



SOUTH CAMBRIDGESHIRE DISTRICT COUNCIL

COUNCIL MEETING
THURSDAY, 24 NOVEMBER 2011

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, 24 NOVEMBER 2011

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

DATED this 16 November 2011

JEAN HUNTER
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

PRESENTATIONS

There will be three presentations prior to the start of the formal meeting.

Committed Rural Housing

Councillor Mark Howell, Housing Portfolio Holder, will receive South Cambridgeshire District Council's "Committed Rural Housing" certificate from Claire Astbury, Lead Manager for East of England, National Housing Federation, in recognition of the Council's commitment to providing affordable housing in rural areas, and its support for the National Housing Federation's Save Our Villages campaign.

Bedfordshire Race and Equalities Council - Equality and Diversity Awards

The Council was presented with the Leading Change in Equality and Diversity award at the annual ceremony held on 14 October 2011. At the same event, Paul Williams, Equality and Diversity Officer, was highly-commended as runner-up in the individual Equality and Diversity Champion of the Year category. The Chairman of Council will present the individual and organisational awards and certificates to Paul and to Cllr Mark Howell, Cabinet Portfolio Holder for Equality and Diversity, respectively.

Tony Bradshaw Award for Best Practice in Ecology and Environmental Management

The Chairman will re-present to Rob Mungovan, ecology officer, the prestigious national Tony Bradshaw award for best practice, which Rob received from the Institute of Ecology and Environmental Management in recognition of his work to protect the largest colony of swifts in East Anglia, found at Accent Nene's re-development work at Fulbourn, an area now re-named The Swifts. The Tony Bradshaw award is an annual national competition for projects displaying best practice in the field of ecology and environmental management and is named in memory of the first President of the Institute who devoted his life to the science and practice of ecological restoration.

Democratic Services Contact Officer: Holly Adams 03450 450 500

1. **APOLOGIES**

2. **DECLARATIONS OF INTEREST**

3. **MINUTES**

To authorise the Chairman to sign the Minutes of the meeting held on 22 September 2011 as a correct record.

(Pages 1 - 10)

4. **ANNOUNCEMENTS**

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

5. **QUESTIONS FROM THE PUBLIC**

None received.

6. **PETITIONS**

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

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

7 (a) **Review of Standing Orders (including Public Recording of Meetings)
(Constitution Review Working Party, 10 November 2011)**

The Constitution Review Working Party **RECOMMENDED TO COUNCIL** that:

- (a) Standing Order 14.5, When a member may speak again, be amended to include: "A member who has spoken on a motion may not speak again whilst it is the subject of debate, except...(f) at the Chairman's discretion, to raise a point of information;" with subsequent paragraphs to be renumbered accordingly; and
- (b) Standing Order 14.13, Point of Information, be added as follows: "A member may ask to raise a point of information at any time, but will be permitted to speak only at the Chairman's discretion. A point of information may only be made where a member is aware that the Council has incorrect information before it on a material point. The member who raises the point of information must be able to cite evidence to support their statement. The point of information may be raised whilst another member is speaking but only if that member is willing to give way. The ruling of the Chairman on the admissibility of a point of information will be final." and subsequent Rules of Debate be renumbered accordingly.

The Constitution Review Working Party asks Council **TO NOTE** that it does not recommend any further changes to Standing Orders to address the public recording of meetings or social media use during meetings, as it was felt that the existing provisions for recording were sufficient, and that that nothing in the Constitution specifically prohibited the use of social media by the press, public, councillors or officers.

(Pages 11 - 14)

7 (b) **Head of Planning and Economic Development (Cabinet, 10 November 2011)
(Key)**

Cabinet **RECOMMENDED TO COUNCIL** that:

- (a) a new post of Head of Planning and Economic Development, reporting to the Corporate Manager (Planning and New Communities) be created; and
- (b) proposals to achieve savings from the Council's staffing structure be included within the 2012/13 budget to enable the funding of this post.

7 (c) HISTON and IMPINGTON: Amendments to Electoral Arrangements (Electoral Arrangements Committee, 21 November 2011)

The Electoral Arrangements Committee has been asked to **RECOMMEND TO COUNCIL** either:

- (a) the making of a Grouping Order (as requested) in the terms of the Draft Order attached to this agenda; or
- (b) the making of a Grouping Order in the terms of the Draft Order annexed subject to such amendments as the Committee recommends; or
- (c) to direct that a full Community Governance Review under the Local Government and Public Involvement in Health Act 2007 be undertaken, to set the remit for such review including the possible reduction of councillors from 26 to 19 and to defer any decision pending the outcome of that Review; or
- (d) that no order be made thus retaining the status quo, i.e., two parishes served by two parish councils.

The Electoral Arrangements Committee meets on 21 November 2011 and all members are invited to attend the meeting. The recommendations of the Electoral Arrangements Committee will be reported orally to Council.

The full reports presented to the Electoral Arrangements Committee are available on the Council's website, www.scambbs.gov.uk/meetings, under the Electoral Arrangements Committee meeting of 21 November 2011. Hard copies will be made available by Democratic Services if requested no later than 48 hours before the Council meeting.

(Pages 15 - 18)

8. RE-ALLOCATION OF COMMITTEE SEATS AND RE-APPOINTMENTS 2011/12
For decision.

(Pages 19 - 30)

9. COUNCIL MEETING SCHEDULE 2012/13
For decision.

(Pages 31 - 34)

10. QUESTIONS ON JOINT MEETINGS

Joint Body	Date of Meeting	Minutes Published in Weekly Bulletin
Joint Development Control Committee: Cambridge Fringes	6 October 2011	2 November 2011

11. UPDATES FROM MEMBERS APPOINTED TO OUTSIDE BODIES
None received.

12. QUESTIONS FROM COUNCILLORS

12 (a) From Cllr Jonathan Chatfield to the Leader of Council

"Could I ask the Leader to confirm the amount of money South Cambs will receive as New Homes Bonus in 2011/12, 2012/13, 2013/14, 2014/15 and 2015/16 and what percentage of this will be coming from the new development at Orchard Park this year?"

12 (b) From Cllr Douglas de Lacey to the Leader of Council

“At our last meeting, according to no less an authority than the Cambridge News, Cllr Clayton Hudson ‘stormed out’ after the vote not to suspend Standing Orders and permit tweeting, and ‘later posted a message on Twitter branding his fellow members “dinosaurs” and explaining he had “better things to be doing” with his time.’ Could the Leader please explain what things his members are expected to be doing which are better than considering the agenda items, listening to the points made in the debates, and voting on the basis of the evidence presented?”

12 (c) From Cllr John Williams to the Leader of Council

“Each autumn leaseholders in sheltered accommodation receive a statement for their service charge providing an estimate for the current financial year upon which their current charge is based, the actual charge for the previous year and any adjustment for the year before that. I understand why we have to produce an estimated service charge for the current year because the actual cost will not be known until after the end of the financial year, but why should leaseholders have to wait two years to receive any reimbursement for over payment (which can be as much as a three figure sum)?”

12 (d) From Cllr Tumi Hawkins to the Leader of Council

“One of the aims of South Cambridgeshire District Council is our commitment to providing a voice for rural life, playing our part improving rural services including transport links. Our transport links are under severe threat by recent bus subsidy removal and the quality of life for some residents has fallen. Is this authority submitting a response to the County Council bus consultation on behalf of South Cambridgeshire residents, and is it publicising the consultation to ensure residents are aware of it?”

12 (e) From Cllr Mike Mason to the Leader of Council

“With reference to the District Strategic Flood Risk Assessment, currently being revised, can members be advised if the Award Drain network has now been added to the database and the anticipated date of publication of the updated version?”

12 (f) From Cllr James Hockney to the Leader of Council

“Does the Leader consider that the new financing regime for the Housing Revenue Account presents any opportunities for new council house building over the next 30 years?”

13. NOTICE OF MOTION

13 (a) Standing in the names of Councillors Simon Edwards and Mervyn Loynes

This Council recognises the acute hardship many people are experiencing as the coalition government begins to put our country back on a sound financial footing.

Council also acknowledges that to support the governments reduced spending plans, staff salaries at this authority will, for a second year, remain frozen for the year 2011/12.

Council notes that member allowances have also been frozen for the last 3 years, and in recognition of the difficulties our residents and our staff are experiencing in the current economic climate, and to support this council’s revised spending plans, this council resolves not to increase member allowances, or expenses, for a further year in 2012/13.

14. CHAIRMAN'S ENGAGEMENTS

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

Date	Venue / Event
7 Oct 2011	Harlow Council Civic Dinner
7 Oct 2011	Huntingdonshire District Council Musical Extravaganza (attended by the Vice-Chairman)
8 Oct 2011	East Anglian Region Tree Warden Forum (also attended by the Vice-Chairman)
13 Oct 2011	Local Democracy Week Open Day for Young People, South Cambridgeshire Hall, Cambourne
15 Oct 2011	Swavesey Community Pavilion Opening
16 Oct 2011	Godmanchester Annual Civic Service
21 Oct 2011	Annual Awards Celebration: Best Kept Garden and Community Hero Awards, Scotsdale's Garden Centre, Great Shelford
23 Oct 2011	Mayor of March Civic Service
24 Oct 2011	Marshall's Tour
25 Oct 2011	Citizenship Ceremony, Shire Hall
4 Nov 2011	Chairman's Reception, TWI, Granta Park, Abington Hall
10 Nov 2011	100 Houses: Official Opening at Walnut Close, Landbeach
11 Nov 2011	Veterans' Day Ceremony, American Cemetery, Madingley
11 Nov 2011	South Cambridgeshire District Council Flag Raising and 2- Minute Silence, South Cambridgeshire Hall, Cambourne (attended by the Vice-Chairman)
14 Nov 2011	Feast Committee Presentation: Village Heroes, Great Shelford
18 Nov 2011	Mayor of Cambridge Reception (attended by the Vice- Chairman)
19 Nov 2011	120th Anniversary Concert, Histon Baptist Church (attended by the Vice-Chairman)
21 Nov 2011	Celebration of Youth Arts, Cottenham

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. 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 obtain 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

The Council is committed to openness and transparency. The Council and all its committees, sub-committees or any other sub-group of the Council or the Executive have the ability to formally suspend Standing Order 21.4 (prohibition of recording of business) upon request to enable the recording of business, including any audio / visual or photographic recording in any format.

Use of social media during meetings is permitted to bring Council issues to a wider audience. To minimise disturbance to others attending the meeting, all attendees and visitors are asked to make sure that their phones and other mobile devices are set on silent / vibrate mode during meetings.

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 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.