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3 February 2014

To: Councillor Pippa Corney, Portfolio Holder

Janet Lockwood  
Bridget Smith

Opposition Spokesman  
Scrutiny and Overview Committee

Dear Sir / Madam

You are invited to attend the next meeting of **PLANNING POLICY AND LOCALISM PORTFOLIO HOLDER'S MEETING**, which will be held in **COUNCIL CHAMBER, FIRST FLOOR** at South Cambridgeshire Hall on **TUESDAY, 11 FEBRUARY 2014** at **10.00 a.m.**

Yours faithfully  
**JEAN HUNTER**  
Chief Executive

**Requests for a large print agenda must be received at least 48 hours before the meeting.**

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## AGENDA

## PAGES

### SEATING ARRANGEMENTS AND OTHER IMPORTANT INFORMATION

While we will do what we can to allow as many members of the public as possible to attend this meeting, we ask you please to accept that space is limited and some of you unfortunately might not be able to observe {or listen to} the meeting. We are constrained by fire regulations and have your best interests at heart when considering health and safety implications, and your comfort.

Subject to this limited space, we anticipate being able to admit 30 people to the public gallery in the Council Chamber (First Floor) and 60 people to the separate public gallery (Second Floor). We have a limited number of seats but standing will be allowed.

The meeting starts at 10.00am and you must first report to Main Reception at the front of South Cambs Hall. No placards, banners or other visible messages are allowed in either public gallery. If there is any heckling, the Portfolio Holder will call for this to stop. If there is repeat heckling, the Portfolio Holder has the right to adjourn the meeting and ask for the public galleries to be cleared before continuing. Neither food nor drink is allowed in the public galleries. Mobile phones and other communication devices must either be set to silent ringtone or switched off altogether.

### PROCEDURAL ITEMS

**1. Declarations of Interest**

**2. Minutes of Previous Meeting**

The Portfolio Holder is asked to sign the minutes of the meeting held on 17 September 2013 as a correct record.

**1 - 8**

## RECOMMENDATIONS TO COUNCIL

3. **South Cambridgeshire Local Plan - Consultation Responses and Consideration on whether to submit for examination** 9 - 40

## DECISION ITEMS

4. **Update of Local Development Scheme (LDS)** 41 - 48
5. **Local Development Framework Annual Monitoring Report 2012-2013** 49 - 62

## STANDING ITEMS

6. **Work Programme**  
The Portfolio Holder will maintain, for agreement at each meeting, a Work Programme identifying all matters relevant to the Portfolio which it is believed are likely to be the subject of consideration and / or decision by the Portfolio Holder, Cabinet, Council, or any other constituent part of the Council. The Programme will be updated as necessary following each meeting. The Portfolio Holder will be responsible for the content and accuracy of the Work Programme. No Work Programme is currently available.
7. **Date of Next Meeting**  
To be confirmed.

## 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

## **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](mailto: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.