject to the provisions of Article 7.03(d) of the Constitution which sets out the circumstances in which the office may end earlier.

Where available, the Leader will notify the Council of the number of members he/she is appointing to the Executive (Cabinet), their names and their portfolios and the Leader's Scheme of Delegation of Executive functions.
9. **ANNOUNCEMENTS**
To receive any announcements from the Chairman, Leader, the Executive or the Head of Paid Service.
10. **POLITICAL PROPORTIONALITY AND ALLOCATION OF SEATS TO COMMITTEES FOR 2018/19**
To approve:

(a) The allocation of seats on committees.
(b) The nominations of the political group leaders to seats on committees.
(c) The appointment of Chairmen and Vice-Chairmen of committees.
(d) The re-appointment of Grant Osbourn as the Council's lead independent person and Gillian Homes as the Council's deputy independent person for a further year.

Report and nominations from Group Leaders **to follow**.
11. **APPOINTMENTS TO CAMBRIDGESHIRE AND PETERBOROUGH COMBINED AUTHORITY**
To request the Council to make appointments to the Cambridgeshire and Peterborough Combined Authority for the municipal year 2018/2019.
(Pages 29 - 36)

12. APPOINTMENTS TO OUTSIDE, JOINT AND OTHER MEMBER BODIES FOR 2018/19

To approve appointments to outside, joint and other Member bodies for 2018/19.

Report and nominations of Group Leaders **to follow**.

13. AGREEMENT OF SCHEME OF DELEGATION OF COUNCIL FUNCTIONS

To agree the Scheme of Delegation of Council Functions as set out in Part 3 of the Constitution. The relevant section is Table One (Responsibility for Council Functions).

(Note: The amendments shown in the attached document in strikethrough and underline denote changes that will be needed if the Council approves changes to the size of committees under item 10 on this agenda. If proposals to establish new committees are agreed under that item, further amendments will be required for which delegated authority will be sought at item 10.)

(Pages 37 - 50)

14. QUESTIONS FROM THE PUBLIC

To note that no questions from the public have been received.

15. JOINT SCRUTINY & OVERVIEW COMMITTEE AND PARTNERSHIPS REVIEW COMMITTEE ANNUAL REPORT 2017/18

To receive the joint Scrutiny & Overview and Partnerships Review Committee Annual Report for 2017/18.

(Pages 51 - 60)

16. CIVIC AFFAIRS COMMITTEE ANNUAL REPORT 2017/18

To receive the Civic Affairs Committee Annual Report 2017/18

(Pages 61 - 66)

17. ERMINE STREET HOUSING LIMITED

To approve the re-appointment of Stephen Hills as Director of the Council's housing company, Ermine Street Housing Ltd, until 20 July 2018.

18. CAMBRIDGE AND PETERBOROUGH COMBINED AUTHORITY

Attached are the reports summarising the work of the Cambridgeshire and Peterborough Combined Authority in March.

(Pages 67 - 90)

19. MAJOR OPPOSITION GROUP LEADER'S ANNUAL STATEMENT

To receive the Major Opposition Group Leader's Annual Statement.

20. CHANGES TO THE CONSTITUTION UNDER ARTICLE 15.03

To note changes made under the provisions of Article 15.03 to the Constitution, which authorises the Chief Executive, after consultation with the Leader of the Council and Monitoring Officer, to agree and incorporate into the Constitution factual changes and changes required by new legislation which the Council has no choice but to make. (Changes denoted by strikethrough and underlined text)

21. 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 Democratic Services Team Leader 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.

21 (a) Question from Councillor Sue Ellington

In the past Members played a significant role in the activities at Parklife at Milton Country Park which is on July 1st this year. Will the Leader be encouraging her Members to continue this tradition?

21 (b) Question from Councillor Ruth Betson

Can the Leader update on progress on securing funding for Cambourne High Street?

21 (c) Question from Councillor Nick Wright

The Leader has been clear in the past that the local plan is a Conservative document. Is it her intention to withdraw it and remove parts such as the development at Bourn Airfield or Waterbeach and have a new local plan?

21 (d) Question from Councillor Peter Topping

Does the Leader support the aspiration of this Council to build key worker flats for nurses at Northstowe?

22. DATES OF COUNCIL MEETINGS 2018/19

Council, at its meeting held on 22 February 2018, approved the following dates for meetings in the 2018/19 Municipal Year:-

Thursday 19 July 2018 – 2.00pm

Thursday 27 September 2018 – 2.00pm

Thursday 29 November 2018 – 2.00pm

Thursday 28 February 2019 – 2.00pm

Thursday 4 April 2019 – 2.00pm

Thursday 16 May 2019 (Annual Meeting) – 2.00pm

Council is asked to note and endorse these dates, subject to an amendment to hold the Budget meeting on **Thursday 21 February 2019** (in order to facilitate the billing process) rather than on 28 February 2019 as previously agreed.

23. CHAIRMAN'S ENGAGEMENTS

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

Date	Venue/Event
February	
Saturday 24	Mayor of Ely's Charity Ball
Sunday 25	Mayor of Peterborough's Civic Service
March	
Saturday 03	St Neots Charity Venetian Masquerade Ball
Sunday 04	Mayor of Peterborough - Last Night of the Proms
Thursday 08	Community Awards, SCDC
Monday 12	Fly the Flag for Commonwealth Day @ SCDC
Thursday 22	Waterbeach Depot visit for Easter Raffle
Friday 23	South Cambs DC Easter Raffle
Saturday 24	Mayor of Whittlesey Charity Dinner Dance
Thursday 29	Mayor of St Ives RAF Centenary Flag Raising
April	
Sunday 08	Parkinson's Fun Run, Scotsdales
Sunday 09	Mayor and Mayoress of Wisbech At Home
Monday 16	21st Anniversary of The Farmland Museum VC *
Friday 20	The Chairman of East Cambridgeshire's Civic Reception
Monday 23	The Royal Society of St George - Annual Service and Dinner

* Vice-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

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.