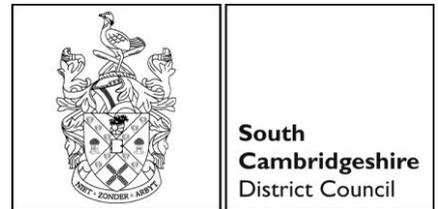


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1 October 2018

To: The Leader – Councillor Bridget Smith  
Deputy Leader – Councillor Aidan Van de Weyer  
Members of the Cabinet – Councillors Neil Gough, Philippa Hart,  
Dr. Tumi Hawkins, Hazel Smith and John Williams  
Quorum: Majority of the Cabinet including the Leader or Deputy Leader

Dear Councillor

You are invited to attend the next meeting of **CABINET**, which will be held in the **SWANSLEY ROOM A AND B - GROUND FLOOR** at South Cambridgeshire Hall on **WEDNESDAY, 3 OCTOBER 2018** at **9.30 a.m.**

Yours faithfully  
**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 SUPPLEMENT

**3. Minutes of Previous Meeting**

To authorise the Leader to sign the Minutes of the meeting held on 5 September 2018 and the two Extraordinary meetings held on 24 September 2018 as correct records.

To Follow

**PAGES**  
**1 - 12**

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# Agenda Item 3

## SOUTH CAMBRIDGESHIRE DISTRICT COUNCIL

Minutes of a meeting of the Cabinet held on  
Wednesday, 5 September 2018 at 9.30 a.m.

PRESENT: Councillor Bridget Smith (Leader)  
Councillor Aidan Van de Weyer (Deputy Leader)

Councillors:	Neil Gough	Environmental Health and Licensing
	Philippa Hart	Community Services and Business Improvement
	Dr. Tumi Hawkins	Planning
	Hazel Smith	Housing
	John Williams	Finance

Officers in attendance for all or part of the meeting:

Gill Anderton	Head of Housing (New Build)
Gemma Barron	Head of Sustainable Communities and Wellbeing
Alex Colyer	Executive Director
Dawn Graham	Benefits Manager
Mike Hill	Director of Health and Environmental Services
Stephen Kelly	Joint Director of Planning and Economic Development
Rory McKenna	Deputy Head of Legal Practice
Caroline Ryba	Head of Finance
Ian Senior	Democratic Services Officer

Councillors Anna Bradnam, Grenville Chamberlain and Heather Williams were in attendance, by invitation.

### 1. APOLOGIES FOR ABSENCE

There were no Apologies for Absence.

### 2. DECLARATIONS OF INTEREST

There were no declarations of interest.

### 3. MINUTES OF PREVIOUS MEETING

Cabinet authorised the Leader to sign, as a correct record, the Minutes of the meeting held on 26 July 2018, subject to the following:

#### Attendance list

Specify that Councillor Anna Bradnam is a local Member for Waterbeach, and delete the repeated words "and Heather Williams".

### 4. ANNOUNCEMENTS

There were no announcements.

### 5. PUBLIC QUESTIONS

Daniel Fulton attended the meeting to make, and ask, the following statement and question:

“Over the years, the public has come to know and trust the Leader for her unceasing commitment to transparent, open, and responsive local government. During their years in opposition, both the Leader and the Cabinet rightfully earned a public reputation as proponents of openness and accountability, and the public’s trust in each of you was certainly confirmed by the results of this May’s election.

In her address to the annual meeting of the council in May 2017, the Leader argued forcefully for the importance of taking decisions in public, in an open and transparent manner that provides residents with opportunities to question and challenge the decisions made by councillors, even going so far as to state, “I would respectfully suggest that in order to earn their allowances from the public purse that the very least pfhs can do is to take whatever decision they do take in public”.

As everyone here is aware, the overwhelming majority of planning decisions made by this council are made under delegated powers by planning officers, who are unelected and completely unaccountable to the residents of this district for their decisions. The one and only moment when the vast majority of planning applications are in any way considered by an accountable public official is at meeting where a decision is made as to whether or not an application will be delegated or not.

Is the Leader aware that it is the present policy of this council is to exclude members of the public from observing the meetings where the vast majority of planning applications receive their one and only decision by an accountable elected official, and furthermore, is the Leader aware that the public is refused access to any and all records pertaining to these decisions, including any meeting agendas, any minutes or other records pertaining to the meetings, and any recommendations or reports and the accompanying background papers that are considered as part of each decision?

If so, will the Leader commit now to taking action to bring the council’s policies in regards to public access to planning delegation decision meetings and documents in line with the principles of transparent, open, and responsive local government, for which she has always advocated?”

In reply, the Leader made it clear that, while Cabinet could not discuss the details of a specific planning application, she shared concerns about the process for determining whether applications in general were presented to Planning Committee or dealt with by officers under delegation. South Cambridgeshire District Council sought to be pragmatic and flexible, and officers always consulted the Committee Chairman and Vice-chairman. The Leader agreed to look again at that process and to make any changes necessary to ensure transparency. She said that, while the Council would be reviewing its Scheme of Delegation, she was unable to ask for additional public meetings. However, officers would consider whether the process could be improved. The Leader was sympathetic to Mr. Fulton’s suggestion that documents at least considered at the delegation meeting should be publicly available.

The Joint Director for Planning and Economic Development reminded those present about the need to guard against the risk of pre-determination.

The Council would write to Mr. Fulton once the review had been concluded.

## 6. ISSUES ARISING FROM THE SCRUTINY AND OVERVIEW COMMITTEE

Councillor Grenville Chamberlain (Chairman of the Scrutiny and Overview Committee) expressed concern at the time-frame for reviewing reports and other papers. He had requested a meeting with the Leader and Chief Executive to discuss process. It was reported that the Executive Management Team would be considering options for a filtering system.

## 7. WATERBEACH NEW TOWN SUPPLEMENTARY PLANNING DOCUMENT

Cabinet considered a report seeking its agreement for the draft Waterbeach New Town Supplementary Planning Document to be published for consultation.

Following a summary of comments from the Scrutiny and Overview Committee, and further discussion, Cabinet

- (a) **Approved** the draft Supplementary Planning Document (SPD) for Regulation 13 public consultation in accordance with the Town and Country Planning (Local Planning) (England) Regulations 2012 for a period of six weeks;
- (b) **Approved** the consultation arrangements set out in the Consultation Statement (Appendix 2);
- (c) **delegated** authority to the Joint Director of Planning and Economic Development in consultation with the Deputy Leader, to make editorial changes to the draft Waterbeach New Town SPD and supporting documents prior to the commencement of the consultation period (to comprise minor amendments and factual updates and clarifications); and
- (d) **agreed** amendments to the Infrastructure Delivery Plan entry on page 125 and 126 of the draft SPD in respect of the foul water network as set out in Appendix 2.

## 8. COMMUNITY CHEST CRITERIA

Cabinet considered a report on changes to the criteria for the Community Chest grant scheme.

The Lead Cabinet member for Finance expressed his appreciation for the work carried out by the Grants Advisory Committee, and asked Cabinet, under the heading 'When can groups apply?' to delete the final sentence, namely "Grants are allocated on a first-come, first-served basis."

Following a brief discussion about the extent of access to the scheme, Cabinet **agreed** the proposed changes to the Community Chest guidance notes, which include the criteria, as set out at Appendix A, and as recommended by the Grants Advisory Committee, subject to, under the heading 'When can groups apply?' deletion of the final sentence namely "Grants are allocated on a first-come, first-served basis."

## 9. 3 YEAR SERVICE SUPPORT GRANTS CRITERIA

Cabinet considered a report examining the justification and scope for a further three-year programme (2019-20 to 2021-22) of Service Support Grant funding of the voluntary and community sector.

Cabinet

1. **approved** a further three year programme of Service Support Grants (subject to annual funding agreements) to run from 1 April 2019 to 31 March 2022;
2. **approved** continuation of current themes and allocations for the Service Support Grant fund; and
3. **accepted** the proposed schedule for operation of the scheme.

## 10. LOCALISED COUNCIL TAX SUPPORT SCHEME

Cabinet considered a report on Local Council Tax Support proposals for 2019-20.

Cabinet **agreed** to submit both Option 1 and Option 2 to public consultation, as set out in the report from the Executive Director at paragraphs 23 and 24 and consider responses at the meeting in December.

## 11. EXCLUSION OF PRESS AND PUBLIC

Cabinet resolved that the Press and public be excluded from the meeting during consideration of the following items 12 (Additional Housing Revenue Account Borrowing Programme Bid) and 13 (Ice Rink Funding Agreement Update) in accordance with the provisions of Section 100(a)(4) of the Local Government Act 1972 (exempt information as defined in paragraph 3 of Schedule 12A (as amended) of the Act). Paragraph 3 refers to Information relating to the financial or business affairs of any particular person (including the Authority holding that information).

## 12. ADDITIONAL HOUSING REVENUE ACCOUNT BORROWING PROGRAMME BID

Cabinet considered a report from the Executive Director.

By virtue of Scrutiny and Overview Procedure Rule 12.19 Chairman of the Council and Chairman of the Scrutiny and Overview Committee are required to agree both that the decision proposed is reasonable in all the circumstances and to it being treated as a matter of urgency. As Cabinet has been requested to give its authority to submit a bid by the deadline of 7<sup>th</sup> September, the decision is manifestly urgent and the consent of the Chairman of the Council and the Chairman of the Scrutiny and Overview Committee to an exemption from call in on the grounds of urgency has been sought.

Cabinet gave **approval** in line with paragraph 3 of the report from the Executive Director.

## 13. ICE RINK FUNDING AGREEMENT UPDATE

Cabinet considered a report providing an update from Cambridge Leisure and Ice Centre (CLIC) about progress relating to the development of the ice rink on the outskirts

of Cambridge.

Members reviewed the financial and legal issues involved, and accepted that the project remained robust subject to regular monitoring of measures designed to safeguard South Cambridgeshire District Council's position.

Cabinet

1. **Requested** that officers
  - (a) Undertake further due diligence in order to protect the Council's interests; and
  - (b) Formulate revised terms to secure the Council's interests as far as possible.
2. **Recommended** that Council consider the issue set out in paragraph 3 (a) of the report in the light of the outcome of the further due diligence as referred to at 1 (a) above.

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**The Meeting ended at 11.25  
a.m.**

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## **SOUTH CAMBRIDGESHIRE DISTRICT COUNCIL**

Minutes of the Cabinet held on  
Monday, 24 September 2018 at 9.30 a.m.

### **Councillors in attendance:**

PRESENT:	Councillor Bridget Smith (Leader of Council)	
	Councillor Aidan Van de Weyer (Deputy Leader of Council)	
Councillors:	Neil Gough	Lead Cabinet Member for Environmental Health and Licensing
	Philippa Hart	Lead Cabinet Member for Customer Services and Business Improvement
	Dr. Tumi Hawkins	Lead Cabinet Member for Planning
	Hazel Smith	Lead Cabinet Member for Housing
	John Williams	Lead Cabinet Member for Finance

### **Officers in attendance for all or part of the meeting:**

Beverly Agass	Chief Executive
Alex Colyer	Executive Director
Jonathan Dixon	Principal Planning Policy Officer
Kathrin John	Democratic Services Team Leader
Stephen Kelly	Joint Director of Planning and Economic Development
Rory McKenna	Deputy Head of Legal Practice
David Roberts	Principal Planning Policy Officer
Ian Senior	Democratic Services Officer

Councillors Henry Batchelor, Dr. Claire Daunton, Dr. Douglas de Lacey, Sue Ellington, Mark Howell and Heather Williams were in attendance, by invitation.

### **1. APOLOGIES FOR ABSENCE**

There were no Apologies for Absence.

### **2. DECLARATIONS OF INTEREST**

Councillor Dr. Tumi Hawkins declared a Non-Pecuniary Interest by virtue of the proximity of her house to Policy SS/7 – New Village at Bourn Airfield.

### **3. SOUTH CAMBRIDGESHIRE LOCAL PLAN - ADOPTION**

Cabinet considered a report noting that preparation of the new South Cambridgeshire Local Plan had now reached the end of the plan making process. The Inspectors' Report had been received and, subject to incorporation of the associated Main Modifications identified by them, the Inspectors had concluded that the Local Plan was sound. The Local Plan could now be presented to Council to be adopted as part of the Development Plan.

The Leader publicly thanked all those officers who had been involved in the Local Plan process, and said that she would be writing formally to them.

The Joint Director for Planning and Economic Development summarised the process, which had been lengthy, and said that the purpose of this Extraordinary Cabinet meeting

was to recommend to Full Council on 27 September 2018 either adoption or rejection of the Local Plan. He said that there was no third option – the process for varying a Plan was a complex one and, in practical terms, the time for doing so had now passed.

The Principal Planning Policy Officer circulated an Errata. In Appendix 4 (Local Plan Draft for Adoption), and due to formatting of the policy boxes, part of the text included in the Submitted Local Plan at the end of Policies S/6 and HQ/2 had become hidden. The missing text was as follows:

**Policy S/6 – the Development Policy to 2031**

In paragraph 4, after the words “...local service provision...” add “...and quality of public transport access to Cambridge or a market town.”

**Policy HQ/2 – Public Art and New Development**

Add paragraph 4: “Where public art is provided, contributions and commuted maintenance sums for up to 10 years will be required and include the cost of decommissioning where appropriate.”

The Leader thanked Councillor Dr. Douglas de Lacey for proofreading the draft.

The Joint Director for Planning and Economic Development referred Cabinet to the recommendations in the report, highlighting Recommendation 6.

The Deputy Leader commended the recommendations to Cabinet for decision by Full Council.

In relation to paragraph 142 of the Inspectors’ report to South Cambridgeshire District Council (Fulbourn Road East), both Councillor John Williams and Councillor Claire Daunton (two of the local Members for Fulbourn) expressed disappointment with the comments about Yarrow Road.

The Chief Executive clarified that paragraph 40 of the report to Cabinet from the Joint Director for Planning and Economic Development represented the *alternative* option to the recommendation at paragraph 3 of the report.

By six votes to nil, with Councillor Dr. Tumi Hawkins abstaining,

Cabinet agreed to recommend Council to:

1. Note the Inspectors’ Report containing the Inspectors’ Main Modifications to be made to the submitted South Cambridgeshire Local Plan in order for it to be found sound (Appendix 1); and
2. Note the schedule of Additional Modifications (Appendix 2) to the submitted South Cambridgeshire Local Plan to make minor updates and corrections; and
3. Note the Main Modifications to the submitted Policies Map published alongside the Inspectors’ Report as a reference document to the examination (Appendix 3);
4. Adopt the South Cambridgeshire Local Plan 2018, including both Main and Additional Modifications (Appendix 4);
5. Adopt the South Cambridgeshire Policies Map 2018, including Main

Modifications and Additional Modifications (Appendix 5); and

6. Authorise the Joint Director of Planning and Economic Development for Cambridge and South Cambridgeshire, in liaison with the Deputy Leader, to make minor typographical amendments or updates in preparing the final version of the Adopted Local Plan and Policies Map.

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**The Meeting ended at 9.45 a.m.**

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## **SOUTH CAMBRIDGESHIRE DISTRICT COUNCIL**

Minutes of a meeting of the Cabinet held on  
Monday, 24 September 2018 at 10.00 a.m.

PRESENT: Councillor Bridget Smith (Leader)  
Councillor Aidan Van de Weyer (Deputy Leader)

Councillors:	Neil Gough	Environmental Health and Licensing
	Philippa Hart	Customer Services and Business Improvement
	Dr. Tumi Hawkins	Planning
	Hazel Smith	Housing
	John Williams	Finance

Officers in attendance for all or part of the meeting:

Beverly Agass	Chief Executive
Alex Colyer	Executive Director
Kathrin John	Democratic Services Team Leader
Rory McKenna	Deputy Head of Legal Practice
Ian Senior	Democratic Services Officer

Councillors Dr. Claire Daunton, Dr. Douglas de Lacey, Sue Ellington, Mark Howell, Heather Williams and Henry Batchelor were in attendance, by invitation.

### **1. APOLOGIES FOR ABSENCE**

There were no Apologies for Absence.

### **2. DECLARATIONS OF INTEREST**

There were no Declarations of Interest.

### **3. CONSTITUENT COUNCIL CONSENT FOR BUSINESS RATES PILOT SCHEME SUBMISSION 2019/20**

Cabinet considered a report seeking consent to the one-year business rates retention pilot being submitted to the Ministry of Housing, Communities and Local Government (MHCLG) by 25 September 2018.

The Leader summarised the circumstances leading up to the report, including the proposals put forward by the Mayor of Cambridgeshire and Peterborough, by Cambridgeshire County Council, and by South Cambridgeshire District Council. The one constituting the current bid had been promoted by the County Council, and was outlined in paragraph 3.16 of the report from the Executive Director. The Leader had received legal feedback suggesting that any bid not including the Combined Authority was unlikely to be successful. She asked Cabinet to be pragmatic and to recognise that the estimated £2 million being proposed for distribution to Peterborough City Council and Cambridgeshire County Council regarding social care would, ultimately, benefit the residents of South Cambridgeshire.

Councillor Philippa Hart expressed disappointment with the need to make a decision quickly without much time to consider the issues. She pointed out that the Combined Authority was not responsible for collecting Business Rates.

The Leader said the Combined Authority must not underestimate the importance of preventative measures taken by district councils in an effort to mitigate the burden on social care budgets.

Councillor Sue Ellington said it was essential to agree population figures for South Cambridgeshire to ensure that the 'per capita' distribution of funds was fair and equitable. She added that South Cambridgeshire was a growth area, and that there seemed to be a delay in government statistics being updated to reflect that growth.

Cabinet

1. **Agreed** to the submission of the Bid as outlined, with the additional funds to be apportioned in accordance with the principles set out in the pilot submission, namely that additional funds retained by the local area will be apportioned as follows:
  - If any local authority is worse off as a result of being in the pilot, they will receive funding to put them back to the level they would have been in had they not participated in the pilot (an internal no-detriment clause) underwritten by the Combined Authority;
  - Pre-approved costs related to the running of the pool/pilot will be retained by the lead authority;
  - 10% (about £2 million) of the remaining funds will create a Business Growth Fund, held by the Combined Authority to promote further growth across the area;
  - 10% (about £2 million) will be split between the two Social Care Authorities (Cambridgeshire County Council and Peterborough City Council) in recognition that the costs of growth fall disproportionately on these authorities;
  - The remaining 80% ( about £16 million) will be distributed per capita across all constituent authorities (Peterborough's population is counted twice to take account of its upper and lower tier responsibilities); and
  
2. **Authorised** the Section 151 officer to make any minor amendments that do not affect the substantive meaning of the bid.

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**The Meeting ended at 10.25  
a.m.**

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