



SOUTH CAMBRIDGESHIRE DISTRICT COUNCIL

COUNCIL MEETING
THURSDAY, 26 NOVEMBER 2009

AGENDA AND REPORTS

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

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."

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 **7.00 P.M.** on

THURSDAY, 26 NOVEMBER 2009

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

DATED 18 November 2009

GREG HARLOCK
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

PRESENTATION

Olympic Lapel badges will be presented to all Members, following an introduction by Councillor Jaime Dipple, Member Champion for the 2012 Olympics.

1. APOLOGIES

2. DECLARATIONS OF INTEREST

3. MINUTES

To authorise the Chairman to sign the Minutes of the meeting held on 24 September 2009 as a correct record (**attached**).

(Pages 1 - 12)

4. ANNOUNCEMENTS

5. QUESTIONS FROM COUNCILLORS AND THE PUBLIC

5 (a) From Cllr Deborah Roberts to Cllr Ray Manning, Leader of the Council

"Please can the Leader update the Council as to how much was finally received from Cambridgeshire County Council towards the grant of £250,000 agreed by this council to Cambridge Rowing Lakes for the upgrading of the cafe area at Milton Country Park?"

5 (b) From Cllr Mike Mason to Cllr Simon Edwards, Finance and Staffing Portfolio Holder

I refer Councillor Edwards specifically to the Cambridge News report dated Monday 2 September with the headline "Travellers pay 4% of sewerage costs", together with document HS19 forming part of the agenda report to the Standards Committee Hearing Panel meeting held on April 15th 2009.

Will Councillor Edwards please:

- (a) Now confirm if he or the finance service has written off all or part of the £13,000 debt owed to the Council and,
- (b) Give an indication to Council of the approximate cost of administration, including bailiffs and court fees, incurred to date?

6. PETITIONS

To note that the following petitions have been received since the last meeting:

- From sheltered housing scheme residents in Cottenham, Fulbourn, Grantchester, Over, Papworth Everard and Willingham, from Willingham Medical Practice and from care workers and carers in general, in respect of the Sheltered Housing Service, dated 1 October 2009 and referred to the Cabinet on 12 November 2009;
- From residents of Bassingbourn in respect of site options consultation to inform the development of the Gypsy and Traveller Development Plan Document. The petition will be submitted by the New Communities Portfolio Holder along with other representations received during the consultation period, at his meeting in March 2010.

7. TO CONSIDER THE FOLLOWING RECOMMENDATIONS:

7 (a) Review of General Fund Medium Term Financial Strategy (Cabinet, 8 October 2009)

Cabinet **RECOMMENDED TO COUNCIL** that the Medium Term Financial Strategy, and the underlying assumptions within it, be approved as the basis for the planning of the budget for 2010/11 onward.

*The report and Appendix setting out the Medium Term Financial Strategy, considered by the Cabinet at its meeting on 8 October 2009, are **attached**.*

(Pages 13 - 22)

7 (b) Medium Term Financial Strategy: Proposals to meet Current and Future Years' Savings Targets (Cabinet, 12 November 2009)

Cabinet **RECOMMENDED TO COUNCIL** that the Chief Executive be authorised, in consultation with the Leader of the Council and Finance and Staffing Portfolio Holder, to approve expenditure, outside budgetary provisions, to meet the costs of any redundancies and early retirements brought about as a consequence of the proposals agreed in respect of the package of savings for 2010-11 and consequential restructuring and changes to service levels.

The report and appendix considered by the Cabinet are available to view using the

following [link to the Council's website \(www.scamb.gov.uk\)](http://www.scamb.gov.uk) - Item 5 refers. In addition, paper copies have been placed in the Members' Room, and are available from Democratic Services, telephone (01954) 713016, e-mail democratic.services@scamb.gov.uk

7 (c) Housing Services Review (Cabinet, 12 November 2009)

Cabinet **RECOMMENDED TO COUNCIL** that the Chief Executive, in consultation with the Leader of the Council and Finance and Staffing Portfolio Holder, be authorised to approve expenditure, outside budgetary provision, to meet the costs of any redundancies and early retirements brought about as a consequence of the proposals in respect of exposing the district responsive repairs service to competitive tendering, the restructuring of the sheltered housing service from a site-based to a floating support model and the reduction in the grounds maintenance budget.

The report and appendix considered by the Cabinet are available to view using the following [link to the Council's website \(www.scamb.gov.uk\)](http://www.scamb.gov.uk) - Item 6 refers. In addition, paper copies have been placed in the Members' Room, and are available from Democratic Services, telephone (01954) 713016, e-mail democratic.services@scamb.gov.uk

7 (d) Waste & Recycling Strategic Review (Cabinet, 12 November 2009)

Cabinet **RECOMMENDED TO COUNCIL**:

- (a) that the Council reconfigure its household waste and recycling services to provide a two stream co-mingled dry recycling service alongside the existing alternate weekly green and black-wheeled bins, by the replacement of the existing kerbside box recycling service with a blue 240lt wheeled bin and 40lt inner caddy (fitting inside the blue bin) collected on alternate weeks by 'twin-pack' collection vehicles on the same day as the existing green bin;
- (b) that the dry recyclable materials to be collected by the new service include paper (telephone directories; newspapers & magazines; general paper) within a inner caddy and mixed dry recyclables including cans and tins (steel and aluminium); aerosols; glass; plastic bottles; hard plastic (pots, tubs, and trays); cartons (tetra packs); cardboard; aluminium foil placed in the blue wheeled bin. Further materials to be added (i.e. plastic film) as processing facilities allow;
- (c) that the re-configured refuse and recycling collection service be implemented and operated by the Council's in-house environment operations unit as a directly managed service together with the street cleansing services;
- (d) approval of all staffing, plant and equipment required to implement the re-configured service (option 7) as detailed in the report to the Waste & Recycling Task and Finish Group on the 10 September 2009; and
- (e) that Council amend the 2009/10 and 2010/11 capital programme by £1,510,000 to allow for the procurement of the blue bins and caddy inserts to be procured in this financial year.

The report and appendix considered by the Cabinet are available to view using the following [link to the Council's website \(www.scamb.gov.uk\)](http://www.scamb.gov.uk) - Item 7 refers. In addition, paper copies have been placed in the Members' Room, and are available from Democratic Services, telephone (01954) 713016, e-mail democratic.services@scamb.gov.uk

7 (e) Gambling Act 2005 Statement of Policy (Environmental Services Portfolio Holder's meeting, 23 October 2009)

The Leader (exercising the functions of the Environmental Services Portfolio Holder in her absence) and in his capacity as Leader of the Council **RECOMMENDED** that Council approve, ratify and adopt the Gambling Act 2005 Statement of Policy attached as Appendix B to the report presented to the Licensing Committee at its meeting on 23 October 2009, taking into account comments made by Members at that meeting.

The documents from that meeting are available on the Council's website at the following location:

<http://scams.moderngov.co.uk/ieListDocuments.aspx?CId=868&MId=4929&Ver=4>

In addition, paper copies have been placed in the Members' Room, and are available from Democratic Services, telephone (01954) 713016, e-mail

democratic.services@scams.gov.uk

7 (f) Anti-Theft, -Fraud and -Corruption Policy (Finance and Staffing Portfolio Holder, 18 November 2009)

The Finance and Staffing Portfolio Holder, at his meeting on 18 November 2009, will be asked to **RECOMMEND TO COUNCIL** that a revised Anti-Theft, Fraud and Corruption Policy be approved, incorporating the changes identified in the report and appendices, for inclusion in Part 5 of the Constitution.

Any alternative recommendation will be reported to the Council.

The policy is currently included in the Constitution as an Appendix to the Officers' Code of Conduct. It is considered more appropriate for this key element of the Council's corporate governance arrangements to be included as a separate section of the document in its own right, therefore Council is further **RECOMMENDED** to remove the policy from Section 5G (Officers' Code of Conduct), and to include it as a revised Section 5H (subsequent sections to be renumbered accordingly).

The proposed revised policy is available to view using the following [link to the Council's website \(www.scams.gov.uk\)](http://www.scams.gov.uk) - item 3 refers. Paper copies have also been placed in the Members' Room, and are available from Democratic Services, telephone (01954) 713016 e-mail democratic.services@scams.gov.uk.

8. COUNCIL MEETING SCHEDULE 2010/11

Report attached.

(Pages 23 - 24)

9. CHANGE TO THE LIBERAL DEMOCRAT GROUP REPRESENTATION ON THE CLIMATE CHANGE WORKING GROUP

Council is **RECOMMENDED** to approve the appointment of Councillor Mrs PM Bear to the Climate Change Working Group in place of Councillor AN Berent.

10. CHANGE TO THE COUNCIL'S REPRESENTATION ON THE TRUSTEES OF FRANCIS JOHN CLEAR ALMSHOUSES, MELBOURN

Council is **RECOMMENDED** to approve the appointment of Councillor Mrs VM

Barrett as a Trustee of Francis John Clear Almshouses, Melbourn in place of Councillor Mrs JM Guest, until May 2012.

11. MEMBERS' ALLOWANCES - APPOINTMENT OF MEMBER TO THE INDEPENDENT REMUNERATION PANEL

The term of office for Ruth Rogers, one of the members of the Independent Remuneration Panel expired on 23 November 2009. Ms Rogers is willing to serve a further year on the Panel. Council is therefore **RECOMMENDED** to reappoint Ms Rogers to the Independent Remuneration Panel for a further period of one year ending 26 November 2010.

12. UPDATES FROM MEMBERS APPOINTED TO OUTSIDE BODIES

The Chairman has expressed a wish that reports under this item should be submitted to Democratic Services for publication with the Agenda, not made at the meeting as verbal updates.

No written reports had been received at the time of Agenda publication.

13. NOTICES OF MOTION

13 (a) Amendment standing in the name of Cllrs Nigel Cathcart and Jim Stewart to a Motion in the names of Cllrs Liz Hezell and Sebastian Kindersley

The following amendment to a Motion standing in the names of Cllrs Liz Hezell and Sebastian Kindersley, stands deferred from the last meeting, following the passing of a Procedural Motion to adjourn the debate (amendments to the Substantive Motion marked in ***bold italics*** below):

‘Concern is mounting particularly amongst our sheltered housing residents and their families regarding our services provided for the vulnerable elderly. There is also rising public concern on this issue.

While many Council sheltered residents have found the emergency cover very satisfactory, and realise that service charges are very much lower than in the private sheltered sector, there are many apprehensions being voiced about the prospect of more change, less staff on-site hours together with increased charges / rents.

Council agrees to subject all services for sheltered housing residents, provided by us or by partners across the district, to a review, ***with the objective of achieving the best possible standard of service provision***, which will be conducted by a Task and Finish Group set up by the Portfolio Holder.’

Since this Motion was considered on 24 September 2009, Cabinet has considered a report, and agreed recommendations, in respect of the future structure of the housing service. In considering any Resolution arising from this item of business, Members may consider it appropriate to agree a further amendment to provide for any review to take place within the parameters of the decisions in respect of the housing services review, agreed by Cabinet.

13 (b) Standing in the name of Cllr Mike Mason

In the matter of the proposed development of Northstowe, Council notes with concern, in spite of previous indications to the contrary, that:-

- (a) Further detailed planning applications are still awaited and that members, having previously approved additional staff appointments, are now being asked to make cuts in the planning and new communities sections.
- (b) The recommendations now being imposed by the Planning Inspectorate, are completely unrealistic in terms of housing target numbers to be completed within the Local Development Framework (LDF) plan period.
- (c) The Immigration Service remains in occupation of the former airfield buildings without the benefit of planning permission.
- (d) Infrastructure improvements to the A14 and the construction of the guided busway has yet to be completed, with no Section 106 developer contributions likely to be forthcoming.

Council instructs the Chief Executive and Leader to write to Communities and Local Government, Homes and Communities Agency and the developers, requesting a definitive public statement as to their current position and intentions for the site, informing them, with reference to (a) – (d) above and with the prospect of diminishing financial resources in the foreseeable future, that the policies in the Local Development Framework have become unsustainable and will not be implemented within the plan period.

14. CHAIRMAN'S ENGAGEMENTS

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

Sept 28 th	Balsham Sheltered Housing Coffee Morning
Sept 28 th	Clubs in Pubs - Sawston Village College
Sept 29 th	Citizens Advice Bureau Breakfast Briefing at Emanuel College
Sept 30 th	Cambridgeshire Celebrates Age - Community Centre, The Swifts, Fulbourn
Oct 1 st	Cambridge News Community Awards
Oct 2 nd	Melbourn Sheltered Housing Coffee Morning
Oct 4 th	High Sheriff's Justice Service at Peterborough Cathedral
Oct 8 th	Orwell Sheltered Housing Coffee Morning
Oct 10 th	2009 Awards Ceremony for Young People of the Year in Cambridgeshire (YOPEY)
Oct 10 th	Huntingdon Civic Charity Dinner & Dance
Oct 11 th	City of Ely Council Civic Service at Ely Cathedral
Oct 14 th	Great Shelford Sheltered Housing Coffee Morning
Oct 14 th	Cambridge City Mayor's Charity Evening
Oct 16 th	Civic Dinner, Harlow Council
Oct 17 th	East Anglian Air Ambulance 'drop in' Quy Mill Hotel, Cambridge
Oct 19 th /20/23	Pub 4 Kids initiative – Sawston Village College

Oct 23 rd	Godmanchester Town Council Fairtrade Evening
Oct 25 th	East Cambs District Council Civic Service at St Mary's Church, Burwell
Oct 27 th	National Clean Air Awards, Waterbeach
Oct 30 th	Grantchester Sheltered Housing Coffee Morning
Oct 30 th	Huntingdonshire District Council Chairman's Charity Ball, Burgess Hall, St Ives
Nov 1 st	Whittlesey Mayor's Civic Service
Nov 5 th	Fulbourn Sheltered Housing Coffee Morning
Nov 5 th	Best Kept Garden Awards, Scotsdales Garden Centre
Nov 8 th	Great Shelford Memorial Service
Nov 9 th	Bassingbourn Sheltered Housing Coffee Morning
Nov 11 th	Veterans Day Ceremony, American Military Cemetery
Nov 13 th	Waterbeach Sheltered Housing Coffee Morning
Nov 14 th	Royal British Legion Women's Section County Conference - Comberton
Nov 16 th	Cambridgeshire Constabulary Awards Ceremony, Hinchingsbrooke House
Nov 17 th	Harston Sheltered Housing Coffee Morning
Nov 18 th	Opening Equine Therapy Centre, Milton
Nov 19 th	Thalidomide at 50 Portrait Exhibition
Nov 20 th	Children in Need day
Nov 23 rd	Cottenham Sheltered Housing Coffee Morning
Nov 24 th	Bourn Sheltered Housing Coffee Morning
Nov 24 th	Enterprise Pathway Pubs 4 Kids, St Neots
Nov 25 th	Wood Green Animal Shelter Reception on The Terrace at the House of Commons

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.

Increased hygiene at South Cambridgeshire Hall

In light of the swine flu pandemic, we have intensified our usual cleaning routines in council buildings. We have also introduced hand gel dispensers throughout the offices, including public areas. When visiting South Cambridgeshire Hall you are encouraged to use these facilities if and when required to help limit the spread of flu.

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

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Toilets

Public toilets are available on each floor of the building next to the lifts.

Recording of Business

Unless specifically authorised by resolution, no audio and / or visual or photographic recording in any format is allowed at any meeting of the Council, the executive (Cabinet), or any committee, sub-committee or other sub-group of the Council or the executive.

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 new 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

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Mobile Phones

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