



SOUTH CAMBRIDGESHIRE DISTRICT COUNCIL

COUNCIL MEETING
THURSDAY, 27 FEBRUARY 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, 27 FEBRUARY 2014

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

DATED 19 February 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 interests 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 23 January 2014 as a correct record.
- (Pages 1 - 8)**
- 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 no questions from the public have been received.

7. PETITIONS

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

8. TO CONSIDER THE FOLLOWING RECOMMENDATIONS:

8 (a) Corporate Plan Priorities 2014-2019 (Cabinet, 13 February 2014)

Cabinet **RECOMMENDED** to Council that the Corporate Plan setting out the Council's vision, objectives and actions for 2014 – 2019 be approved.

(Pages 9 - 10)

8 (b) Medium Term Financial Strategy (General Fund budget 2014/15 including Council Tax setting), Housing Revenue Account (including housing rents), Capital Programme 2014/15-2018/19 and Treasury Management (Revised 2013/14 and 2014/15) (Cabinet, 13 February 2014)

Cabinet **RECOMMENDED** to Council that:

- (a) the Capital Programme and the associated funding up to the year ending 31 March 2019 be approved as submitted;
- (b) a contribution of £60,000 be paid to the Friends of Friendless Churches in respect of St Denis Church, East Hatley;
- (c) projected Local Plan expenditure be included in the revenue estimates and Medium Term Financial Strategy;
- (d) the revenue estimates for 2014-15 be approved as submitted in the General Fund summary;
- (e) the precautionary items for the General Fund be approved;
- (f) the Medium Term Financial Strategy for the General Fund be approved based on the assumptions set out in the report to Cabinet on 13 February 2014 [*see note (2) below*];
- (g) the fees and charges proposed for 2014-15 be approved;
- (h) Executive Management Team be instructed to identify additional income/ savings of £300,000 in 2014-15 and further additional income/savings of £790,000 from 2015-16;
- (i) the council tax requirement for 2014-15 be £7,155,680;
- (j) the Council sets the amount of Council Tax for each of the relevant categories of dwelling in accordance with Section 30(2) of the Local Government Finance Act 1992 on the basis of a District Council Tax for general expenses on a Band D property of £122.86 plus the relevant amounts required by the precepts of Parish Councils, Cambridgeshire County Council, the Cambridgeshire Police and Crime Commissioner and the Cambridgeshire Fire Authority, details of those precepts and their effect to be circulated with the formal resolution required at the Council meeting;

- (k) the Housing Revenue Account estimates and the rent increase for the financial year ending 31 March 2015 be approved, the rent increase being in accordance with rent restructuring guidance from the Department for Communities and Local Government;
- (l) the service and other charges for housing services for the financial year ending 31 March 2015 be approved;
- (m) the Housing Revenue Account business plan summary for the next 30 years to 31 March 2044 be approved;
- (n) the borrowing and investment strategy for the year to 31 March 2015 be approved;
- (o) the prudential indicators required by the Prudential Code for Capital Finance in Local Authorities for the year to 31 March 2015 be approved;
- (p) the Executive Director, Corporate Services, be given delegated authority to issue the final version of the Estimates Book, incorporating any amendments required from Council's decisions.

FURTHER TO RECOMMENDATION (F) ABOVE, A COPY OF THE MEDIUM TERM FINANCIAL STRATEGY FOR THE GENERAL FUND IS ATTACHED AT APPENDIX 1, FOR INFORMATION.

FURTHER TO RECOMMENDATION (I) ABOVE, COUNCIL IS RECOMMENDED TO AGREE THE STATUTORY RESOLUTION IN RESPECT OF THE COUNCIL TAX FOR 2014/15, ATTACHED AT APPENDIX 2.

FURTHER TO RECOMMENDATION (M) ABOVE, A COPY OF THE HOUSING REVENUE ACCOUNT BUSINESS PLAN IS ATTACHED AT APPENDIX 3, FOR INFORMATION.

FOLLOWING THE MEETING OF CABINET HELD ON 13 FEBRUARY 2014, THE EXECUTIVE DIRECTOR (CORPORATE SERVICES) HAS UPDATED THE AREAS OF RISK WITH REGARD TO THE 2014-15 ESTIMATES AND THE RESERVES AS AT 31 MARCH 2015, REFERRED TO IN APPENDIX D TO AGENDA ITEM 7 OF THAT MEETING [SEE NOTE (2) BELOW]. THE UPDATED APPENDIX IS PROVIDED AS APPENDIX 4 ATTACHED, PARAGRAPH NUMBER 4 REFERS.

NOTES AND SUPPORTING INFORMATION IN RESPECT OF SETTING THE COUNCIL TAX AND BUDGET FOR 2014/15:

- (1) *Members should be aware of the provisions of the Local Government Finance Act 1992 which states that any Member who at the time of a Council meeting considering matters relating to the Council's finances is two months or more in arrears with their Council Tax, or any payment or instalment of it, must disclose that fact at the meeting and not vote on the subject. Failure to do so is a criminal offence. If you think this might apply to you, please contact the Chief Executive urgently.*

- (2) *The report and appendices considered by Cabinet on 13 February 2014 are available to view on the Council's website at <http://www.scambs.gov.uk/content/members> by selecting 'view meeting and agendas and minutes' followed by 'browse the agendas/minutes' and selecting 'Cabinet 13 February 2014'. Alternatively, hard copies of these documents are available from Democratic Services if requested no later than 48 hours before the Council meeting via telephone (01954) 713030 or email democratic.services@scambs.gov.uk.*
- (3) *The book of draft Revenue Estimates for the year ending 31 March 2015 and Capital Estimates to the year ending 31 March 2019 are available to view on the Council's website at <http://www.scambs.gov.uk/content/members> by selecting 'view meeting and agendas and minutes' followed by 'browse the agendas/minutes' and selecting 'Council 27 February 2014'. Hard copies are available from Democratic Services using the contact details and deadlines shown in note (2) above.*

(Pages 11 - 28)

9. SWAVESEY BYWAYS RATE 2014-15

To consider a report by the Swavesey Byeways Advisory Committee on the Swavesey Byeways Rate for 2014/15.

(Pages 29 - 42)

10. REVIEW OF POLITICAL BALANCE AND THE ALLOCATION OF SEATS TO COMMITTEES

To consider a report which reviews the Council's political balance and allocation of seats to committees.

(Pages 43 - 56)

11. QUESTIONS ON JOINT MEETINGS

To receive any questions on joint meetings.

12. QUESTIONS FROM COUNCILLORS

12 (a) From Councillor Tumi Hawkins

"In preparing the Draft Local Development Plan, this Authority has maintained that the basis for requiring the large scale developments proposed, including at Bourn Airfield, is that the SHMA identifies a need for 19,000 homes in South Cambridgeshire by 2031. Although this number has been questioned by a large number of residents and Members, the Authority maintains that it is correct.

This stance has again been thrown into considerable doubt by the statement made by two Councillors at the Joint Strategic Transport and Spatial Planning Group Meeting of 6 February 2014. A Cambridge City Councillor said "we know that South Cambridgeshire is taking the bulk of the housing growth needs of Cambridge, and we would like to help them do that". Further during the meeting, a County Councillor re-iterated this statement "as we have heard, South Cambridgeshire is taking the bulk of the housing needs of Cambridge". There were two cabinet members at that meeting, and neither one of them denied this statement or even made any response to those comments.

Can the Leader and/or Portfolio Holder for Planning Policy and Localism please explain why Members have been seriously misled on this matter and what deal was done with the City to bring about this situation where South Cambridgeshire is taking the bulk of the housing needs of the City?"

12 (b) From Councillor Charles Nightingale

"Will the Leader have the Portfolio Holder for Environmental Services, hold an enquiry into why it has taken Anglian Water so long (over two weeks) to solve the maintenance problem at the Great Shelford pumping station which caused the recent flooding. Residents have had tankers on 24 hour standby for the last fortnight and sandbags are still in place. A simple press release would have been nice. Will the Portfolio Holder also find a way around the 0800 number in emergencies?"

12 (c) From Councillor Susan van de Ven

"As a local representative, I have been unable to get an officer response on two pieces of case work in my ward involving damage caused by trees on council properties, in spite of multiple attempts over several months. A key aspect of a councillor's role must surely be to facilitate communication for local residents seeking help or advice from the council. Given the acute pressures on staff and the understandable challenge of responding to high volumes of incoming queries, what systems are in place to ensure a reliable and reasonable response time to councillor queries?"

13. NOTICES OF MOTION

13 (a) Standing in the name of Councillor Aidan Van De Weyer

"This council has made very welcome efforts to open itself to public scrutiny, including allowing as a matter of course the filming of meetings and the use of live electronic communications during meetings by councillors and members of the public. However, the way that councillors vote on decisions and motions is only made public in exceptional circumstances. The technology is already in place for the routine recording of votes, and doing so would greatly increase public accountability.

This council:

- a) requests that the Civic Affairs Committee considers and proposes amendments to the Council's Standing Orders so that all votes, except for those taken by affirmation and for appointments, are recorded in the manner described in Standing Order 16.5 (Recorded vote);
- b) will follow, until the Council Standing Orders have been so amended, the procedure described in Standing Order 16.5 (Recorded vote) for all votes, except for those taken by affirmation and for appointments."

13 (b) From Councillor Janet Lockwood

“This council is disturbed by reports suggesting that the Treasury is planning to move Papworth Hospital to Peterborough in an attempt to shore up the finances of Peterborough Hospital, and asks the Treasury and the Department of Health to avoid any further delays to the planned move to Addenbrooke’s.”

14. CHAIRMAN'S ENGAGEMENTS

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

Date	Event	Attended by
27 January 2014	Chairman of Huntingdonshire District Council Holocaust Memorial Day Event	Chairman
6 February 2014	High Sheriff’s Awards Ceremony, Cottenham Village College	Vice-Chairman
8 February 2014	Mayor of Haverhill Charity Horse Race Night, Haverhill Arts Centre	Vice-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.

