



# SOUTH CAMBRIDGESHIRE DISTRICT COUNCIL

COUNCIL MEETING  
THURSDAY, 23 SEPTEMBER 2010

AGENDA AND REPORTS

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

### **OUR VISION**

- We will make South Cambridgeshire a safe and healthy place where residents are proud to live and where there will be opportunities for employment, enterprise and world-leading innovation.
- We will be a listening Council, providing a voice for rural life and first-class services accessible to all.

### **OUR VALUES**

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

- Trust
- Mutual respect
- A commitment to improving services
- Customer service

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, 23 SEPTEMBER 2010**

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

**DATED** this Wednesday 15 September 2010

**SJ HAMPSON**  
Acting 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

The Chairman will invite the leaders of the political groups to sign the East of England Charter for Elected Member Development to confirm that the Council is working towards Charter Status for Elected Member Development:

“South Cambridgeshire District Council recognises the vital role of Elected Members in local governance and pledges to adopt good practice in member development by:

1. “Being fully **committed** to developing elected members in order to achieve the council’s aims and objectives.
2. “Adopting a **member led strategic approach** to elected member development.
3. “Having a **member learning and development plan in place** that clearly identifies the difference development activities will make.
4. “Seeing that **learning and development is effective in building capacity.**
5. “Addressing wider development matters **by supporting councillors.**

“We are willing to accept external peer scrutiny of member development and to share good practice with other councils and agencies.”

#### 1. APOLOGIES

Apologies have been received from Councillors David Bird and Mark Howell.

#### 2. DECLARATIONS OF INTEREST

**3. MINUTES**

To authorise the Chairman to sign the Minutes of the meeting held on 22 July 2010 as a correct record.

(Pages 1 - 22)

**4. ANNOUNCEMENTS**

To receive any announcements from the Chairman, Leader, the executive or the head of paid service.

**5. QUESTIONS FROM COUNCILLORS AND THE PUBLIC**

**5 (a) From Graham Ford to the Environmental Services Portfolio Holder**

*Mr Ford has been asked to resubmit his question by noon on Monday 20 September 2010 to accord with the Council's guidelines for public questions at Council meetings.*

**5 (b) From Cllr John Batchelor to the Planning Portfolio Holder**

"I would appreciate it if the Portfolio Holder would pass on my thanks to John Koch and his team for their excellent work in defending the District Council's position at the Linton Wind Farm Appeal.

"That said I have been shocked at the wasteful nature of the appeals process. The Linton appeal has been ongoing since February and only closed last week. Can the Portfolio Holder tell me how much this appeal has so far cost the tax payers of South Cambridgeshire?"

**5 (c) From Cllr Bridget Smith to the Leader**

"I know that I am not alone in wishing to congratulate the staff from every service area for showing such resilience during the past few extremely difficult months and in managing to carry out their duties to such very good effect.

"The October spending review is obviously going to cause great stress for us all. What is each of the portfolio holders planning to do in order to support their own departmental staff in these very challenging times?"

**5 (d) From Cllr Steve Harangozo to the New Communities Portfolio Holder**

"In view of the need to use all opportunities to reduce the district's carbon emissions, will the portfolio holder agree that the awarding of capital grants to local organizations be made conditional on their committing (in writing and with a follow-up 'method statement') to reduce their carbon emissions by at least 10% in total within two financial years?"

**5 (e) From Cllr Tumi Hawkins to the Housing Portfolio Holder**

"This Council has up till now obtained valuations for its property and land assets from just one Agent. Could the Housing Portfolio Holder please explain when and why the Council selected Pocock & Shaw for this task, and why it pays the company to carry out valuations, considering the fact that householders wanting to sell properties often get this service free and from multiple agents."

**5 (f) From Cllr Lynda Harford to the Northstowe Portfolio Holder**

"There would appear to be mixed messages coming from cabinet about the future of Northstowe. It has always been understood that there was an interdependence between this new development and the proposal to upgrade the A14 which is now on hold. Could the portfolio holder please take this opportunity to define the probability

of the Northstowe project proceeding independently of the A14 upgrade?”

**5 (g) From Cllr Frances Amrani to the Housing Portfolio Holder**

“Teversham Parish council and myself have been informed in writing that just over £6K per year is allocated from a commuted sum from the original developers for the Foxgloves estate in Teversham for land maintenance. Over the past two years residents have received an average of three rough grass cuts per year; with no tree or shrub maintenance. £2000 per cut doesn’t seem to offer good value for a relatively small amount of grasscutting. Discussions and complaints on this topic have used up a disproportionate amount of officer time. What reassurance can the Housing PFH give that residents can expect a better service next year and beyond, and that officers will be supported in securing this delivery?”

**5 (h) From Cllr Mike Mason to the Environmental Services Portfolio Holder**

“With reference to the continuing problems experienced by many members using the new secure email system, together with the changes introduced on the Web Site, would Councillor Ellington now agree to give IT training and competence, top priority in the Member Development Task and Finish Group.”

**5 (i) From John Toomey, UNISON Regional Officer, to the Finance and Staffing Portfolio Holder**

“Please can the Finance and Staffing Portfolio Holder explain how just a single e-mail sent on 23 August to the union representatives, with the new redundancy policy attached but without any notification of what had changed, is adequate consultation on such an important issue?”

**6. PETITIONS**

To note all petitions received since the last Council meeting.

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

**7 (a) Review of the Organisational Change and Redundancy Policy (Cabinet, 9 September 2010) (Key)**

Cabinet unanimously **RECOMMENDED TO COUNCIL** adoption of the revised Organisational Change and Redundancy Policy, incorporating the following minor amendments made by the Cabinet:

- Vacancies, first paragraph: “All vacancies will be restricted to employees who **are** at risk in the first instance...”,
- Suitable Alternative Employment, final paragraph: “...will be taken into account **by the Head of Paid Service** when making any decision...”; and
- all references to “Chief Executive” to be amended to read “Head of Paid Service”.

The policy is available on the Council’s website at [www.scambsgov.uk/meetings](http://www.scambsgov.uk/meetings)

Hard copies of the policy will be provided by Democratic Services if requested no later than 48 hours before the Council meeting date.

**7 (b) Clarifying Scrutiny Procedures and Related Definitions (Constitution Review Working Party, 8 September 2010)**

The Constitution Review Working Party unanimously **RECOMMENDED TO COUNCIL** that the Definitions and the Scrutiny and Overview Committee Procedure Rules in the Constitution be amended as follows:

**Definitions** (the two following paragraphs to be added)

“Whip” means any instruction given by or on behalf of a political group to any councillor who is a member of that group as to how that councillor shall speak or vote on any matter before the Council or any committee or sub-committee, or the application or threat to apply sanction by the group in respect of that councillor should he / she speak or vote on any particular matter.

A **Decision** is when an issue ultimately is decided by the appropriate decision-maker. A recommendation is not a decision.

**Scrutiny and Overview Committee Procedure Rules** (new text in *bold italics*)

12.1 Call-in should be used only in exceptional circumstances and can relate only to executive decisions made ~~or to be made~~ by the executive decision takers referred to in the Budget and Policy Framework Rules, Rule 7...

...

12.9 If, having considered the decision, the Scrutiny and Overview Committee is concerned about it or agrees that the decision is a departure, it may take one of the following courses:

12.9.1 refer the decision back to the executive decision taker for re-consideration, setting out in writing the nature of its concerns. If referred back, the executive decision taker shall then ~~re-consider~~ **respond** within five working days, ~~amending~~ **re-considering** the decision ~~or not~~, before **confirming the original decision**, adopting a ~~final~~ **an alternative decision or adopting a course of action leading to a final decision, such as but not limited to further consultation or exploration of other options, and confirming the deadline by which the final decision will be taken**. ~~If the decision had been made before call-in, it~~ **The final decision, once taken**, may be implemented immediately.

12.9.2 refer the matter to Council, ~~unless the executive decision taker has indicated a preparedness to reconsider the matter~~; or

12.9.3 not refer the matter back or to Council, in which case the decision if made may be implemented immediately following the Scrutiny and Overview Committee meeting.

**7 (c) Review of Procedures for Public and Member Questions at Full Council (Constitution Review Working Party, 8 September 2010)**

The Constitution Review Working Party unanimously **RECOMMENDED TO COUNCIL** that the revised procedures for public and Members’ questions at full Council, amending Council Standing Orders 1, 2, 10 and 11 (attached), be adopted.

**(Pages 23 - 28)**

**7 (d) Climate Change Working Group: Revised Terms of Reference (Climate Change Working Group, 8 July 2010)**

The Climate Change Working Group unanimously **RECOMMENDED TO COUNCIL** adoption of the attached revised Terms of Reference.

**(Pages 29 - 30)**

**8. FINANCIAL REGULATIONS**  
**For decision.**

**(Pages 31 - 32)**

**9. CHANGE OF APPOINTED MEMBERS AND SUBSTITUTE MEMBERS TO THE PLANNING COMMITTEE 2010/2011**

Council is asked to appoint Councillor David McCraith to the Planning Committee in place of Councillor Peter Topping and to appoint Councillor Ben Shelton as the

Conservative Group's fourth substitute member.

<b>Current Membership (Conservative)</b>	<b>Proposed Membership (Conservative)</b>
Val Barrett	Val Barrett
Brian Burling	Brian Burling
Pippa Corney	Pippa Corney
Mervyn Loynes	Mervyn Loynes
Charlie Nightingale	David McCraith
Peter Topping	Charlie Nightingale
Robert Turner	Robert Turner
Nick Wright (as Planning Portfolio Holder)	Nick Wright (as Planning Portfolio Holder)
<b>Substitutes in hierarchical list:</b>	<b>Substitutes in hierarchical list:</b>
1 – David McCraith	1 – Richard Barrett
2 – Richard Barrett	2 – Raymond Matthews
3 – Raymond Matthews	3 – David Bard
4 – David Bard	4 – Ben Shelton

**10. CHANGE OF APPOINTED MEMBERS TO THE SCRUTINY AND OVERVIEW COMMITTEE 2010/11**

Council is asked to appoint another member of the Conservative Group to the Scrutiny and Overview Committee in place of Councillor David Morgan.

**11. TO MAKE TWO APPOINTMENTS TO THE SOUTH CAMBRIDGESHIRE DIRECT LABOUR ORGANISATION (DLO) MANAGEMENT BOARD**

Council is asked to appoint two Members to the South Cambridgeshire Direct Labour Organisation (DLO) Management Board. Councillors Richard Barrett and Hazel Smith have been attending Board meetings for several years without formal appointment and are willing to continue as the Council's Member representatives.

**12. QUESTIONS ON JOINT MEETINGS**

<b>Joint Body</b>	<b>Date of Meeting</b>	<b>Minutes Published in Weekly Bulletin</b>	<b>Member Spokesman</b>
Cambridge City and South Cambridgeshire Local Strategic Partnership Board	21 April 2010	21 July 2010	Leader
Cambridge City and South Cambridgeshire Local Strategic Partnership Board	23 July 2010	25 August 2010	Leader
South Cambridgeshire Crime and Disorder Reduction Partnership	23 July 2010	25 August 2010	Leader
Joint Development Control Committee: Cambridge Fringes	11 August 2010	25 August 2010	Councillor Charlie Nightingale

**13. UPDATES FROM MEMBERS APPOINTED TO OUTSIDE BODIES**

**14. CHAIRMAN'S ENGAGEMENTS**

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

<b>Date</b>	<b>Venue / Event</b>
22 July 2010	Royal Anglian Regiment Presentation, Churchill College
25 July 2010	Park Life: Countdown to the Olympics, <b>Milton</b> Country Park
27 July 2010	Chalklands Sheltered Housing, <b>Linton</b>
31 July 2010	<b>Orchard Park</b> Family Fun Day
3 August 2010	Thistle Green Sheltered Housing, <b>Swavesey</b>
15 August 2010	Girl Guiding Look 2010 - Our Centenary Camp, <b>Stow-cum-Quy</b>
21 August 2010	East Anglian Air Ambulance 10th Anniversary Celebration, Wyboston Lakes
4 September 2010	The <b>Abington</b> Allotment & Leisure Gardeners Association Official Opening
6 September 2010	Judging for Cambridge News Awards
10 September 2010	High Sheriff's Reception, Cambridge Union, Bridge Street
11 September 2010	Cambs Army Cadet Force Open Day, <b>Waterbeach</b>
12 September 2010	Dedication Memorial to Royal Anglian Regiment at <b>Duxford</b> War Museum
	South Cambs District Council Civic Service, <b>Great Shelford</b>
20 September 2010	Official Launch of Cambridgeshire Celebrates Age, Harris Suite, CUFC
22 September 2010	Carers Conference Mayor of Haverhill's At Home



## **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.

### **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**

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. All meeting rooms are accessible to wheelchair users. There are disabled toilet facilities on each floor of the building. Hearing loops and earphones are available from reception and can be used in all meeting rooms.

### **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**

Vending machines and a water dispenser are available on the ground floor near the lifts at the front of the building. Visitors are not allowed to bring food or drink into the meeting room.

### **Mobile Phones**

Visitors are asked to make sure that their phones and other mobile devices are set on silent / vibrate mode during meetings or are switched off altogether.