



SOUTH CAMBRIDGESHIRE DISTRICT COUNCIL

COUNCIL MEETING
THURSDAY, 23 JANUARY 2014

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.

The Council will be recognised as consistently innovative and a high performer with a track record of delivering value for money by focusing on the priorities, needs and aspirations of our residents, parishes and businesses.

OUR VALUES

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

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

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 next meeting of the **COUNCIL** will be held in the **COUNCIL CHAMBER, FIRST FLOOR** at **2.00 P.M.** on

THURSDAY, 23 JANUARY 2014

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

DATED 15 January 2014

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

- 1. APOLOGIES**
To receive any apologies for absence.

- 2. DECLARATIONS OF INTEREST**
To receive any declarations of interest for items on this agenda.

- 3. REGISTER OF INTERESTS**
Members are requested to inform Democratic Services of any changes in their Register of Members' Financial and Other Interests form.

- 4. MINUTES**
To authorise the Chairman to sign the Minutes of the meeting held on the 28 November 2013 as a correct record.

(Pages 1 - 10)

- 5. ANNOUNCEMENTS**
To receive any announcements from the Chairman, Leader, the Executive or the Head of Paid Service.

- 6. QUESTIONS FROM THE PUBLIC**
To note that one question from the public has been received, but was rejected on the grounds that it was not submitted in accordance with the prescribed deadline.

7. PETITIONS

To note that no petitions have been received since the last Council meeting.

8. TO CONSIDER THE FOLLOWING RECOMMENDATIONS:

8 (a) Localised Council Tax Support Scheme 2014/15 (Cabinet, 12 September 2013)

Council is **RECOMMENDED** to approve the Localised Council Tax Support Scheme for 2014/15.

Cabinet recommended to Council that it continues with the current Local Council Tax Support Scheme for 2014/15. This was unanimously agreed at the meeting of full Council on 26 September 2013.

The Council Tax Reduction Scheme (Prescribed Requirements) (England) (Amendment) Regulations 2013 were laid before Parliament on 20 December 2013 and came into force on 13 January 2014. These regulations allow for annual uprating of calculation components for Pensioner Council Tax Support. Minor amendments have therefore been necessary to the Pensioner's Scheme, which address those people who do not have the right to reside for the purposes of entitlement to Council Tax Support. Other changes as a consequence of the new legislation have also been made.

The full version of the revised Localised Council Tax Support Scheme document has been published separately and can be viewed via the following link:

<http://scambsmoderngov.co.uk/ieListDocuments.aspx?CId=410&MId=5965&Ver=4>

The original report considered by Cabinet on 12 September 2013 is attached for information.

(Pages 11 - 14)

8 (b) Review of Polling Districts and Polling Places (Civic Affairs Committee, 5 December 2013)

The Civic Affairs Committee **RECOMMENDED** to Council that no changes be made to the polling districts and places currently in place in South Cambridgeshire.

A copy of the report considered by the Civic Affairs Committee at its meeting on 5 December 2013 is attached for information, together with an extract of the draft minutes for that meeting.

(Pages 15 - 26)

8 (c) Annual Pay Policy Statement 2014-15 (Employment Committee, 13 January 2014)

The Employment Committee **RECOMMENDED** the Pay Policy Statement 2014-15 to full Council for approval.

(Pages 27 - 36)

8 (d) Members' Allowances 2014/15 (Independent Remuneration Panel)

Council is **REQUESTED** to:

- (i) **ENDORSE** the Independent Remuneration Panel's report.
- (ii) **AGREE** the following recommendations:
 - (a) that during 2014, the Independent Remuneration Panel reviews the basis and process for determining and allocating Special Responsibility Allowance payments against the need to demonstrate transparency, consistency, objectivity and fairness and with reference to benchmarked best practice in other comparable authorities for consideration by Council in 2015;
 - (b) that Members' Allowances be increased by the equivalent percentage amount as the Council agrees to apply to the pay rates of council staff, effective from the same date as staff;
 - (c) that Councillor induction material is updated so as to ensure that all Councillors are both aware of the expenses addressed through the payment of the Basic Allowance and also of the other expenses to which they are entitled to make claims for reimbursement.

(Pages 37 - 40)

9. QUESTIONS ON JOINT MEETINGS

To receive any questions on joint meetings held since the last Council meeting.

10. QUESTIONS FROM COUNCILLORS

10 (a) From Councillor Tumi Hawkins

"In recent weeks, statements have been made by the Portfolio Holder for Planning Policy and Localism and indeed from officers that after the consultation responses to the draft Local Development Plan have been collated and considered, this Council will only be looking to make 'minor' changes to the draft plan. In view of the significant opposition to parts of the draft plan, and the flaws that have been documented in some of the responses received particularly in relation to Bourn Airfield, it would seem that the Administration has already pre-determined the outcome of the consultation, a stance that makes a mockery of the consultation process.

Can the Leader please tell us if the proposals for Bourn Airfield are a 'done deal', and if not, why are we being told only minor changes to the draft proposals will be considered?"

10 (b) From Councillor Bridget Smith

“It is just over a year since this Council agreed to spend £45,000 on new furniture for the Council Chamber. It was claimed at the time that this decision was informed and driven by a firm business case which demonstrated that the new furniture would make the chamber attractive to outside bodies to use for corporate events and that would generate significant revenue for the Council. Can the Leader please tell us how much we have earned this financial year from hiring out the Chamber, how many bookings are currently taken for the forthcoming calendar year and what the expected income is for the next financial year?”

11. NOTICES OF MOTION

11 (a) Standing in the name of Councillor Roger Hickford

“The Pear Tree pub in Hildersham recently closed and was swiftly converted into a furniture shop by the owners. Although the change was legal and national legislation permits it without the need for further planning permission, the loss of the only pub in the village has been a huge blow for local people.

Pubs are important places where communities come together to socialise, particularly in small rural communities. As the pub was of such importance to the village, Hildersham Parish Council successfully applied for it to be registered as an ‘asset of community value’. This allows community groups time to bid for registered assets if they are put up for sale.

The provision has been successfully used in the district as the Scout Campsite in Little Abington was saved when it was put up for sale. However, the legislation does nothing to help villagers when the owners of vital registered assets, such as the final pub in a village, take advantage of the flexibilities introduced into the use class orders over recent years. At Hildersham the pub had already been decommissioned with the pumps, heart and soul ripped out when the owners changed how they are using the building and there was nothing that could be done.

In my view this is simply wrong and is not what the Government intended when they introduced the Community Right to Bid. The two pieces of national legislation are not working hand-in-hand.

More protection is needed to make sure pubs cannot automatically be changed into shops and offices, which offer far less to the community, without local people and councillors being able to have a say. This could happen to any pub in the district, county or country and I call upon all members to support the following notice of motion to lobby for change:

That this Council:

- **demands that Central Government issues regulations to remove the permitted development rights for change of use of pubs if they have been successfully registered as community assets**
- **lobbies local MPs, the Local Government Association and other relevant bodies to support the proposed change.**

By removing the permitted development rights for pubs listed as assets of community value, local people will be given more of a say and no change could be made without planning permission being sought and granted. Please join me and stand up for your community too.”

11 (b) Standing in the name of Councillor Hazel Smith

“Current legislation relating to water companies' responsibilities with regard to sewerage do not afford the same protections/benefits that the settled community enjoy, to Gypsies and Travellers whose properties are currently treated in the same way as holiday caravan sites.

The Welsh Government is currently consulting on a change to its legislation that could remedy this.

Should the Welsh Government go on to effect this change it is highly probable that the same guidance would be adopted by our Government as the current guidance was jointly adopted between the Environment Agency and the Welsh Office. The Environment Agency has confirmed that it is appropriate for us to contribute to this consultation.

This Council asks that the Portfolio Holder for Health & Environmental Services prepares a response to the consultation on behalf of this Council that would support a change to the legislation to compel water companies to give Traveller sites more equal treatment.”

12. CHAIRMAN'S ENGAGEMENTS

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

Date	Event	Attended by
30 November 2013	Cade Pavilion Opening Event, Eltisley	Vice-Chairman
3 December 2013	Chairman of Huntingdonshire District Carol Service and Reception	Vice-Chairman
9 December 2013	Start on Site Ceremony, Robson Court, Waterbeach	Vice-Chairman
11 December 2013	Mayor of Haverhill Town Council Carol Service	Vice-Chairman
15 December 2013	Mayor of St Edmundsbury Borough Council Civic Carol Concert	Vice-Chairman
16 December 2013	Mulled Wine and Mince Pies and Christmas Market, South Cambs Hall	Chairman and Vice-Chairman
18 December 2013	Headway Carol Service	Vice-Chairman
4 January 2014	Duke of Edinburgh Awards presentation	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.